



UNIVERSITY OF KABIANGA

ISO 9001:2008 CERTIFIED

STUDENT RULES AND REGULATIONS

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OCTOBER, 2013

TABLE OF CONTENTS

ABBREVIATIONS.....	4
INSTITUTIONAL ACRONYMS.....	4
EXECUTIVE SUMMARY.....	5
1.0 PREAMBLE.....	6
1.1 THE VISION OF THE UNIVERSITY.....	6
1.2 THE MISSION OF THE UNIVERSITY.....	6
1.3 THE PHILOSOPHY.....	6
1.4 THE CORE VALUES OF THE UNIVERSITY.....	6
1.5 UNIVERSITY ORGANIZATIONAL STRUCTURE.....	7
1.5.1 THE CHANCELLOR.....	7
1.5.2 THE COUNCIL.....	7
1.5.3 THE UNIVERSITY MANAGEMENT BOARD.....	7
1.5.4 SENATE.....	8
1.5.5 SCHOOLS, INSTITUTES, DIRECTORATES, CENTERS AND DEPARTMENTAL BOARDS.....	8
1.6 FUNCTIONS OF THE UNIVERSITY.....	8
2.0 THE POLICY.....	9
2.1 OBJECTIVES.....	9
2.2 Rules and Regulations Governing the Conduct and Discipline of students of the University of Kabianga.....	9
2.3 Disciplinary authority.....	10
2.5.1 General Conduct.....	10
2.6 Rules of Community Living.....	13
2.6.1 Residential Conduct.....	13
2.6.2 Non – Residential Conduct.....	15
2.6.3 Keys.....	15
Each student shall be required to surrender room keys promptly if and when required.....	15
2.6.4 Vocational Residence.....	15
2.7 University Property.....	15
2.8 Music and Musical Instruments.....	16
2.9 Noise and Nuisance.....	16
2.10 General.....	16

2.10.1	Fire-Fighting Appliances.....	16
2.10.2	Security of Students Property.....	16
2.10.3	Motor Vehicles and/or Motor cycles.....	16
2.10.4	Criminal Offences.....	17
2.10.5	Kitchenettes.....	18
3.0	LEAVE OF ABSENCE.....	19
(e)	The request for leave shall normally be supported by documentary evidence.....	19
4.0	PROVISION OF HEALTH SERVICES.....	19
5.0	PROCESSIONS, DEMONSTRATIONS AND CEREMONIES.....	20
6.0	CORRESPONDENCE.....	20
7.0	ACADEMIC RESPONSIBILITY AND LEADERSHIP.....	21
8.0	THE DISCIPLINE OF STUDENTS.....	22
8.4.1	Meetings of the Disciplinary Committee.....	23
8.4.2	Disciplinary Fee.....	24
8.4.3	Notice of Meeting.....	24
8.4.4	Procedure of the Committee:.....	24
8.7.1	Procedures for appeal.....	25
9.0	RULES FOR CLUBS AND SOCIETIES.....	26
10.0	REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS.....	28
i.	Having an unauthorized material in an examination room.....	28
10.3.1	Definition.....	29
10.3.2	Instructions to Candidates and Invigilators.....	29
11.0	MONITORING AND EVALUATION.....	31
12.0	AMENDMENT OF THE POLICY.....	31

ABBREVIATIONS

VC	Vice - Chancellor
DVC (A&SA)	Deputy Vice - Chancellor Academic and Student Affairs
DVC (A&F)	Deputy Vice - Chancellor, Administration and Planning

INSTITUTIONAL ACRONYMS

FTC	Farmers Training Centre
HELB	Higher Education Loans Board
UoK	University of Kabianga

EXECUTIVE SUMMARY

The University of Kabianga is an ISO certified institution that received its charter as a fully-fledged University on 1st March 2013. The University charter and statutes stipulate functions and operations that require development of policy frameworks. The policy on student rules and regulations contains guidelines which are intended to make the students’ stay in the University as comfortable and enjoyable as possible. Each student is required to read, understand and abide by the rules and regulations contained in the policy. The policy, for example, guides the academic, social and spiritual/moral contribution of students to the development of the University. It clearly spells out the organizational structure of the University highlighting the reporting lines that aim at improving communication.

