



**TOM MBOYA UNIVERSITY**

KNOWLEDGE FOR SUSTAINABLE INNOVATION ENTERPRISE

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**STUDENT RULES AND REGULATIONS**

**JUNE 2025**

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## **FUNDAMENTAL STATEMENTS**

### **OUR VISION**

To be a premier internationally recognized University distinguished for its teaching, research, and innovation.

### **OUR MISSION**

To transform and sustainably contribute to society through teaching; research and innovation; knowledge creation, application and outreach.

### **OUR CORE VALUES**

- Excellence in teaching, research and innovation
- Accountability;
- Efficiency;
- Integrity; and
- Sustainability.

## **MESSAGE FROM THE VICE-CHANCELLOR**

On behalf of the Management, Senate, and the entire Tom Mboya University community, I warmly welcome all our students to Tom Mboya University.

To our new students, congratulations on securing admission to the university, and thank you for choosing Tom Mboya University as your institution of higher learning. This marks a significant milestone in your life - one that brings with it new responsibilities, exciting opportunities, and unique challenges. Embrace this journey with determination and curiosity, as it will play a crucial role in shaping your potential and guiding you toward the achievement of your academic and career aspirations.

The University has put in place the necessary infrastructure, and recruited highly qualified and experienced staff to deliver quality education and training that will equip you with the relevant knowledge and skills in your preferred area of study. This will enable you to succeed in your chosen career. I urge you to take full advantage of this opportunity, and utilize all the resources at your disposal, in the University, for your personal and professional growth.

As you begin your journey with us, you need to be disciplined and hardworking. Take your studies seriously. Make use of the available student support services to assist you in dealing with the challenges that may come your way. Develop a reading culture so that you can expand your knowledge base and reap most from university education. Cultivate good morals and patriotism. Be a global citizen by making use of the networks available at the University. Be innovative, open-minded, focused and embrace diversity. Participate in community service and environmental care activities, as well as peer organized co-curricular activities that are good for you.

These rules and regulations provide important information about the services offered at the University and how to navigate campus life. They are designed to help you settle in quickly and focus on your academic work with minimal difficulties. The guide covers key areas such as access to services, academic programmes, student welfare, accommodation, conduct and disciplinary rules, as well as ICT and e-learning services, among others.

I encourage you to read them carefully and familiarize yourself with the information provided because you will, from time to time, need to seek information and services from various offices and platforms as described herein.

I wish you all the best.

**Prof. Charles O. Ochola, Ph.D.**  
**Vice-Chancellor**

## **ABBREVIATIONS AND ACRONYMS**

<b>TMU</b>	Tom Mboya University
<b>VC</b>	Vice-Chancellor
<b>DVC</b>	Deputy Vice-Chancellor
<b>ARSA</b>	Academics, Research and Student Affairs
<b>ASA</b>	Academic and Student Affairs
<b>CSWS</b>	Coordinator, Students Welfare Services
<b>DQA</b>	Directorate Quality Assurance
<b>GSP</b>	Government Sponsored Programme
<b>KUCCPS</b>	Kenya Universities and Colleges Central Placement Services
<b>SSP</b>	Self-sponsored Programme
<b>SOTMU</b>	Students Organisation of Tom Mboya University

## **1. INTRODUCTION**

- 1.1** These Rules and Regulations are constituted by the powers conferred upon the University by the Legal Notice No. 55 revised Universities Act 2012 (No 42 of 2012).

The following Rules and Regulations shall apply to all students of Tom Mboya University subject to any necessary changes there in. All students shall be required to read and abide by these regulations together with the statutes in general and particularly Statutes XLIV. (*See Appendix I, for Common Rules and Regulations Governing Examinations*)

- 1.2** These Rules and Regulations shall not preclude the University from requiring a student to execute any bond, assurance or undertaking to be of good behaviour through their stay at the University.
- 1.3** Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these Rules and Regulations.
- 1.4** Senate shall have the final responsibility in the interpretation of Rules and Regulations.

## **2. DEFINITIONS:**

### **2.1 STUDENTS**

In these regulations, the term “Student” means a person who is registered to study for a first or higher degree, diploma, certificate or such other qualification or courses of the University as may be approved by Senate from time to time. This definition also applies to a student of an affiliated Institution who is registered for examinations leading to the Degree, Diploma, Certificate and other academic awards of the University.

### **2.2 RULES**

These are stated principles to which actions/behavior of students must conform.

### **2.3 REGULATIONS**

These are authoritative provisions directing students conduct within and outside the University.

### **2.4 CONDUCT**

Acceptable behavior which conforms to the rules and regulations herein and to the laws of the land.

### **2.5 SUSPENSIONS**

Exclusion from University programmes for a specified period.

### **2.6 EXPULSION**

Total and permanent exclusion of a student from the University and relieving them of the status of student as defined in 2.1 above.

### **3. THE CONDUCT OF STUDENTS**

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

#### **3.1.1 General Conduct**

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

- a) Respect and adhere to the Administrative and Academic rules, procedures and structures established by the Tom Mboya University Act for the control, governance and operations of the University.
- b) Respect the rights and privileges of the members of the University community and the general public at all times.
- c) Refrain from any conduct that might bring the University or any section of programme thereof into disrepute or public odium.
- d) Carry themselves in all public places with humility and dignity as benefits their status as mature and responsible citizens.
- e) Wear acceptable and appropriate attire at all times.

#### **3.1.2 Channels of Communication**

For efficient communication and good management, students shall be expected to go through the laid down channels and procedures as follows:

- a) Academic matters: Class representatives, Dean of Faculties, Registrar Academic and Students Affairs and Deputy Vice Chancellor-Academic, Research and Student Affairs in that order.
- b) Welfare matters
  - (i) Residents: (Hostel Representative) Housekeepers, Cateresses/Caterers, Hostel/Catering Officers, and Coordinator - Student Welfare Services in that order.
  - (ii) Non Residents: Student Representative, Coordinator - Student Welfare Services.
  - (iii) Clubs & Associations: Representative, Coordinator - Student Welfare Services.
  - (iv) Sports & Entertainment: Representative, Sports and Games and Coordinator - Student Welfare Services.
  - (v) Health & Benevolent: Representative, Coordinator - Student Welfare Services.
- c) The hierarchy of the Students Organization shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful and procedural dealing with student matters.
- d) Failure to adhere to the above procedures shall be a violation of University Rules and Regulations.

