



UNIVERSITY OF KABIANGA

ADMISSION REQUIREMENTS

STUDENT HAND BOOK

1. TRAVELLING TO UNIVERSITY OF KABIANGA

The University is about 26 Km from Kericho Town along the Kericho-Kisii Road. One can take a direct vehicle to University from Kericho Town main bus Stage **OR** take the vehicles heading to Bomet/Sotik/Kisii and alight at “Premier” junction then travel about 6.2 Km towards Sondu. Those traveling from Narok or Kisii should alight at “Premier” junction.

2. ARRIVAL AND REGISTRATION

Students are expected to arrive between 8.00 a.m to 5.00 p.m on the opening day for registration. Any student arriving after 5.00 p.m will not be registered nor be given accommodation until the following day.

3. IMMIGRATION

All students who are not citizens of East Africa must be in possession of **VALID PASSPORTS BEFORE** arriving in Kenya. Temporary travel documents are not acceptable to the Immigration Authority in Kenya. In addition, all non-citizens must obtain re-entry permits from their own territorial Immigration Department to cover the duration of the courses and must bring their passport with them when they come to register at the University.

4. GOVERNMENT SCHOLARSHIPS AND LOANS

Students that require governments' funding (Scholarship, loan and bursary) must make formal applications through the official scholarship and loan application portal www.hef.co.ke upon placement and receiving of admission letters.

5. STUDENTS PERSONAL DETAILS FORM UoKJI/2

You are required to complete in the students' personal details form and attach passport size photograph on **a blue background**. The photographs should bear names of candidates and registration (admission) number in FULL (**NO INITIALS**) on the reverse side. (This information is important in the event of the photographs getting detached from the forms).

6. FEES AND BURSARIES

a) Non – Kenyan Students

All Non – Kenyan students must produce evidence of adequate financial support before coming to the University. The evidence **must be** in the form of a letter from sponsoring body guaranteeing adequate financial support for the entire duration of the course. Fees pay in slips will be collected at the time of registration.

b) Clothing, Pocket money, Laundry

Non – Kenyan students are advised to bring with them adequate amount of money per semester for the above expenses and other incidental expenses.

7. MEDICAL EXAMINATION

Admission into the University is subject to receipt of a satisfactory Medical Report. Students are, therefore required to undergo medical examination by a recognized medical practitioner before coming to the University. Form **UoKJI/3** is enclosed for this purpose and should be returned to us while duly filled at the time of registration.

8. MEDICAL ATTENTION AT THE UNIVERSITY

The University has a health clinic that serves all students at the University. Please note that the University does not provide the health services detailed in **i** and **ii** below. The University is not responsible for expenses incurred with hospitals, physicians or pharmacists without prior referral.

i. NON – RESIDENT STUDENTS

Students not residing in University Halls of Residence are expected to make their own arrangements for medical attention, however, when on Campus services of the University Clinic will be open to them.

ii. DENTAL AND OPTICAL TREATMENT

The University does not provide dental or optical treatment. Any student having or suspecting eye trouble should consult opticians and where necessary get spectacles before coming to the University. Students with dental and eye problems will be directed to the Kericho District Hospital for treatment.

11. GAMES AND SPORTS

Extra-curricular activities are essential for total human mental and physical development. These activities provide comic relaxation to the stressed, frazzled and exhausted mind thus afford appropriate outlet for releasing different forms of pressure or anxiety in the world of academic. It is the policy of the University that all students should be encouraged to participate in at least one game and one sport.

The University offers a wide range of sporting activities for both men and ladies. These include soccer, hockey, basketball, volleyball, handball, tennis, table tennis, badminton, tae-kwo-ndo, karate, athletics,

swimming, netball, chess, scrabble, darts and rugby. Students participate in these activities both at recreational and competitive levels. At competitive level, we accord students opportunity to travel widely to compete at inter-university sports, bi-annual championships, tournaments organized at local and national levels, East Africa University games and World University Games.