Key rules highlighted in the policy, relate to community life, use of University property, criminal offences, leave of absence and provision of health services, among others. The policy also provides procedures by which students should conduct themselves and express their views. Of particular importance, are regulations governing University examinations. These provide for both regular conducts of examinations as well as how to deal with any irregularities that may arise from time to time. It is hoped that if applied well, the policy will make students stay comfortable and result in achieving their educational objectives.

Signed..... Date:.....

Vice - Chancellor

1.0 PREAMBLE

University of Kabianga (UoK) was awarded a Charter on 1st March 2013 with a view of creating more learning opportunities. It was initially established as a Campus of Moi University. The Campus was officially decreed by His Excellency the third President of the Republic of Kenya, Hon. Mwai Kibaki at Kabianga High School grounds on 10th of May, 2007. The facility was officially handed over to Moi University by the Ministry of Agriculture on 8th November, 2007. The University Campus was elevated to a Constituent College of Moi University by Kabianga Order 2009, through the Legal Notice No 77 in the Kenya Gazette Supplement No. 36 of 29th May, 2009.

The University of Kabianga is situated in what was formerly Kabianga Agricultural Training Centre which has a long history dating back to 1925. Between 1925 and 1959, the facility was Kabianga Agricultural centre. Thereafter, in 1959, it transformed into Kabianga Agricultural Training Centre managed by the Ministry of Agriculture to provide short courses, workshops/seminars, and exhibition and extension services to the farming community, in the South Rift Region of Kenya.

1.1 THE VISION OF THE UNIVERSITY

To be a leading University in scientific innovation for the betterment of humanity

1.2 THE MISSION OF THE UNIVERSITY

To create, preserve and transfer knowledge and technology through quality and entrepreneurial education, research, extension, and partnership with government, industry and non-state actors whilst ensuring a sustainable environment.

1.3 THE PHILOSOPHY

To foster intellectual development, excellence, creativity and innovation, academic freedom, equity, integrity, peace and sustainability through relentless search for truth.

1.4 THE CORE VALUES OF THE UNIVERSITY

- i) Promoting and defending intellectual and academic freedom, scholarship, innovation and relentless search for truth.

- ii) Fostering teamwork, collaboration, creativity and innovation, effective communication, tolerance and a culture of peace.
- iii) Valuing excellence, quality and service, openness, consultation, efficiency and effectiveness.
- iv) Recognizing competence, meritocracy, exemplary leadership, equality, integrity and national patriotism.
- v) Continually improving services in order to remain competitive and relevant.

1.5 UNIVERSITY ORGANIZATIONAL STRUCTURE

University of Kabianga is a corporate organization established by the Universities Act (2012) and it has various bodies for its effective management. These include:-

- a) Chancellor
- b) Council
- c) The University Management Board
- d) The Senate
- e) Schools, Institutes, Directorates, Centers and Departmental Boards

1.5.1 THE CHANCELLOR

Chancellor is titular head of University of Kabianga.

1.5.2 THE COUNCIL

The Council is the governing body of the University through which it can act, administer property and funds, and receive monies, plant and equipment materials, gifts and grants for its use. The Council is also responsible for the welfare of staff and students and can enter into association with other universities and institutions within Kenya or otherwise as it may deem necessary and appropriate. The other function of the Council is to appoint staff and conduct disciplinary action against staff and students in consultation with relevant University organs.

1.5.3 THE UNIVERSITY MANAGEMENT BOARD

The management Board is responsible for implementing Council and Senate decisions. It is also responsible in providing directives and guidelines to the University's subsystems for the enhancement of the efficient running of the University.

1.5.4 SENATE

The Senate is the body responsible for academic matters in the University and the final authority on all such matters.

1.5.5 SCHOOLS, INSTITUTES, DIRECTORATES, CENTERS AND DEPARTMENTAL BOARDS

The Schools and Departmental Boards play a major role in academic and administrative functions of the University. The functions of these Boards are clearly stipulated in the University Charter and Statutes and they assist the Deans and Heads of Department in the Management of their respective Schools and Departments respectively.