### **3.2 ROOM ALLOCATION AND CONDUCT WITHIN RESIDENTIAL AREAS**

Refer to Rules and Regulations from Accommodation and Catering Services.  
(*Appendix II, for rules governing room allocation*)

## **4. UNIVERSITY PROPERTY**

4.1 All students shall take reasonable care of the University properties and shall individually or collectively be held responsible for loss or damage to any such property where it is deemed to have been caused by a student or a group of students.

### **4.2 Furniture and Fittings**

4.2.1. All students are expected to make good use of University furniture and fittings within and outside the University premises.

4.2.2 Students shall not remove any furniture and equipment from classrooms, lecture halls, or any other part of the Halls or premises within the University except by permission from the University Administration and must undertake to return the items to the original places after use.

Any replacement or repair of furniture or any fittings due to loss or damages caused by negligence of students(s) or of persons connected with him/her /they shall be made good at the student's expense.

4.2.3 Vandalizing/damaging University property like lights and other fittings will be penalized.

### **4.3 Fire Fighting Equipment**

4.3.1 It shall be an offence against the University to interfere with, damage or remove other than for firefighting purpose any of the firefighting appliances.

## **5. SECURITY OF STUDENTS PROPERTY**

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

## **6. MOTOR VEHICLES**

A student shall not keep a motor vehicle on University premises without prior written permission from the Vice Chancellor. Permission can be granted or rejected at the discretion of the VC. Where the permission is granted, the University shall not be responsible for the security of the vehicle. Permission will not be granted without proof of a log book, valid insurance cover, a current driving license and a valid road license.

Refer to *Appendix III* for further details.

## **7. SOUND AND MUSICAL INSTRUMENTS**



Use of Radio, Television Sets, Videos, Musical Instruments and Percussion Instruments are restricted and at no time shall the sound be so loud as to cause disturbance to others.

- 7.1 Video/disco entertainment shows are restricted to Friday and Saturday evenings only, provided they are approved by the Vice Chancellor.
- 7.2 Educational shows are accepted throughout the week but shall not go beyond midnight.

## **8. NOISE AND NUISANCE**

- 8.1. It shall be an offence against the University to create an unreasonable noise or engage in acts of hooliganism and harassment to the disturbance or annoyance of users of University premises, staff members and those in the surrounding community.

## **9. HAWKING**

- 9.1. All students who want to do business on campus as individuals or groups must get the permission from the Vice Chancellor.
- 9.2 The University may allow students to sell items in designated areas only.
- 9.3 Hawking shall exclude items that are a danger to safety, health, and morality of the public.

## **10. PROCESSIONS, DEMONSTRATIONS AND CEREMONIES**

- 10.1 It shall be an offence for any student to organize or participate in any demonstration, precession, ceremony, picketing or any other meeting for which permission has not been granted by the University administration or government authority.
- 10.2 In addition to any other permits which may be required by the law, permission to hold meetings in the University precincts shall be given by the Vice Chancellor and copied to the Head of University Security Services.

## **11. CRIMINAL AND OTHER OFFENCES**

- 11.1 All crimes and other offences under the law of Kenya including the ones listed below shall be dealt with in accordance with the laws of the land and the provisions of these rules and regulations:
  - a) Being drunk and disorderly
  - b) Drug abuse/possession of illegal brew
  - c) Drug trafficking
  - d) Fighting/Affray
  - e) Possession of dangerous weapons e.g. daggers, arrows, guns etc.
  - f) Assault causing bodily harm
  - g) Arson, attempts to commit arson or attempts to destroy or injuries to property
  - h) Theft and other related offences e.g. robbery and extortion

- i) Picketing, rioting, obstructions to perform duty
- j) Organizing unlawful demonstrations/processions/incitement
- k) Rape or attempted rape
- l) Kidnapping/abduction, detentions. Sexual harassment, indecent assaults, defilement
- m) Impersonation and false pretenses
- n) Forgery, fraud, counterfeiting
- o) Illegal/unlicensed trade e.g. hawking
- p) Trespass
- q) Aiding suicide and attempted suicide
- r) Concealing birth, killing of unborn and abortion
- s) Subversion/Treason
- t) Perjury (False Testimony)
- u) Murder, manslaughter
- v) Corruption

## **12. MISCELLANEOUS PROVISIONS**

- 12.1 A student shall not use or have in their possession personal effects like knives, whips, metal bars, or any other articles which might endanger other members of the University community.
- 12.2 A student shall not use profane or abusive language.
- 12.3 A student shall not threaten, hold hostage, extort, strike or physically harm any other person.
- 12.4 It shall be an offence for a student to interfere with transportation in University vehicles or cause traffic obstruction in or outside the campus or breach any other transport rules and regulations provided in the *Appendix (III)*. Only authorized students shall be allowed to access a particular University vehicle.
- 12.5 Students shall be expected to maintain a high standard of hygiene in their halls of residence, dinning and University campus in general. It shall also be an offence to litter or throw waste items outside the dustbins provided.
- 12.6 Students shall be expected to use provided paths and entrances/exits only.
- 12.7 University facilities like lecture halls, lecture theatres and common rooms may not be used by students without authority from the University.
- 12.8 Students shall not be permitted to enter restricted areas on campus such as telephone switchboards, examination office, water treatment works and other such areas as notified from time to time.
- 12.9 Offensive or disorderly conduct which causes interference, annoyance or alarm, or recklessly creates a risk of harm.
  - 12.9.1 Behaviours or activities which endanger the safety of oneself or others.

- 12.9.2 Violation of any of the restrictions, conditions or terms of a sanction resulting from prior disciplinary action
- 12.9.3 Failure to provide identification upon demand or to comply with other directions of University staff members or staff or contractual affiliates of the University or other public officials acting in the performance of their duties.
- 12.9.4 Misuse of the University documents including, but not limited to forging, transferring, altering or otherwise misusing a student ID card, registration number, official letterhead or other University identifications, or committing any other acts of forgery.
- 12.9.5 Forms of protest and political agitation that disrupt the normal activities of the University and interferes with the rights of other students.