The students are therefore, strongly advised to appreciate the policy of the University that encourages all students to come with their **own training and practice kits and appropriate playing equipment for games and sports of their choice**. For example, students who intend to participate in any of the following category of games and sports should bring their own playing kit as follows:

GAME	REQUIREMENTS
1. Soccer/Football/Rugby	Uniforms and boots
2. Basketball / Volleyball/ Handball / Netball	Uniforms and footwear
3. Hockey	Uniforms, footwear and hockey stick
4. Tennis/Badminton/Table tennis	Uniforms, rackets, or bats and foot wear
5. Athletics/Swimming	Track suits/ swimming costumes
6. Karate/Tae-kwon-do	Ghee suits

The University has an "Official competition kit" which will be provided **ONLY** during Competitions. Other basic items for training such as balls will be provided for training and practice to the respective teams.

12 CONDITIONS FOR REGISTRATION

No student will be registered without producing the following:

- a) A copy of the admission letter
- b) Original result slip/certificate (which will be returned to the student after verification of its authenticity)
- c) One copy of the result slip/certificate
- d) The completed Personal details form, **UoKJI/2** and a coloured pass port size photo on a blue background attached.
- e) Acceptance form
- f) Duly filled medical form attached and a coloured pass port size photo on a blue background attached
- g) One copy of the National Identity Card or Birth certificate for those who are below 18 years old (the national identity card should be submitted immediately one receives the ID).
- h) Receipts for requisite fees paid (from the Finance Department).

N/B: Upon payment of the requisite fees, it is mandatory to report in the ERP System. Students' personal files are opened before students are issued with University identification cards.

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF UNIVERSITY OF KABIANGA

These rules and regulations are meant to help the University function effectively for ALL its students, staff and its environs. None of these rules are meant to make your life difficult. Students are required to sign the attached declaration form to confirm that they have read, understood, and will abide by the rules and regulations as stipulated.

1.1 These regulations are made by the Senate and the University Council in accordance with the provisions of Universities' Act and Statutes whose

objective and purpose are, among others, to provide for the control, governance and administration of the University.

- 1.2** The Vice Chancellor, as per the Universities' Act and Statute V, shall be responsible to the Council for the general conduct and discipline of the students.
- 1.3** These regulations shall apply to ALL students of University of Kabianga and its Campuses subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with Statutes in general.
- 1.4** These regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.
- 1.5** Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

2.0 DISCIPLINARY AUTHORITY

- 2.1** For purposes of these regulations the Vice Chancellor, acting on behalf of 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 procedures and maintaining law and order.

2.2 Definition of a Student

In these regulations the term 'student' means a person who is registered to study at the University during a current academic year for a first or higher degree, diploma, certificate or such other qualifications or 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.

3.0 THE CONDUCT OF STUDENTS

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

3.1.1 General Conduct

- a. Respect and adhere to the administrative and academic rules, procedures and structures established by the Universities' Act and Statutes for the control, governance and operations of the University.
- b. Respect the rights and privileges of the members of the University community at all times.
- c. Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
- d. Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
- e. A student shall not use or have in his/her possession knives, sticks, metal bars of any other articles which might endanger other members of the University Community.
- f. A student shall not use any other profane or abusive language while in the University.

- g. A student shall not threaten or hold hostage, extort, strike or physically harm any other student, a member of staff, other employees of the University, or a member of public.
- h. It shall be an offence for a student to interfere with movement of University vehicles or cause traffic obstruction in or outside the Campus.
- i. Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions or at any other University functions.
- j. University facilities like halls, lecture theatres and common rooms may not be used by students for business, meetings and parties without written approval from the Dean of Students.
- k. Students shall not be permitted to enter places on Campus designated as 'Out of Bounds' or No through way such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works, Electricity Control Rooms and other such areas as notified from time to time.

3.1.2 Channels of Communication

In the redress of grievances, students shall be expected to go through the laid down channels and procedures as follows: -

- a) Academic matters: Class representatives, Academic Advisers, Heads of Departments, Deans of Schools and Dean of Students in that order.
- b) Residential matters: Housekeepers/janitors, Hostel Officers, Wardens, Catering and Hostels Manager and Dean of Students in that order.
- c) All other matters through the Dean of Students to relevant departments and sections.
- d) Students and their organizations shall be expected to adhere to the procedures in (a) and (b) above to ensure prompt processing of their grievances.
- e) Failure to adhere to the above procedures shall be a violation of the University regulations

4.0 RULES OF COMMUNITY LIVING

4.1 Residential Conduct

Resident students are required to fill residential students form and non-resident students are required to fill non-resident student forms.