1.6 FUNCTIONS OF THE UNIVERSITY

- i. To provide University education aimed at producing mature, competent and conscientious graduates with appropriate skills, ability and desire to contribute to the well being and development of the people of Kenya, East African region and the global community, in accordance with the national philosophy of mutual social responsibility and international conventions.
- ii. To provide education for national service, community outreach and development which reflect the national cultural heritage.
- iii. To develop and transmit knowledge and skills through research and training at undergraduate and postgraduate.
- iv. To preserve, produce, process, transmit and disseminate knowledge and stimulate the intellectual life and cultural development of Kenya.
- v. To conduct examinations for, and to grant degrees, diplomas and other awards of the University
- vi. To determine who may teach, what may be taught and how it may be taught in the University.
- vii. To play an effective role in the development and expansion of opportunities of Kenyans wishing to continue with their education.
- viii. To address emerging issues of national, regional and global importance.

2.0 THE POLICY

2.1 OBJECTIVES

- a) To Maintain law and order within the Students fraternity
- b) To provide procedure on how Students should conduct themselves and express their views
- c) To promote effective and efficient chain of Communication between the Students and the University Management
- d) Promote comfortable stay of the students in the University and hence help them achieve their educational objectives.

2.2 Rules and Regulations Governing the Conduct and Discipline of students of the University of Kabianga

- i. These rules and regulations are meant to help the University of Kabianga 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 declaration form attached to the Student Handbook to confirm that they have read and understood, and will abide by the rules and regulations as stipulated.
- ii. These regulations are made by the Senate and the University Council in accordance with the provisions of University of Kabianga Charter and Statutes whose objective and purpose are, among others, to provide for the control, governance and administration of the University.
- iii. The Vice - Chancellor, as per the Statute XXVI, shall be responsible to the Council for the general conduct and discipline of the students.
- iv. 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.
- v. 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.
- vi. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

2.3 Disciplinary authority

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:-

- i. Vary or add to the list of disciplinary offences specified herein.
- ii. Suspend any students, suspected of committing an offence under these regulations, from the University pending further disciplinary measures.
- iii. Take any other measures necessary for the proper operation of disciplinary procedures and maintaining law and order.

2.4 Definition of a Student

In these regulations the term ‘student’ means a person who is registered as a student of 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.

2.5 The Conduct of Students

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

2.5.1 General Conduct

- a) Students are expected to conduct themselves beyond reproach while at the University failure to which shall lead to sanctions as indicated below.

S/No.	Offence	Sanction
1.	Disrespect and non-adherence to the administrative and academic rules, procedures and structures established by the University of Kabianga Charter and Statutes for the control, governance and	Suspension from the University for a period of one (1) to three (3) academic years or expulsion from the University depending on the nature and gravity of the offence.

	operations of the University.	
2.	Disrespect to the rights and privileges of the members of the University community.	Suspension from the University for a period of one (1) to three (3) academic years or expulsion from the University depending on the nature and gravity of the offence.
3.	Engaging in any conduct that might bring the University or any section or programme thereof into disrepute or public odium	Suspension from the University for a period of one (1) to two (2) academic years
4.	Display of arrogance, pride and indignity	Suspension from the University for a period of 1 to 2 academic years.
5.	Possession and attempt/ use of dangerous weapons such as knives, sticks, metal bars or any other articles which might endanger other members of the University Community.	Expulsion from the University
6.	Use of profane or abusive language while in the University.	suspension from the University for a period of one (1) to three (3) academic years depending on the nature and gravity of the offence
7.	Threatening, holding hostage, extorting, striking or physically harming any other person(s).	Expulsion from the University
8.	Interference with movement of University vehicles or causing traffic obstruction in or outside the campus.	Suspension from the University for a period of one (1) to three (3) academic years or expulsion from the University depending on the nature and gravity of the offence.
9.	Wearing unacceptable or inappropriate attire while attending lectures, practical sessions, visiting offices and during official University functions.	Suspension from the University for one (1) academic year depending on the nature of the offence.
10.	Use of University facilities (e.g halls,	Suspension from the University for

	lecture theatres and common rooms) for business, meetings and parties without written approval from the Dean of Students.	a period of one (1) to three (3) academic years depending on the nature of the offence.
11.	Entering prohibited places on campus such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works, Electricity Control Rooms and other such areas as notified from time to time.	Suspension from the University for a period of one (1) to three (3) academic years depending on the nature of the offence.