### **13. CORRESPONDENCE**

- 13.1 Correspondence to the press or any other media by an individual or official of the students' organization shall bear their individual names and signatures.
- 13.2 It shall be an offence to publish, write and or distribute anonymous literature of malicious nature, including placards.
- 13.3 Display of advertising notice within the University premises shall be subject to approval by the Vice Chancellor.
- 13.4 Invitation to personalities who are not members of the University to visit the University shall require prior authorization by the Vice Chancellor.

### **14. ACADEMIC RESPONSIBILITY**

- 14.1 All students are expected to comply with the Senate provisions as provided for in the Student Rules and Regulations governing academic matters.
- 14.2 It is an offence to interfere with or block scheduled academic activities.
- 14.3 Students shall be expected to comply with all other regulations by Faculties and any other such units of the University.

### **15. HEALTH SERVICES**

Refer to rules and regulations from Health Services Department (*Appendix IV*).

### **16. LEAVE OF ABSENCE**

- 16.1 The University shall grant leave of absence from the University on the following grounds only:
  - (a) Sickness
  - (b) Maternity/confinement

- (c) Compassionate
- (d) Any other reasonable grounds.

16.2 In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the Incharge Health Services to the Dean of relevant Faculty. Where a student has been treated by a private Medical Practitioner, the medical certificate shall be submitted to the University Incharge Health Services for approval.

16.3 Leave application forms available from the Coordinator, Student Welfare Services office, must be signed by the applicant before leave begins. The University shall not entertain any claim where a student leaves without prior official permission.

## **17. DISCIPLINARY ACTION**

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

### **17.2 Disciplinary Authority**

17.2.1 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:

- (a) Vary or add to the list of disciplinary offences specified herein.
- (b) Suspend any students suspected of committing any offence under these rules and regulations from the University, pending disciplinary measures.
- (c) Take any other measure necessary for the proper operation of disciplinary procedure and maintaining order.

### **17.3 Officer in Charge**

17.3.1 The responsibility of maintaining discipline at the University is vested in the Vice Chancellor who may from time to time propose investigation and enforcement.

17.3.2 Administration and Academic staff of the University have authority to ensure that rules and regulations are adhered to by all students as provided for by the relevant sections of the University Rules and Regulations.

17.3.3 Students on field/industrial attachment and teaching practice shall be subject to the supervision of the officers under whom they are placed by the University.

17.3.4 Students going out for official trips must be accompanied by University staff who shall ensure that they adhere to the University Rules and Regulations.

### **17.4 Enforcement of Rules and Regulation**

17.4.1 In the event of a breach of the rules and regulations and depending on the nature of the offence, the officers referred to above shall adopt the following procedures:

- (a) Warn or caution the student either verbally or in writing.
- (b) Report the student to the Registrar, Academic and Students Affairs in writing, enclosing all documentary evidence if any.
- (c) Take any other action that may be deemed appropriate.
- (d) Invite the student to make a statement on their behalf in response to the charge.

## **17.5 Disciplinary Procedure**

17.5.1 All disciplinary cases shall be reported to the Registrar, Academic and Students Affairs.

17.5.2 The Registrar, Academic and Students Affairs shall consider all the cases and prepare all the charges and forward them to Deputy Vice-Chancellor incharge Academic, Research and Students Affairs who will convene a Disciplinary Committee Meeting.

17.5.3 There shall be a Student Disciplinary Committee of the Senate constituted as per the Statute, Third Schedule, (11) of Tom Mboya University to serve for a period of three years.

17.5.4 The Chairman of the Students Disciplinary Committee shall normally call a meeting of the disciplinary committee to be held within one month of the report being received by him/her.

### **17.5.5 Notice of Meeting**

The Secretary (Registrar, Academic and Student Affairs) shall notify the students and the complainants of the date and time of the meeting and inform the student and the complainant of the right to be present and call a witness or witnesses. The notice shall be served within fifteen days of the meeting except under special circumstances (Refer to 17.2.1). The secretariat shall notify the students served with a letter either by hand delivery or registered mail.

### **17.5.6 Membership and Quorum**

The students disciplinary committee shall be a standing committee of Academic Board.

#### **Membership**

- a) Deputy Vice-Chancellor (ARSA) - **Chairman**
- b) Three Senate Representatives
- c) Two student representatives nominated by the students' organization
- d) Registrar Academic - **Secretary**
- e) Registrar Administration
- f) Dean of Students

- g) Dean of Faculty or Warden reporting a case
- h) Students' Counselor

### **Terms Of Reference And Procedures**

- a) To receive and consider matters of disciplinary nature affecting students on behalf of Senate, and to report to senate on the appropriate action to be taken, provided that the disciplined student may appeal to the Vice-chancellor.
- b) To investigate issues surrounding misconduct by students which may have adverse effect on the students and to recommend to senate appropriate corrective measures.
- c) To recommend to senate serious disciplinary cases that may require suspension or expulsion.
- d) To formulate and review, from time to time, the regulations governing the conduct and discipline of University students.

#### **17.5.8 Powers of the Student Disciplinary Committee:**

Subject to the ratification of the Academic Board, the committee shall have the power to take any one or a combination of the following measures.

- a) Acquit the student
- b) Give a written disciplinary warning to the student
- c) Place the student on Disciplinary probation

☐ Probation-Level I

A serious form of reprimanding the student that is fitting for the type of violation as designated for a certain period of time.

☐ Probation-Level II

The student remains enrolled in the University under circumstances defined by the Disciplinary Committee. The student may not represent the University in an official capacity or hold office in any student organization. Example of representing the University in an official capacity include participation in Sports and Games, recognized student organizations including SOTMU among others. This probation level indicates to the student that further violation of University regulations will result in more stringent disciplinary action, including but not limited to expulsion or suspension.

- d) Refer the student for counseling
- e) Restitution Fines require the student to make good any loss or damage to the student or property commensurate with the nature and gravity of the offence committed.

