



# Kirinyaga University

## STUDENTS RULES AND REGULATIONS

**These Statutes were written and produced by:**

**Kirinyaga University,  
P.O. Box 143-10300  
Kerugoya,  
Kenya.**

## SCHEDULE III

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

#### 1. PREAMBLE

These regulations are made by the Council in consultation with the Senate in accordance with the provision of the Act, on whose object and purpose *inter alia*, is to provide for the control, governance and administration of the Kirinyaga University (hereinafter referred to as the University)

- (a) The regulations shall be binding upon every student of the University upon registration and so long as such student remains registered.
- (b) Every student shall, before he is registered, be required to read these regulations and to sign a declaration appended hereunder that he undertakes to be bound thereby.
- (c) Failure or refusal to comply with clause (a) hereinabove may constitute a ground for denial of registration.
- (d) Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance and undertaking to be of good conduct throughout his stay at the University.
- (e) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.

For purposes of these regulations the term “Student” means and includes:

- (a) Any person who has been formally admitted to a course of study for an undergraduate degree or diploma within the University.
- (b) All occasional students who are registered students of another University but are admitted to a course of study within the Kirinyaga University.
- (c) All graduate and postgraduate students who are registered with the University for Higher Degree, diploma or other qualifications as may be approved by the Senate.
- (d) Any other person who is determined by the Senate to be a student.

#### 2. STUDENTS GOVERNANCE

There shall be established in the University an Association of students (hereinafter referred to as Kirinyaga University Students’ Organization – KyUSO) whose object and purpose shall be:

- a. To promote the academic and social welfare of the student of the University.
- b. To act as a link between students, the University Academic Staff and the University administration.

- c. To promote the academic welfare of the students.
  - d. To represent students' opinions in matters affecting their welfare in the Senate and University Council.
  - e. To develop, establish and encourage worthy traditions of social and academic life in the University.
  - f. To establish and enhance co-operation with such other student organizations within the University and other institutions of higher learning as may be recognized by the Council and Senate.
2. Membership of KyUSO shall be open to all *bona fide* students registered in the University on payment to the University of such fees as may be prescribed by the Organization.
  3. The students' organization established in accordance with these regulations shall not be dissolved save by resolution of the Council after consultation with the Senate.
  4. KyUSO shall determine its own organs and procedures and, in particular, shall develop a constitution setting out clearly:
    - (a) The officers of the organization
    - (b) The duties and powers of such officers
    - (c) The frequency of and procedures at meetings
    - (d) The possible sources of funds of the Organization
    - (e) The purpose to which the funds of the Organization are to be applied
    - (f) The manner and form in which such students' organization shall be represented in the Senate and the University Council, respectively.
1. For purposes of Section 41 of the Act, the University Council recognizes the University Students Organization as being an organization representative of the students of the University.
  2. In addition to any permits required by law, all meetings and other activities of the University Students' Associations (whether professional, academic or otherwise) to be held within the University precincts shall not take place until prior permission is obtained from the relevant University authorities.
  3. THE CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside the University precincts:

**a. General Conduct**

All the students of the University shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall:

- (a) Respect and adhere to the administrative and academic procedures and structures established by the Kirinyaga University Charter 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 to disrepute, ridicule or public odium.
- (d) Carry themselves in all public fora or places with such humility and dignity as befits their status as mature and responsible citizens.
- (e) Refrain from all acts of violence, hooliganism, unruly or rowdy behaviour or any conduct likely to cause a breach of the peace and disturbance to others within or outside the University.
- (f) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practicals, during meals times, in the dining hall, or at any University functions.
- (g) Not keep motor vehicles on the University premises without prior written permission of the Deputy Vice-Chancellor (Administration and Planning). Such permission will not be given without proof of a current driving license, a valid road license and a valid certificate of insurance. Such permission may be declined or withdrawn without assigning any reasons thereof.
- (h) Desist from tampering with fire-fighting appliances wherever installed and shall use such appliances for firefighting purposes only.
- (i) Desist from misuse or willful damage to or destruction of University property in default of which such student or group of students shall bear full responsibility thereof.
- (j) Refrain from and/or avoid such drunkenness or drunken behavior as would constitute a disturbance to other students and staff of the University.
- (k) Refrain from creating noise that may cause disturbance or annoyance to the University e community.
- (l) Desist from abuse of drugs and totally refrain from the use of drugs, the possession and use of which is prohibited by law.
- (m) Not possess keys to rooms or building on the campus other than those obtained through the official channel.
- (n) Avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever.