All students shall conduct themselves with responsibility and maturity while in halls of residents at the University and in particular shall strictly observe the following: -

- a. Share rooms in addition to other facilities of common use. However, it shall be an offence to accommodate unauthorized person (**Pirate**) in the University hostels.
- b. The students shall not:
 - i. Admit visitors/students to their rooms only between the hours of 10.00 a.m. and 10.00 p.m. and in so doing shall pay due consideration and regard to the conveniences of their roommates.
 - ii. Remove or damage any facility or equipment in their rooms or any other part of the halls of residence.
 - iii. Cook or sell food in the halls of residence
 - iv. Conduct illegal business or trade in the halls of residence.
 - v. Reside with a member of the family in the University Halls of residence, e.g. child, mother, father or any other relative unless in specified areas which the University may identify.
 - vi. Cohabit while in the University halls of residence.
 - vii. Enter or remain in the opposite sex halls of residence/rooms between 10.00 p.m. and 10 a.m.
 - viii. Hold any parties in the rooms.
- c. Students shall be expected to maintain a high degree of hygiene in their halls or residence, dining halls and University in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.

4.2 Keys

Each student shall be required to surrender room keys promptly if and when required.

4.3 Vocational Residence

- a) All students shall leave the University premises at the end of every academic session. Permission for vocational residence shall only be granted by Dean of Students on the advice from the Dean of the School that residence shall be required for the purpose of carrying out an academic assignment or for other reasons approved by the Dean of Students.
- b) Vocational residence shall be in a specified hall of residence and paid for in advance at least two weeks before the start of the vacation.
- c) Students shall vacate University premises immediately they are asked to on disciplinary grounds.

5.0 UNIVERSITY PROPERTY

A student shall take reasonable care of property of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the students.

6.0 MUSIC AND MUSICAL INSTRUMENTS

- 6.1** On approval by Dean of Students radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between 5.00 a.m. and 11.00 p.m., and at no time should the sound be so loud as to cause disturbance to others.

- 6.2** On approval by the Dean of Students, video entertainment shows are restricted to Friday and Saturday evenings only and at no time should the shows run past 2.00 a.m. On Sundays, the shows shall run until 5.00 pm
- 6.3** On approval by the Dean of Students, discos and other dances shall be held on Friday and Saturday evenings only.
- 6.4** On approval by the Dean of Students, parties shall be held on Fridays and Saturdays evenings, and on Sundays up to 5.00 pm on.

7.0 NOISE AND NUISANCE

Students are not allowed to create unreasonable noise, or engage in unruly and rowdy behavior to the disturbance or annoyance of other occupants of University premises as provided by the relevant laws of the land.

8.0 GENERAL

8.1 Fire-Fighting Appliances

It shall be an offence against University regulations to interfere with, damage or remove, other than for fire fighting purposes any of the fire-fighting appliances.

8.2 Security of students' property

Students are advised to take reasonable care to ensure safety of their personal effects. While reasonable security shall be provided, the University is not liable for losses of or damage to students' personal property while on University premises.

8.3 Motor Vehicles/Motorcycles/Bicycles

A student shall not keep a motor vehicles/ Motorcycles/Bicycles on university premises without prior written permission from Deputy Vice Chancellor (Administration & Finance). Permission shall not be given

without proof of a valid insurance cover, a current driving license and any other motor vehicle registration requirement. Permission may be refused or withdrawn at the discretion of the Deputy Vice Chancellor (Administration & Finance)

9.0 CRIMINAL OFFENCES

The University has no right of exclusive jurisdiction over its students in criminal matters and other offences covered by law. All crimes and other offences under the Laws of Kenya, THE PENAL CODE CAP. 63 shall be reported to police. These shall include the following: -