- f) Require the student or the organization to make payment to the University or another specified person(s) or group(s) for damage incurred as a result of violation of any provision of the student code of conduct. The University in addition to any other disciplinary measure may demand restitution fines. Restitution fines may include an administrative fee for processing.
- g) Suspend the student from the University for a stated period of time.
- h) Suspend group recognition

This disciplinary sanction consists of the withdrawal for such a period as the committee may deem fit of all or part of the official recognition of a group or an organization.

- i) Exclude the student from the Halls of residence for such a period as the committee may deem fit.
- j) Exclude the student from the attendance of lectures or other sources of instruction and use of library and other facilities for such a period as the committee may deem fit.
- k) Expel the student.
- l) Revocation of group recognition

This disciplinary measure is a permanent cancellation of the official University recognition and privileges of a group and results in complete suspension of the group.

- m) Any other measures deemed necessary.

#### **17.5.9 Communication for disciplinary action**

17.5.9.1 The committee's decision shall be communicated to the student by the Registrar, Academic and Student Affairs within fourteen (14) days from the date of the conclusion of the proceedings.

#### **17.5.10 Appeal**

The student shall appeal to the Vice Chancellor against the decision of the Students Disciplinary Committee and the University Council against the decision of the Academic Board.

#### **17.6 Notice of Appeal**

17.6.1 Notice of appeal in these cases shall be given in writing within fourteen (14) days of the communication or the committee's decision to the Vice Chancellor.





## APPENDIX I: COMMON RULES AND REGULATIONS GOVERNING EXAMINATIONS



### OFFICE OF THE REGISTRAR - ACADEMIC & STUDENT AFFAIRS

## COMMON RULES AND REGULATIONS GOVERNING EXAMINATIONS

### 1.0 Preamble

In order to maintain academic integrity, fairness, and uniformity across all undergraduate programmes, it is imperative to establish a comprehensive set of rules and regulations governing the conduct of examinations. These guidelines are intended to ensure that assessments are carried out in a transparent and consistent manner, uphold the standards of the institution, and protect the interests of all students. This document sets forth the Common Rules and Regulations for Undergraduate Examinations, applicable to all departments and faculties offering undergraduate courses. It provides a standardized framework for the administration, conduct, and evaluation of examinations, and outlines the rights and responsibilities of students, invigilators, and academic staff. The regulations herein are binding and are to be adhered to by all stakeholders involved in the examination process. These rules may be reviewed and amended periodically to reflect evolving academic and administrative needs.

### 1.1 Act and Statutes

Subject to the Act and the Statutes, all matters concerning University Examinations shall be supervised by the Deputy Vice-Chancellor Academic, Research and student Affairs under the general direction of Senate.

### 1.2 Overall Authority

Senate shall have the overall authority in all matters concerning and affecting examinations, including the setting, moderating, conducting, marking, processing and declaration of results. Senate decision in all these matters shall be final.

### 1.3 Definitions

For the purpose of these Regulations:

- 1.3.1 *A semester* is a period of study of normally 15 (sixteen) weeks or any period as may be determined by Senate.
- 1.3.2 *A trimester* is a period of study of normally 13 (thirteen) weeks or any period as may be determined by Senate.

- 1.3.3 **A Quarter** is a period of study of normally 9 (nine) weeks or any period as may be determined by Senate.
- 1.3.4 **Academic year** means a period of teaching and examination organised in a full year in two semesters, or three trimesters or four quarters;
- 1.3.5 An **Instructional hour** (IH) is one (1) hour of lecture or two (2) hours of tutorials or three (3) hours of practical or Five (5) hours in farm or similar practice.
- 1.3.6 **A unit** is that part of a subject described by a coherent syllabus and taught over a period of 42 Instructional hours.
- 1.3.7 **A course** is that part of a subject described by a coherent syllabus and taught normally over a period of a semester, a trimester or a quarter. It is designated as one or more units.  
Industrial Attachment and Teaching Practice shall be considered as courses
- 1.3.8 A **course credit** (often **credit hour** or just **credit**) is a unit that gives weight to the value, level or time requirements of an academic course. A credit is equivalent to 14 instructional hours.
- 1.3.9 A **student** is a person who is duly registered at TMU to undertake a course/ programme leading to certification.
- 1.3.10 A **Bonafide student** is a student currently enrolled with the University and its entities, including students who are on approved leave of absence and/or who are on suspension.
- 1.3.11 A **student load** is the number of courses registered by a student in a semester or trimester or quarter. Student loads outside the 7 per semester must be approved by Senate.
- 1.3.12 **University Examinations** are all those examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the following year of study or qualifies to graduate.
- 1.3.13 **Regular University Examination** is a scheduled examination held at the end of each semester or as determined by Senate.
- 1.3.14 A **Resit** is a course whose Regular Examination has been taken and failed.
- 1.3.15 **Resit Examination** is an examination for resits:
- 1.3.15.1 A candidate who has up to three (3) resits cumulatively may proceed to the next year of study and take the Resit Examinations in the affected Courses when next offered.
- 1.3.15.2 A candidate who has four (4) or more resits cumulatively shall not proceed to the subsequent year of study until the candidate takes resit examinations, while out of the University, and reduce resits to three or

less. A candidate shall not carry over a resit for more than one academic year.

1.3.15.3 The charges for resit examinations be Kshs. 1000 per resit, the normal Course examination fee.

1.3.15.4 After the normal minimum four-year study period, a resit may be carried over for a maximum of four years, beyond which a student shall be de-registered.

1.3.16 ***Supplementary Examination*** is an examination of a failed course resulting from the immediate final year Regular Examination.

1.3.16.1 A Supplementary Examination must be taken within six (6) months after sitting a Regular Examination.

1.3.16.2 A candidate who accumulates in excess of three (3) failed courses shall not be eligible for a supplementary examination.

1.3.16.4 The charges for supplementary examinations shall be Kshs. 1000 per course.

1.3.17 ***Continuous Assessment*** is any form of evaluation made during the course of the semester such as tests, graded practicals, projects and other assignments.

1.3.18 ***A Core Course*** is a mandatory Course described within a programme of study.

1.3.19 ***A required Course*** is a mandatory Course for a programme of study described elsewhere.