- (o) Not engage in fund-raising activities without written authority from the relevant Government office or agency and approval by the University Council.
- (p) Not engage in/or use University facilities for political purposes.
- (q) Not either as individuals or through the students' associations and societies use University telephone, printing or mailing facilities for unauthorized purposes.
- (r) Not remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities.
- (s) Not use the name "Kirinyaga University" either as an individual, club, society or student organization without prior written approval from the Vice Chancellor.

**b. Conduct in/with Public**

In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain wherefore;

- (a) All correspondence to the press or other mass media by students or officials of the University students' association in their individual capacities shall bear their names and private addresses.
- (b) All public statements affecting the University which are intended to be issued on behalf of any association of students must receive prior written approval of the Vice-Chancellor.
- (c) Invitation to Government Ministers, representatives of foreign Governments or other public personalities to visit the University in their official capacity shall be channeled through the Dean of students to the relevant University authorities.

**c. Academic Conduct**

All students shall apply themselves diligently to the courses of study approved by the Senate and for which they are registered and, in particular shall:

- (a) Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses or instructions.
- (b) In case of absence from class for good cause, e.g. on account of illness, such absence must be authorized by the Dean of the relevant School on production of certified evidence e.g. a medical certificate.
- (c) Refrain from any conduct whose object or logical consequence is to disrupt the operations of academic programmes of the University.
- (d) Abide by all other regulations made by the departments and Schools for the proper conduct of specific programmes.
- (e) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University.

In case of any academic irregularities, the same shall be referred to the Senate through the Dean's Committee for appropriate action.

#### 4. STUDENTS DISCIPLINE

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

##### **a. Disciplinary Authority**

For purposes of these regulations the Vice-Chancellor, acting on behalf of the council is the disciplinary authority of the University and may in that capacity:

1. Vary or add to the list of disciplinary offences specified herein but such action shall cease to have effect unless approved at the next meeting of the Council.
2. Suspend any student suspected of committing any disciplinary offence under this regulation from the University pending appropriate disciplinary action.
3. Take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

##### **b. Disciplinary Offences**

All crimes and offences under the Laws of Kenya including:

1. Any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of the University.
2. Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations.
  - i) Boycott of scheduled lectures, tutorials, seminars, practicals, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully missed more than 20% of scheduled lectures, tutorials, seminars, practicals and other instruction shall be barred from sitting end of semester examinations.
  - ii) Assault of members of staff while discharging official duties.
  - iii) Possession of knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other persons.
  - iv) Any form of picketing or organized obstruction of students and staff in any manner whatsoever.
  - v) Writing, publishing and/or distributing of anonymous literature of a malicious or libelous nature including placards.

- vi) Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University.
- vii) Malicious or willful damage to or loss of University property.
- viii) Disorderly conduct and molestation of other members of the University and/or interference with or obstruction of motor vehicles within or outside the University precincts.
- ix) Use of profane or foul language against any members of the University community or/the general public.
- x) Admission of unauthorized person(s) into the Halls of Residence.
- xi) Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or the Government authorities.
- xii) Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the law.
- xiii) Involvement in cheating in academic matters, examination leakages or impersonation in University Halls of Residence.
- xiv) Cohabiting with another student of the opposite gender or with any other person whilst in the University Halls of Residence.
- xv) Conviction in a Court of Law for commission of a criminal offence of such nature as should in the opinion of Council, warrant expulsion from the University.