- a. Being drunk and disorderly
- b. Possession of drugs and illicit brews
- c. Drug trafficking.
- d. Fighting
- e. Possession of dangerous weapons e.g. daggers, arrows, guns, etc.
- f. Assault causing bodily harm.
- g. Arson or attempt to commit arson
- h. Malicious destruction or damage to property.
- i. Theft and other related offences e.g. robbery and extortion.
- j. Picketing, rioting, obstruction to perform duty.
- k. Organizing unlawful demonstrations/processions/incitement.
- l. Rape or attempted rape.
- m. Kidnapping/abduction, detentions.
- n. Sexual harassment, indecent assaults, defilement.
- o. Impersonation and false pretences.
- p. Forgery, fraud, counterfeiting.
- q. Illegal/ unlicensed trade e.g. hawking.
- r. Trespass.
- s. Aiding Suicide and attempted suicide.
- t. Concealing birth, killing of unborn child and abortion.

u. Subversion/Treason.

v. Murder, Manslaughter.

Notwithstanding any action that may be taken by the police under the foregoing paragraph, the University may take independent disciplinary measures.

10.0 LEAVE OF ABSENCE

10.1 The University shall grant leave of absence from the University on the following grounds only: -

- (a) Sick leave
- (b) Maternity leave
- (c) Compassionate leave
- (d) Special leave

The request for leave shall normally be supported by documentary evidence.

10.2 In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or

any certified Medical Practitioner to the Dean of relevant school and the office of the Dean of students. Where a private practitioner has treated a student the medical certificate shall be submitted to the University Medical Officer for record.

10.3 Leave application forms are available at the Dean of Students office and must be filled by the applicant at least one day before leave begins. The University shall not entertain any claims where a student leaves without prior official permission.

11.0 PROCESSION, DEMONSTRATIONS AND CEREMONIES

- 11.1** It shall be an offence for any student while on Campus to organize or participate in demonstrations, processions, picketing or any other meetings for which permission has not been granted by the University or a government authority.
- 11.2** In addition to any other Permit required by the law, permission to hold meetings in the University precincts shall be given by the Dean of Students and a report made to Head of University Security Services.
- 11.3** Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

12.0 CORRESPONDENCE

- 12.1** Correspondence to the press or other mass media by an individual or officials of the Students Organization shall bear the individual names and signatures.
- 12.2** It shall be an offence to make slanderous and/ or irresponsible statements about matters affecting the University or Students Organization.
- 12.3** Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- 12.4** Advertising notices must be in approved designated notice boards and shall be subject to approval by the Dean of Students' office. However, those who are responsible shall remove such notices within one week after the advertised event takes place.
- 12.5** Correspondence through letters by individual students or by officials of the Students Organizations (including student societies) to the following in

matters pertaining to the University shall be sent through the office of the Dean of Students who will forward as may be appropriate: -

- (a) Government officers
- (b) Foreign governments
- (c) Ministers and members of Parliament or other dignitaries
- (d) Other such bodies

12.6 Invitation to Government, Ministers, Government Officials, and Politicians, Representatives of Foreign Governments or any other important persons to visit the University in their official capacities shall be notified to the Vice Chancellor by through the Dean of Students within adequate time for approval.

13.0 ACADEMIC RESPONSIBILITY AND LEADERSHIP

13.1 Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled course of instruction is compulsory. Senate considers attendance of lectures and practicals as compulsory.

13.2 It is an offence to interfere with or block scheduled activities.

13.3 Students who have missed more than 20% of scheduled lectures, tutorials, seminars, practical sessions and other instruction shall NOT be allowed to sit end of semester examinations and subsequently shall repeat the year or semester as shall be recommended by the Senate

13.4 Student shall be expected to comply with all other regulations made by Departments, Schools and Campuses or any other such units of the University.

(a) No student shall be allowed:

- (i) To contest for any elective post in the Students Governing Council (S.G.C) of the University of Kabianga Students Organization if by so doing it will compromise his/her academic performance.
- (ii) To contest, as a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous University Academic Year.
- (iii) A first year student intending to contest should have obtained credit pass (60%) average of C.A.T marks.