1.3.20 ***Pre-requisite Course*** is a Course which must be completed before one can register in a subsequent one.

1.3.21 ***Elective Course*** is an optional Course described within a programme of study.

1.3.19 ***Prescribed Courses*** include core, required, prerequisite or elective Course as specified in the programme of study.

1.3.20 ***A Common Course*** is a fundamental Course of a given discipline taken by students outside that discipline.

## 1.4 Exemptions

1.4.1 Senate may grant a School /Faculty/Institute exemption from any of the requirements of these rules and regulations.

1.4.2 Senate, on the recommendation of the School /Faculty /Institute/ Boards may grant any student(s) exemption from any of the requirements of these rules and regulations.

## **2.0 GENERAL RULES**

- 2.1** A candidate must attend  $\frac{3}{4}$  of lectures before being allowed to sit for examinations.
- 2.2 School/Faculty/Institute Examination Regulations shall be presented through their respective Boards and Deans Committee for approval by Senate.
- 2.3 Unless approved by Senate, all Courses shall be examined within the semester in which they are taken.
- 2.4 A candidate shall be required to register for Regular Examinations at least four weeks to the start of semester examinations.
- 2.5 A candidate may not be allowed to sit for Regular Examinations, if he/she fails to register for courses within the first three weeks of the semester.
- 2.6 To be eligible to sit for Regular Examinations, a candidate should normally have taken all the Continuous Assessments in the respective courses.
- 2.7 The final mark for any one Course shall normally be made up of marks obtained from Continuous Assessments and the Regular Examinations.
- 2.8 Unless Senate decides otherwise, Continuous Assessments shall normally constitute 30% of the final marks while end of Regular examinations shall constitute 70%.
- 2.9 Faculties/School/Institute/Departments shall be required to indicate Core, Required, Pre-requisite and Elective Courses for Senate approval.
- 2.10 Faculties/Schools/Institutes shall be required to spell out the distribution of Continuous Assessment (CAT) marks for approval by Senate.

## **3.0 GRADING SYSTEM AND OTHER REQUIREMENTS**

### **3.1 Grading system**

- 3.1.1 The performance of candidates in University Examinations shall normally be determined by grades based on both Continuous Assessments and Regular Examinations.
- 3.1.2 Unless otherwise approved by Senate, each Course shall be graded out of a maximum of 100 marks.
- 3.1.3 The final mark for each Course shall be rounded up to the nearest whole number.
- 3.1.4. Unless otherwise approved by Senate, the pass mark for all Courses shall be 40%.
- 3.1.5 A candidate shall be allowed to resit a failed Course twice after which he/she shall be required to retake the course by paying and registering for the failed Course.
- 3.1.6 Marks obtained at the Resit examination shall *replace* the marks obtained at the Regular Examination. The new marks and Continuous Assessment marks shall make up the score in the course unless otherwise approved by Senate.

- 3.1.7 A maximum of 8 years of study is allowed for a Bachelor's degree. A candidate who fails to qualify for the award of the degree after the allowed 8 years shall normally be de-registered.
- 3.1.8 A candidate must pass all prescribed Courses before he/she graduates.
- 3.1.9 Unless otherwise specified by Senate, the Examination grading system shall be as follows:

PERCENTAGE	MARKS	REMARKS
	GRADES	
$X \geq 70$	A	Excellent
$60 \geq X < 70$	B	Good
$50 \geq X < 60$	C	Average
$40 \geq X < 50$	D	Pass
$X < 40$	E	Fail

## 3.2 Transfers

- 3.2.1 A candidate who has been recommended to proceed to the subsequent year of study may be allowed by Senate to transfer to the programme of study of his/her choice provided he/she meets the entry requirements of that programme of study.
- 3.2.2 A candidate who has failed more than 60% of the course may be allowed by Senate to transfer to a programme of study of his/her choice provided he/she meets the entry requirements of that programme of study.
- 3.2.3 A candidate who is approved in 3.2.1 and 3.2.2 above may be given credit transfer(s) for the passed Courses in the new programme of study of his/her choice.
- 3.2.4 A candidate who has been admitted into a programme may be allowed by the senate within the first two weeks of the first semester to transfer to a programme of study of his/her choice, provided he/she meets the entry requirement of that programme of study.

## 4.0 EXAMINATIONS RESULTS

- 4.1 Unless Senate decides otherwise, examination results shall be considered first by departmental/Programme Boards of Examiners and then by the School/Faculty/Institute Boards of Examiners at the end of each semester. The Departmental/Programme Boards of Examiners shall normally consider the results after they have been moderated by External Examiners.
- 4.2 Chairpersons/Coordinators of Departments/Programmes shall forward results to relevant School/Faculty/Institute Boards of Examiners after Departmental/Programme Board of Examiners' meetings.
- 4.3 All Examination Results are confidential until the School/Faculty/Institute Boards of Examiners consider them, and are not official until approved by Senate.

- 4.4 Deans/Directors after a meeting of the School/Faculty/Institute Board of Examiners shall release provisional Examination results to candidates indicating pass and fail. The results will be posted on student portal within three months after the end semester two examinations.
- 4.5 After a meeting of School/Faculty/Institute Board of Examiners, the Dean/Director shall forward the provisional results to Deans' Committee for recommendation to Senate for final decision and approval.
- 4.6 Official results shall be released to the candidates by the Deputy Vice-Chancellor, Academic, Research and student Affairs soon after approval by Senate.
- 4.7 The onus of obtaining the examination results is the responsibility of the candidate.

## **5.0 TRANSCRIPTS AND CERTIFICATE**

- 5.1 The results for candidates shall be presented in transcript form indicating letter grading in accordance with the grading system and classification approved by Senate.
- 5.2 Deans/Directors of Schools/Faculty/Institute shall release provisional transcripts after the results are approved by their respective School/Institute Boards of Examiners.
- 5.3 Official transcripts shall be issued by the Academic Registrar at the end of the programme as approved by Senate.

5.4 Replacement of Lost Transcripts: The replacement of lost academic transcripts shall attract a fee of Five Hundred Shillings (KShs. 500) per copy, per academic year of study. This fee is subject to review and adjustment by the Senate from time to time.