- b) All private excursions or outings undertaken by a student/s shall be the sole responsibility of the individual student or students and the university shall not be liable for any subsequent consequences thereof.

2.4.2 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 Advisors, 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

2.6 Rules of Community Living

2.6.1 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:-

S/No.	Offence	Sanction
	Share rooms with unauthorized person(s).	<ol style="list-style-type: none">i. Payment of full amount of hostel accommodation fee for one semester and/or,ii. Warning or cautioning the student either verbally or in writing and/oriii. Excluding the student from the Halls or Residence for a period of one (1) academic year.
2.	Breaking the 10.00 a.m. to 10.00 p.m. rule in respect to visitors and/or opposite sex in the hostel rooms and thereby inconveniencing the roommates.	<ol style="list-style-type: none">i. Warning or cautioning the student either verbally or in writing and/orii. Excluding the student from the Halls or Residence for a period of one (1) academic year.
3.	Removing or damaging any facility or equipment in residential rooms or any other part of the halls of residence.	<ol style="list-style-type: none">i. Warning or cautioning the student either verbally or in writing and/or,ii. Excluding the student from the Halls of Residence for a period of one (1) academic year and/oriii. The student making good any loss or damages commensurate with the nature and gravity of the offence committed or impose a cash fine.
4.	Cooking or selling food in the halls of residence	<ol style="list-style-type: none">i. Excluding the student from the Halls or Residence for a period of one (1) academic

		<p>year and/or</p> <p>ii. Suspension from the University for a period of one academic year.</p>
5.	Conducting illegal business or trade in the halls of residence.	<p>i. Warning or cautioning the student either verbally or in writing and/or</p> <p>ii. Excluding the student from the Halls of Residence for a period of one (1) academic year.</p>
6.	Residing 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.	<p>i. Warning or cautioning the student either verbally or in writing and/or</p> <p>ii. Suspension from the University for a period of one (1) academic year and/or</p> <p>iii. Excluding the student from the Halls of Residence for a period of one (1) academic year.</p>
7.	Cohabiting while in the University halls of residence.	<p>i. Excluding the student from the Halls of Residence for a period of one (1) academic year and/or</p> <p>ii. Suspension from the University for a period of one (1) academic year.</p>
8.	Holding any parties in the rooms.	<p>i. Excluding the student from the Halls or Residence for a period of one (1) academic year</p>
9.	Failure to maintain high degree of hygiene (such as littering or throwing any waste items outside the dustbins provided) in halls of residence, dining halls and University in general	<p>i. Warning or cautioning the student either verbally or in writing and/or</p> <p>ii. Excluding the student from the Halls of Residence for a period of one (1) academic year</p>
10.	Smoking in unauthorized places in the University.	<p>i. Warning or cautioning the student in writing.</p>

2.6.2 Non – Residential Conduct

Non- resident students shall conduct themselves in a manner that brings repute to the University of Kabianga at all times. A non- resident student that conducts himself/herself in an unbecoming manner shall be liable to disciplinary measures as per the set rules and regulations governing the students.

2.6.3 Keys

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

2.6.4 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.

2.7 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.

2.8 Music and Musical Instruments

- i. 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.
- ii. 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

- iii. On approval by the Dean of Students, discos and other dances shall be held on Friday and Saturday evenings only.
- iv. On approval by the Dean of Students, parties shall be held on Friday evenings, Saturdays and up to 5.00 pm on Sundays in pre-approved places/venues outside the residential rooms.

2.9 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.

2.10 General

2.10.1 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.

2.10.2 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.