The fulfillment of the above requirements shall be confirmed by the Dean of the respective School.

(b) No student shall be allowed to contest if:

- (i) One has been suspended from the University at any one time.
- (ii) One has suffered from mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.
- (iii) One has a pending disciplinary case

13.5. Eligible candidates for elective posts in Students Governing Council (SGC) shall be limited to bona fide students who have cleared payment of ALL University fees that are due at that time as shall be confirmed by the Finance Officer.

13.6 The tenure of service in the Students Governing Council shall be restricted to one term of one academic year only and no such student shall be eligible to serve in any other capacity thereafter.

13.7 No student shall be allowed to attend classes or sit for any examination if one has not cleared all tuition and administrative fees.

14.0 THE DISCIPLINE OF STUDENTS

14.1 Jurisdiction

The following provisions shall apply to all disciplinary action taken against students in respect of the disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

14.2 Officer In-charge

- a. The responsibility of maintaining discipline at the University is vested with the Office of the Vice Chancellor who may from time to time delegate such powers to other officers of the University for purposes of investigation and enforcement.
- b. Administrative and Academic staff of the University have authority to ensure that the rules and regulations are adhered to by all students.
- c. Students on field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the University places them.

14.3 Enforcement of Regulations

In the event of breach of the regulations, and depending on the nature of the offence the offices referred above shall adopt the following procedures: -

- a) Shall require the student to make a written statement in response to the charges.
- b) Shall warn or caution the student either verbally or in writing.
- c) Shall report the student to the office of the Dean of Students in writing enclosing all documentary evidence for further processing. The Dean of Students shall: -
 - (i) Investigate and establish whether there is a case to answer. In this respect, the Dean of Students may warn or caution the accused.

- (ii) Process the disciplinary offence and forward to the Deputy Vice Chancellor (Academic & Student Affairs)
- (iii) Take any other action that may be deemed appropriate at that time.

14.4 Disciplinary Procedures

There shall be a Students Disciplinary Committee of the Senate constituted as per Statutes of University of Kabianga.

14.4.1 Meetings of the Disciplinary Committee

The Chairman shall convene a meeting of the Disciplinary Committee within three weeks of conclusion of investigation.

14.4.2 Disciplinary Fee

Students facing disciplinary action shall pay a disciplinary fee of Ksh.2, 000. This may be altered by the Senate from time to time.

14.4.3 Notice of Meeting

- a) The Secretary shall notify both the student and the complainant formally of the date and time of the meeting and inform them of their right to be present and to call witnesses.
- b) The Student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other Students' commitments.

14.4.3 Procedure of the Committee:

All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of "Principal of Natural Justice" which are namely: That

- (a) No one shall be a judge of his/her own cause
- (b) Each party shall have the right to be heard and call witnesses

(c) The accused has a right of appeal

The committee shall hold due enquiry and shall not be required to adhere to the rules and evidence or procedures as applied in a Court of law. In particular, the Committee shall ensure that both sides are heard and that persons required to be WITNESSES in the case do not sit as members of the Committee.

Decision of the disciplinary committee shall be reached by consensus provided that in the event of failure to reach a consensus the decision shall be reached by voting. In the event of a tie the chairman shall have a casting vote.

These proceedings are of management nature internal to the administration of the University and therefore shall not involve legal representation. However, if a student wishes to be legally represented he/she should give notice to the University.

14.5 Powers of the Senate Students Disciplinary Committee

14.5.1 The Committee shall have powers to impose any one or more of the following measures, subject to ratification by the Senate: To

- a) Dismiss the case against the student.
- b) Warn or caution the student either verbally or in writing
- c) Require the student to make good any loss or damages commensurate with the nature and gravity of the offence committed or impose a cash fine.
- d) Forfeit bursary or goods to the University
- e) Exclude the student from the Halls or Residence for such a period as the Committee may deem fit.
- f) Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit.
- g) Suspend the student from the University for a specified period.
- h) Expel the student.