5.5 The replacement of lost certificates shall attract a non-refundable fee of Five Hundred Thousand (**Ksh. 5,000**). An application for a duplicate certificate must be submitted to the Office of the Deputy Vice-Chancellor - Academics, Research and Student Affairs. The application should clearly state the reason for the request and must reference the degree awarded and the year of award.

The application must be:

**Signed by the student**, and accompanied by the following documents:

- ✓ A copy and original of the **National Identity Card (ID)**
- ✓ A **Police Abstract** reporting the loss
- ✓ **Proof of payment** of Ksh. 5,000

Upon receipt of a complete application, the duplicate certificate will be processed and issued within two (2) weeks. The replacement certificate will be clearly marked "**DUPLICATE**".

## 6.0 CLASSIFICATION OF DEGREES

- 6.1 Level one Courses must all be passed by the candidate but shall be excluded from the computation of the final average.
- 6.2 The *conditional best 14* Courses per year shall be determined as follows. All core Courses, followed by required Courses and finally the personal best electives. All core and required Courses shall be used if they exceed 14 Courses.
- 6.3. For the higher levels, the conditional best 14 Courses per year shall be used in computing the final average unless otherwise approved by Senate.
- 6.4 The final average mark shall be obtained from the conditional best 14 Courses taken at year two (2) to the final year as follows

$$\text{Final Average mark} = \frac{\sum X_i w_i}{\sum w_i}$$

**Final Average mark =  $\frac{\sum X_i w_i}{\sum w_i}$  where  $i$  is the index of conditional best 14 courses,  $X_i$  is the score of the  $i$ th course and  $w_i$  is the corresponding credit factor (CF).**

- 6.5. Subject to exemptions by Senate, degrees shall be classified into First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Pass.

The Degree shall be graded as follows.

Degree classification	Percentage marks
First Class Honours	$X \geq 70$
Second Class Honours (Upper Division)	$60 \leq X < 70$
Second Class Honours (Lower Division)	$50 \leq X < 60$
Pass	$40 \leq X < 50$

Marks for degree classification shall not be rounded off to the nearest whole number.

## 7.0 GRADUATION

- 7.1 A candidate shall qualify for the award of a degree only after taking a minimum of 56 Courses (including all core and required Courses) and passing all of them.

**7.2 Penalty for Late Return of Graduation Attire:** A late return penalty of Kshs. 500 per day (excluding holidays) will be charged for each day the graduation attire is returned past the due date. The total penalty will not exceed the full replacement cost of the graduation gown.

**7.3 Penalty for Loss or Damage of Graduation Attire:** In the event of loss or damage, a penalty equivalent to the full replacement cost of the graduation gown will be charged.

## 8.0 REGULATIONS FOR CONDUCT OF EXAMINATIONS

## **8.1 Continuous Assessment**

- 8.1.1 CAT marks should be availed to the students prior to sitting their final examinations.
- 8.1.2 Departments/Schools/ Faculties/Institutes/ shall maintain a record of marks of Continuous Assessments, assignments, and question papers.
- 8.1.3 The records shall be made available to the External Examiners.
- 8.1.4 There shall be a minimum of two Continuous Assessments per course per semester.
- 8.1.5 Continuous Assessments should be spread evenly throughout the semester and the last one at least two weeks before the beginning of the Semester Examinations.
- 8.1.6 The results of the Continuous Assessments should be submitted to the Head of Department/Director of School/Dean of Faculty /Institute before the beginning of the Semester Examinations.

## **8.2 Examination/Timetable Co-coordinators**

- 8.2.1 There shall be Departmental/Programme Examination Co-ordinators appointed by Deputy Vice-Chancellor Academic Research and Student Affairs on recommendation of Chairpersons of Departments/Directors of Schools/ Deans of Faculties/ Institutes.
- 8.2.2 There shall be School/Faculty/Institute/Centre Examination/Timetable Co-ordinator appointed by the Dean/Director. The School/Faculty/Centre/Institute Examination/Time-table Co-coordinator shall work under the direction of the Dean/Director on all matters related to the University Examinations within the School/Faculty/Institute.

## **8.3 Examination Time-tables**

- 8.3.1 Each School/Faculty/Institute shall set up a Timetabling Committee, comprised of Departmental/Programme Examination/Time-table Co-ordinators. The Timetabling Committee shall prepare a draft examination timetable.
- 8.3.2 There shall be a University Timetabling committee drawing its membership from School/Faculties/Institute Timetabling committees. The committee shall be chaired by the Deputy Vice-Chancellor Academic, Research and Student Affairs.
- 8.3.3 The harmonized Academic Examinations Time-table shall be presented to the Senate for approval before the beginning of examinations.

## **8.4 Registration for Examinations**

- 8.4.1 All candidates for examinations shall be required to register for each paper they intend to sit for and pay the required fees and the University dues, at least four weeks before the beginning of the Regular Examinations.



**No candidate shall be allowed to sit for a paper for which she/he has not completed payment of fees.**

8.4.2 A candidate shall not be allowed to sit for a paper for which he/she has not registered.

8.4.3 The Deputy Vice-Chancellor Academic, Research and Student Affairs shall prepare a list of candidates registered for examinations at least two weeks before the beginning of the examinations. The lists should be made available to the chairpersons of Department/Director of Schools/Deans of Faculties/Institutes accordingly.

N/B: Each candidate shall print an examination card from his/her portal.

8.4.4 Chief Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

## **8.5 Invigilation and Conduct of Examination**

8.5.1 Instructions to candidates and Invigilators shall be published annually by the Deputy Vice-Chancellor, Academic, Research and Student Affairs, setting out details of procedures to be followed in the conduct of Examinations. *(See Appendix I)*

8.5.2 Invigilators who are normally academic members of staff shall be appointed and briefed by the Chairperson of Department/Programme Co-ordinator who is the Chief Internal Examiner.

8.5.3 Names of all invigilators for various examination papers and Examination Timetables shall be sent to the Deputy Vice-Chancellor, Academic, Research and Student Affairs one month before the start of the Examinations.

8.5.4 At least two invigilators shall be allocated to each examination room. At least one must be in the Examination room at all times.