Notwithstanding any action that may be taken by the police or Courts of Law under the foregoing paragraph, the University may take independent disciplinary action against any affected student.

### **c. Disciplinary Procedures**

#### **i. Academic Matters**

As per the provisions of the Universities Act, the Senate shall receive and approve recommendations from Faculty Board and Board of Examiners with respect to *inter alia* the following matters :

1. Who qualifies to sit University examination
2. Who writes supplementary examinations
3. Who repeats which years
4. Who has breached examination regulations
5. Who should be discontinued from approved programmes of study

The decision of the Senate is binding subject only to appeal for review on the basis of fresh evidence to the Chairperson of the University Senate.

**ii. General Disciplinary Matters**

The senate shall also operate as the Students' Disciplinary Committee with power to handle general offences.

**Composition of the Disciplinary Committee**

1. Deputy Vice-Chancellor (Academic and Student Affairs) - Chairperson
2. Dean of Students
3. Dean of the School in which the affected student is registered
4. Chairperson of Department referring the case
5. Two student Council representatives
6. Registrar(Academic and Student Affairs) - Secretary

**Meeting of the Disciplinary Committee**

The Chairperson shall normally call a meeting of the Disciplinary Committee to be held within one (1) month of the report being received by him/her.

**Notice of Meeting**

1. The Secretary shall notify the affected student and the complainant of the date and time of the meeting and of their right to be present and to call a witness or witness.
2. At all proceedings of a Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the committee and the student shall be entitled to representation in person and not by any other person or lawyer.
3. The Committee shall hold an enquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a Court of Law. However, the Committee shall ensure that both sides are heard and that persons required to be witness do not sit as members of the Committee.
4. The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

**Powers of the Students' Disciplinary Committee**

The Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof

- i) To dismiss the case against the student.

- ii) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected student.
- iii) To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.
- iv) To suspend the student from the University for a specific period.
- v) To expel the student from the halls of residence.
- vi) A combination of any two or more of the above.
- vii) To impose any other penalty or penalties as the Committee may deem fit.

The University Council shall have the right to expel a student who commits any or a combination of the following offences without reference to him or her.

A student who:

- i) Boycotts or agitates for a boycott of lectures, tutorials, practicals or any other courses of instruction or academic programmes.
  - ii) Maliciously or willfully damages University property.
  - iii) Assaults any member of staff discharging his/her office duties.
  - iv) Is found in possession of any drug or drugs the possession of which is prohibited.
  - v) Is convicted by a Court of Law for any criminal offence which the Council shall deem serious enough to warrant expulsion from the University.
5. In arriving at an appropriate penalty or combinations thereof, the Students' Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.
  6. The record and decision of any Disciplinary action taken against a student shall be furnished to his/her Chairperson of the Department, Dean of the School and the Vice Chancellor and shall form part of the students' records at those levels.
  7. The sovereignty of the state, together with the state security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, the provisions of these regulations and any decisions made by the disciplinary Committee and the University shall not derogate and/or be construed as derogating from the right of the Police or any member of the public so entitled, to bring any action or to institute criminal proceedings in respect of the same set 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 in the interest of security and public Act.
  8. Students appearing before the Students' Disciplinary Committee shall be informed of the

Committee's decision within fourteen days from the date of the conclusion of proceedings.

9. A student has the right to appeal to the Vice Chancellor against the decision of the disciplinary committee if he considers himself aggrieved by the said decision and such appeals will be made in writing within fourteen (14) days of the date of communication of the Committee's decision.

MISCELLANEOUS MATTERS

1. The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University premises.
2. The University Council in consultation with the Senate reserves the right to change add, amend or otherwise vary these regulations at any time without notice.

APPENDIX

I ..... ID/NO ..... Do hereby declare that I have read the regulations governing the organization, conduct and discipline of students at the Kirinyaga University, and understood their content and meaning, and undertake to abide by them.

SIGNED ..... DATE .....

FACULTY ADMITTED TO.....

REGISTRATION NO: .....