14.5.2 Communication of Disciplinary Decision

Subject to the Provisions of the Statutes, the Deputy Vice Chancellor (Academic and Student Affairs) shall communicate the Committee's decision to the student; and such decisions shall take effect immediately.

14.5.3 Appeal

The student shall have the right to appeal to the Vice Chancellor against the decision of the students Disciplinary Committee and to Council against the decision of Senate.

14.5.4 Procedures for appeal

- a) Notice of appeal against the Disciplinary Committee decision shall be given in writing and addressed to the Vice Chancellor or Chairperson of council as appropriate.
- b) Upon receipt of the notice of appeal the secretary of the disciplinary committee or the Students Appeals Board as the case may be shall avail the student disciplinary committee or the Students Appeals Board proceedings respectively to the Chairperson of the relevant Appeals Board.
- c) The Chairperson of the concerned Appeals Board shall constitute a meeting within two weeks of receipt of the proceedings.
- d) Membership of the students Appeals Board shall be as follows.
 - i. The Vice Chancellor or his nominee as chairman
 - ii. Two Senate representatives
 - iii. Dean of Students
 - iv. One Student representative
- e) Notice of appeal against Senate decision must be given in writing to the Chairman of Council through the Vice Chancellor within fourteen (14) days of the date of communication of the Senate decision.
- f) On receipt of a copy of notice of appeal, the Secretary to the Disciplinary Committees shall send to the Vice Chancellor a copy of all

the relevant minutes and documents pertaining to the hearing of the case.

- g) On receipt of a copy of notice of appeal to the Secretary Council shall send to the Chairman of Council a copy of all relevant minutes and documents pertaining to the case.

15.0 SAVING CLAUSE

The provision of these regulations and any decision made by the Disciplinary Committee shall not derogate from the right of the police or any member of public so entitled to bring any action or to institute criminal proceedings in respect of the same state of facts against any student in a court of law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student.

16.0 RULES FOR CLUBS AND SOCIETIES

16.1 Clubs and Societies

(a) Clubs and Societies may be formed for the advancement of the functions

and objectives of the University.

(b) Clubs and Societies shall be self-supporting in all financial matters.

16.2 Procedures for forming Clubs and Societies

The students proposing to form a club or a society shall prepare a draft Proposal which must include the following:

- (i) Justification
- (ii) Objectives
- (iii) Interim office bearers and patron
- (iv) An indication of likely membership
- (v) Possible sources of funding

The students shall then: -

- (i) Discuss the proposal with the Dean of Students.
- (ii) Draw up the proposed club or society's constitution
- (iii) Seek approval for the club and society from Deputy Vice Chancellor Academics & Student Affairs through the Dean of Students.

16.3 Management of Clubs and Societies

- a) All clubs and societies shall be managed in accordance with their approved constitutions
- b) All scheduled activities must have prior approval of the Dean of Students. For this, purpose a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.

16.4 General Conduct of Clubs and Societies

- a) Topics of discussion by outside guests shall be approved by the Vice Chancellor through the Dean of Students.
- b) University facilities may not be used for any county or national political campaigns.
- c) Fund raising by students on Campus shall not be allowed unless authorized by the appropriate Government authorities and approved by the Vice Chancellor through the Dean of Students.

16.5 Protection of Name

Any individual, Students Organization, Club or Society may not use the name "University of Kabianga" without the written approval of the Vice Chancellor through the Dean of Students.

17.0 THE REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS

17.1 Examinations irregularities

Examination irregularities shall include:

- i. Having unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, jackets/overcoats, clipboards, writing on adjacent walls, desks, tables, bags, electronic devices, such as mini computers, calculators, cell phones, pagers or any other material foreign to the examination.
- ii. Any writing or drawing or other 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 unauthorized material.
- iii. Copying answers from the answer scripts belonging to another candidate.
- iv. Copying from or making references to unauthorized material(s) in examination room.
- v. Obtaining assistance, from another candidate/non-candidate, or giving assistance to another candidate, directly or indirectly in answering an examination questions.
- vi. Destroying evidence which may be used as proof of an examination irregularity.
- vii. Carrying examination scripts/answer sheets, either own or for another candidate out of the examination room.
- viii. Writing on examination question paper.
- ix. Permitting another candidate to copy from or make use of one's question paper with writings on it.
- x. Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- xi. Attempting to copy from or make reference to unauthorized material in the examination room.
- xii. Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body or any other material foreign to the examination.
- xiii. Threatening invigilators, and obstructing the invigilators from carrying out

his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the 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 invigilators.