8.5.5 The Deputy Vice-Chancellor, Academic, Research and Student Affairs, shall appoint one of the Chief Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place.

8.5.6 Invigilators, under the direction of the Chief Invigilator, shall be responsible for the Security and laying out of the examination papers and for such other duties specified in the instructions to invigilators.

8.5.7 The Deputy Vice-Chancellor, Academic, Research and Student Affairs shall ensure the uniformity in colour and appropriate stamping of examination answer booklets.

7.5.8 The Chief invigilator shall collect all examination papers and related materials from the Deputy Vice-Chancellor, Academic, Research and Student Affairs, at least, half an hour before the start of all respective examinations.

8. 5.9 The Chief invigilator shall ensure that all examinations start and end on time.

8.5.10 The Chief Invigilator shall ensure that all the unused examination booklets and other examination materials are returned to the Registrar, Academic and Student Affairs normally not later than 24 hours after the examination.

## **8.6 Irregularities in University Examinations**

The following constitute examination irregularities:

8.6.1. Passing or receiving verbal, written or electronic communication to or from other candidates or any other source during the examination.

8.6.2. Unauthorized possession of used or unused examination answer booklets outside of the examination room.

8.6.3. Possessing any unauthorized written material relevant to the examination in the examination room.

8.6.4. Copying from other candidates' booklets or from other sources (e.g. body parts or clothing)

8.6.5. Possession of any notes recorded on paper, parts of the body or clothing.

8.6.6. Possession and/or use of a mobile phone whether in silent mode or switched off, i-pads, electronic note book or any unauthorized electronic gadget(s) or source (including programmable calculators) inside the examination room.

8.6.7. Plagiarism, i.e., falsely accessing another person's work and appending one's name and signature claiming it to be one's own. This includes but not limited to copying other candidate(s) written, published or unpublished material.

8.6.8. Disrupting the administration of examinations.

8.6.9. Destroying or refusal to hand over/hiding evidence pertaining to an examination irregularity.

8.6.10. Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.

8.6.11. Presenting oneself for an examination in a unit in which one is not registered for.

8.6.12. Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.

8.6.13. Writing on the examination question paper will be considered as an attempt to cheat in an examination.

8.6.14. Reading from other candidate's answer scripts or question paper.

8.6.15. Permitting any other candidate to read or copy from one's examination scripts.

8.6.16. Impersonation of other candidates or being impersonated during examination.

8.6.17. Deliberate failure or refusal to hand in the examination script at the end of the examination.

8.6.18. Assaulting and/or disobeying the invigilator during the examinations.

8.6.19. Involvement in and/or influencing tampering with examination data.

8.6.20. Forgery of examination entry documents e.g the examination card, identity card and fee statement.

## **8.7. Procedure for Dealing with Irregularities**

8.7.1. Prior to the beginning of each examination, Invigilators shall draw to the attention of candidates the seriousness of irregularities in examination letter.

8.7.2. When an Invigilator suspects a candidate to have committed an irregularity in an examination, the Invigilator, after consulting and confirming with other Invigilators, shall inform the candidate that a report will be made to the Deputy Vice-Chancellor, Academic, Research and Student Affairs.

8.7.3. The Invigilator shall, whenever possible, confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the paper.

8.7.4. At the end of the examination the candidate shall be asked to make a written statement to be submitted to the Deputy Vice-Chancellor, Academic, Research and Student Affairs by the Chief Invigilator. In the event that a student refuses to write a statement, this shall be considered as contempt of Senate.

8.7.5. The Invigilator and the Chairperson of Department/Programme Co-ordinator shall make a full report of the incident to the Deputy Vice-Chancellor, Academic, Research and Student Affairs through the Dean/Director of School/Institute immediately after the examination.

8.7.6. The Invigilator's report and the candidate's statement shall be considered by the investigating committee appointed by the Deputy Vice-Chancellor, Academic, Research and Student Affairs.

8.7.7. The Investigating Committee shall normally be composed of the following or their representative:

- i. Deputy Vice-Chancellor (Academic, Research and Student Affairs) as Chairperson.
- ii. Registrar (Academic and Student Affairs) as Secretary
- iii. Dean of Students
- iv. Two Senate Representatives
- v. Two student organization representatives (Chairman and Secretary General)
- vi. Dean of the relevant School/Faculty
- vii. Chairman of the relevant Department
- viii. Chief Legal Officer
- ix. Students Counsellor
- x. Any other person co-opted by the Committee in Attendance

8.7.8. The Investigating Committee should meet within two weeks after end of examinations of the reported case and shall make a report to the Special meeting of Senate convened to consider the results of the examination-

8.7.9. If the evidence establishes that a candidate committed an irregularity, such a candidate shall be liable to any one or a combination of the following penalties:

S/No.	Irregularity	Penalty
a)	Passing or receiving verbal, written or electronic communication to or from other candidates or any other source during the examination.	Suspension for 2-3 years.
b)	Unauthorized possession of used or unused examination answers booklets outside of the examination room.	Suspension for 2-3 years.
c)	Possessing any unauthorized written material relevant to the examination in the examination room.	Suspension for 2-3 years.
d)	Copying from other candidates' booklets or from other sources (e.g. body parts or clothing)	Suspension for 2-3 years.
e)	Possession of any notes recorded on paper, parts of the body or clothing.	Suspension for 2-3 years.
f)	Possession and/or use of a mobile phone whether in silent mode or switched off, i-pads, electronic note book or any unauthorized electronic device(s) or source (including programmable calculators) inside the examination room.	Suspension for 2-3 years.
g)	Failure/Refusal to return examination answer booklets with written answers after the examination.	Suspension for 2-3 years.
h)	Plagiarism, i.e., falsely accessing another person's work and appending one's name and signature claiming it to be one's own. This includes but not limited to copying other candidate(s) written, published or unpublished material.	Suspension for 1-2 years.
i)	Disrupting the administration of examinations.	Suspension for 1 year.
j)	Destroying or refusal to hand over/hiding evidence pertaining to examination irregularity.	Suspension for 2-3 years.
k)	Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.	Suspension for 1 year.
l)	Presenting oneself for an examination in a unit in which one is not registered for.	Suspension for 1 year.
m)	Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.	Suspension for 3 years.
n)	Writing on the examination question paper	A written warning

o)	Reading from other candidate's answers scripts or question paper.	Suspension for 1 year.
p)	Permitting any other candidate to read or copy for one's examination scripts.	Suspension for 2-3 years.
q)	Impersonation of other candidates or being impersonated during examination.	Expulsion
r)	Deliberate failure or refusal to hand in the examination script at the end of the examination.	Suspension for 2-3 years.
s)	Assaulting and/or refusal to hand in the examination script at the end of the examination.	Suspension for 2-3 years.
t)	Involvement in and/or influencing tampering with examination data.	Suspension for 2-3 years.
u)	Forgery of examination entry documents.	Suspension for 1 year
v)	Using another student's documents to sit for an examination.	Suspension for 1 year.