2.10.3 Motor Vehicles and/or Motor cycles

A student shall not keep a motor vehicle or motor cycles 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)

2.10.4 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/ unauthorized trade e.g. hawking.
- r. Trespassing.
- 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 senate student disciplinary committee shall determine the seriousness of the offense and apply appropriate penalty.

2.10.5 Kitchenettes

The University has mounted a few kitchenettes for students with proven medical and/or dietary conditions. Access to and use of kitchenettes is subject to application and being selected by the kitchenette committee. It is an offence to access and/or use the kitchenettes if one is not among the qualified applicants.

3.0 LEAVE OF ABSENCE

- i. 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
 - (e) The request for leave shall normally be supported by documentary evidence.
- ii. 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.
- iii. 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.

4.0 PROVISION OF HEALTH SERVICES

- i. University shall provide services at the University clinic.
- ii. The University runs an outpatient and emergency services.
- iii. Should a student fall sick at night, the janitor shall inform the health officer on duty and accompany the student to the health unit.
- iv. Emergency referral cases to students shall be done using the University ambulance.
- v. In-patient services shall be the responsibility of the guardian/parent after notification to the Dean of Students.
- vi. Any refunds for medical expenses shall only be done for cases referred from the University Health Unit with prior authorization.
- vii. Dental/ Ophthalmic cases shall the responsibility of the guardian/ parent.

A non- resident student who falls sick shall notify the University Security Office/ Health Unit for necessary assistance.

5.0 PROCESSIONS, DEMONSTRATIONS AND CEREMONIES

- i. 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.
- ii. 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.
- iii. Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

6.0 CORRESPONDENCE

- i. Correspondence to the press or other mass media by an individual or officials of the Students Organization shall bear the individual names and signatures.
- ii. It shall be an offence to make slanderous and/ or irresponsible statements about matters affecting the University or Students Organization.
- iii. Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- iv. 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.
- v. 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. Cabinet Secretaries, Members of Parliament or other dignitaries.
 - d. Other such bodies

- vi. 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 within adequate time for approval by the Vice - Chancellor through the Dean of Students.

7.0 ACADEMIC RESPONSIBILITY AND LEADERSHIP

- i. Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled course of instruction is compulsory. The Senate considers attendance of lectures and practicals as compulsory.
- ii. It is an offence to interfere with or block scheduled activities.
- iii. 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.
- iv. Student shall be expected to comply with all other regulations made by Departments,
- v. 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 (SGC) of the University of Kabianga Students Organization (UoKSO) if by so doing it will compromise his/her academic performance.
 - (ii) To contest, 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 Continuous Assessment Test (CAT) marks.

The fulfillment of the above requirements shall be confirmed by the Deans of the respective Schools.

- 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
- (iv) One is a fourth year (finalist) student
- c) Eligible candidates for elective posts in Students Governing Council (SGC) shall be limited to bona fide students who have cleared payments of ALL University fees that are due at that time as shall be confirmed by the Finance Officer.
- d) The tenure of service in the SGC 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.
- e) No more than one-third of the Student Governing Council (SGC) members shall be of the same gender.

8.0 THE DISCIPLINE OF STUDENTS

8.1 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.

8.2 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/or 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 or industrial attachments and teaching practice shall be subject to the supervision of the officers under whom the University places them.

8.3 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) Suspend the accused pending disciplinary action or apply any other action that may be deemed appropriate at that time.
 - (iii) Initiate a disciplinary process and forward to the Deputy Vice - Chancellor (Academic & Student Affairs)

8.4 Disciplinary Procedures

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

The Students Disciplinary Committee shall be composed of:

- i. The Deputy Vice Chancellor (A&SA) - Chairman
- ii. Three members of Academic Staff appointed by Senate
- iii. Two students nominated by Students' Organization
- iv. The Dean of Students
- v. The Dean of the school where the student is registered.
- vi. University Legal Officer
- vii. The Registrar, Academic Affairs, - Secretary

8.4.1 Meetings of the Disciplinary Committee

The Chairman shall convene a meeting of the Disciplinary Committee within fourteen (14) days of conclusion of investigation.