17.2 Procedures in Dealing with Examination Irregularities.

- i. Invigilators shall, before each examination, inform candidates of the seriousness with which Examination Irregularities shall be treated.
- ii. When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be invited to witness.
- iii. The Invigilator shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.
- iv. The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Head of Department by the main Invigilator.
- v. The Main Invigilator and the Head of Department shall make a full report on the incident to the Deputy Vice - Chancellor, Academic and Student Affairs through the Dean, immediately after the examination.
- vi. The Chief Invigilator's report and the candidate's statement shall be considered by a Standing Committee of Senate on Examinations Irregularities.
- vii. 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 Head of Department considers that an examination irregularity has occurred, a full report shall be made to the Deputy Vice Chancellor, Academic and Student Affairs, through the Dean.

17.3 Leakage of Examination

17.3.1 Definition

Any act which results in a candidate or a person having unauthorized access to or knowledge of examination questions or on any materials related to the examination, before the scheduled date and time of the examination shall amount to leakage of the examination.

17.3.2 Instructions to Candidates and Invigilators

- a) Candidates shall be allowed into the examination room five minutes before the start of examination. Question papers shall be placed upside-down on the desks before candidates enter the examination room. Candidates must not turn the question paper over until they are instructed to do so.
- b) Candidates should acquaint themselves with the instructions of the front page of the answer books.
- c) Candidates should write their registration numbers, course codes, course titles and paper numbers, on the answer booklets and on continuation sheets.
 - (i) No Candidate shall enter the examination room after 30 minutes from the start of the examination.
 - (ii) A candidate who is excluded from the examination under this regulation should report to the Chief Internal Examiner.
- e) If a candidate arrives within the first 30 minutes of the start of examination, the candidate may at the discretion of the invigilator have

extension of time to compensate for the lateness, provided no other candidate has left the room.

f) Candidates who do not have examination cards shall not be allowed to sit an examination.

g)

i. A candidate who fails to turn up for an examination shall be deemed to have failed that examination except when there is proof of illness or other plausible cause, approved by the Senate

ii. A candidate who is unable to sit an examination should report the circumstances to the Deputy Vice Chancellor (Academic & Student Affairs) immediately.

iii. Misreading the examination timetable is not a sufficient cause for failing to sit an examination

h) Examination registration cards should be conspicuously displayed.

i) Books, bags, notes, rough papers, communication gadgets or any other such materials that may hinder transparency or that are likely to raise suspicion should not be carried into an examination room. Mathematical Tables and calculators should not be brought into the examination room, unless there is a provision to the contrary for a particular examination. All unauthorized materials should be handed over to the Senior Invigilator before the start of an examination.

j) Invigilators shall have powers to confiscate any unauthorized material(s) brought into an examination room. They shall have the power to expel from the examination room, any candidate who creates disturbance and breaches the peace and quiet of an examination.

k) Smoking is forbidden in an examination room.

- l) Candidates must stop writing and assemble their scripts at the end of the examination, on the instructions of the Senior Invigilator. Candidates should leave the scripts on the desks, unless otherwise instructed.
- m) Candidates are not allowed to communicate with each other, either verbally or through other means, during an examination without the permission of the invigilator.
- n) Candidates are not allowed to remove answer books or sheets from the examination room.
- o) Candidates are not allowed, in the course and assignments, to reproduce the works of another person or other persons without acknowledgement, and with intent to deceive. This amounts to plagiarism, a serious offence which will lead to disciplinary action being taken against the candidate.

APPENDIX

DECLARATION

I ID.
No.

Declare that I have read the regulations governing the organization, conduct and discipline of students at University of Kabianga, and understood their content and meaning, and undertake to abide by them.

Signed..... **Date**.....

School admitted to

Registration No