8.4.2 Disciplinary Fee

Students facing disciplinary action shall pay a disciplinary fee as may be determined by Senate from time to time.

8.4.3 Notice of Meeting

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.

The Student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other Student's commitments.

8.4.4 Procedure of the Committee:

- i. All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereinafter 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
- ii. 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.
- iii. 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.
- iv. 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.

8.5 Powers of the Senate Students' Disciplinary Committee

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.

8.6 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.

8.7 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 the Senate.

8.7.1 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
 - v. Register Academic Affairs - Secretary
- e) Notice of appeal against the 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.

10.8 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.

9.0 RULES FOR CLUBS AND SOCIETIES

9.1 Clubs and Societies

- (i) Clubs and Societies may be formed for the advancement of the functions and objectives of the University.
- (ii) Clubs and Societies shall be self-supporting in all financial matters.

9.2 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.

9.3 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 these purpose a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.

9.4 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 district 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.

9.5 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.

10.0 REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS

10.1 Examinations irregularities

Examination irregularities shall include:

- i. Having an unauthorized material in an examination room.
- ii. Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.
- iii. Reading or attempting to read answer scripts belonging to another candidate.
- iv. Permitting another candidate to copy from or make use of one's paper.
- v. Obtaining or attempting to obtain assistance from another candidate and/or giving or attempting to give assistance to another candidate directly or indirectly.
- vi. Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.
- vii. Destroying evidence which may be used as proof against a candidate who is suspected to have committed an examination irregularity.
- viii. Using of communication gadget e.g. mobile phones

10.2 Procedures in dealing with Examination Irregularities.

- i. Invigilators shall, before each examination inform the candidate of the seriousness with which the examination irregularities shall be treated.
- ii. When an invigilator suspects that a candidate has committed an examination irregularity or irregularities, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Vice - Chancellor (Academic and Student Affairs).
- iii. The invigilator shall, if possible, confiscate the material that is suspect, 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 Deputy Vice - Chancellor (Academic and Student Affairs) by the Senior Invigilator.

- v. The Senior Invigilator and the Chief Examinations Officer shall make a full report on the incident to the Deputy Vice - Chancellor (Academic and Student Affairs) through the Dean of School/Institute, immediately after the examination.
- vi. An Investigation Committee appointed by the Senate shall consider the Senior Invigilator's report and the candidate's statement.
- vii. The investigation Committee shall normally be composed of:
 - a) Four members of the Senate or their representatives, one of whom shall be the Chairman.
 - b) The Dean of School in which the candidate is registered.
 - c) The Dean of Students or representative.
 - d) The Registrar (Academic Affairs) - Secretary.
- viii. If it is evidently established that a candidate has committed an examination irregularity, appropriate disciplinary action shall be taken immediately. Disciplinary action may include:-
 - a) Issuance of letter of warning to the candidate
 - b) Suspension with cancellation of examination results of the candidate.
 - c) Expulsion from the University, and cancellation of examination results.

10.3 Leakage of Examination

10.3.1 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.

10.3.2 Instructions to Candidates and Invigilators

- i. 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.
- ii. Candidates should acquaint themselves with the instructions of the front page of the answer books.

- iii. Candidates should write their registration numbers, course codes, course titles and paper numbers, on the answer booklets and on continuation sheets.
 - a) No Candidate shall enter the examination room after 30 minutes from the start of the examination.
 - b) Candidate who is excluded from the examination under this regulation should report to the Chief Internal Examiner.
- iv. 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.
- v. Candidates who do not have examination cards shall not be allowed to sit for an examination. A Student shall not be allowed to attend classes or sit for any examination if one has not cleared all tuition and/or administrative fees.
 - a) 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.
 - b) A candidate who is unable to sit an examination should report the circumstances to the Deputy Vice - Chancellor (Academic & Student Affairs) immediately.
 - c) 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.

11.0 MONITORING AND EVALUATION

The policy implementation shall be monitored and evaluated using appropriate mechanisms. The actors will include Management and relevant Heads of Academic and administrative units.

12.0 AMENDMENT OF THE POLICY

This policy shall be revised after every three (3) years and/or when need arises.