8.7.10. A repeat offender of an examination irregularity will be expelled from the University without further notice.

## **8.8. Appeal on penalties arising from examination irregularities**

- 8.8.1. Any student who is suspended or expelled due to involvement in an examination irregularity may appeal in writing to the Vice Chancellor against the decision and such appeals shall attract a fee of Ksh. 2,000.
- 8.8.2. The student shall appeal within 14 days after the date of the letter.
- 8.8.3. Upon receiving the appeal, the Vice-Chancellor shall appoint an Ad-hoc Student Disciplinary Review Committee to listen to the grounds for appeal and determine the case.
- 8.8.4. The Student shall be given a hearing on the appeal.

## **8.9. Leakage of Examination**

### **8.9.1 Definition**

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

### **8.9.2. Procedure to be followed where leakage of examination is suspected**

8.9.2.1. Any person suspecting leakage shall immediately report to the Deputy Vice-Chancellor, Academic, Research and Student Affairs.

8.9.2.2 An Investigating Committee shall be set up by Senate to investigate circumstances surrounding the suspected leakage of examinations. The committee shall be constituted as in Clause 8.13.7 above, provided that the committee co-opts any other member deemed to be useful to the investigations.

8.9.2.3 The Deputy Vice-Chancellor, Academic, Research and Student Affairs may, by powers conferred by Senate appoint such a committee to carry out an investigation provided it is ratified by Senate As soon as possible.

8.9.2.4 The Investigating Committee shall make a report of their findings to Senate within two (2) weeks.

8.9.2.5 Where leakage has been established, Senate shall cancel/withdraw the examination and order a fresh examination to be set and administered.

8.9.2.6 Senate shall take appropriate disciplinary action against those found to be responsible for the leakage.

### **INSTRUCTIONS TO CANDIDATES AND INVIGILATORS**

Candidates will be admitted into the examination room ten minutes before the examination starts. Questions and papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question papers.

1. Candidates are not allowed to write on examination question papers.
2. Candidates should acquaint themselves with the instructions on the front page of the answer books.
3. Candidates should ensure that they write their registration numbers, course titles and the course code on the answer books including the continuation sheets.
4. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination. If a candidate is excluded from the examination room under this Regulation, he/she should in his/her own interest report to Academic Registrar's office.
5. However, if a candidate arrives before the first half hour has passed, the invigilator may use his/her discretion in extending the time limit for the candidate provided no candidate has already left the room.
6. No candidate will be permitted to leave the examination room until thirty minutes have expired from the start of the examination. In addition, candidates will not be allowed to

leave the examination room during the last ten minutes except in cases of emergency in order to avoid disturbing other candidates who are completing their papers.

7. Candidates without University Identification and Examination Cards will not be allowed to sit for the examinations. Each candidate is therefore required to carry with him/her into the examination room, his/her University Identification and Examination Card for each paper he/she is taking.
8. Except when prevented by illness or other sufficient cause, a candidate who fails to present himself/herself for examination will be deemed to have failed in that part of the examination. If, for any reason a candidate is unable to attend an examination he/she should report the circumstances to the Academic Registrar's Office at the earliest possible moment. Misreading of the examination timetable will not be regarded as 'sufficient cause' for missing an examination.
9. To assist the Invigilators in taking the roll for those present and absent from examination, the University Identification and Examination Cards should be conspicuously placed on the desks.
10. No books, bags, notes, rough papers and any other paraphernalia should be taken by candidates into the examination rooms. Candidates are not allowed to bring their own log tables and calculators in the examination rooms unless there is an express provision otherwise in the case of a particular paper. Any unauthorized materials should be handed over to the Chief Invigilator before examinations start.
11. Invigilators shall have power to confiscate any unauthorized material on aid brought into the examination room, and expel from the examination room any candidate who creates a disturbance in the examination room.
12. Eating, Drinking and Smoking is not allowed in the examination room.
14. At the end of the examination, and on the instruction from the Chief Invigilator, candidates must stop writing and assemble their scripts. The scripts should be handed over at designated points.
15. Candidates must not enter the examination rooms with mobile phones
16. All students are advised to dress decently during examinations

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## **APPENDIX II: RULES AND REGULATIONS GOVERNING ACCOMMODATION SERVICES**

### **1. HALLS OF RESIDENCE**

Tom Mboya University has few halls of residences on Campus which cater for both female and male students. The accommodation services staff is responsible for keeping the ablution block, verandahs, and corridors tidy and students are therefore expected to keep their rooms clean and tidy. Writing and pasting pictures on walls is an offence, carries the penalty of repainting the room. Candidates posting campaign posters on the walls within the hostels will take full responsibility.

### **2. ROOM ALLOCATION**

Only students that have paid tuition fee will on application qualify for accommodation in the halls of residence. When a student is accommodated in a Hall of Residence they shall be assigned to a particular room where they shall remain for the whole of that semester and will therefore not be allowed to move to any other room except with special permission from the House Keeper. Failure to abide by this may result in a student becoming a non-resident. The University through the House Keeper shall be responsible for room allocation.

### **3. FURNITURE AND FITTINGS**

The Accommodation and Cafeteria Services provide basic furniture namely: beds, mattresses, pillows, chairs, tables, reading lamps, keys, waste paper baskets and curtains. Students are therefore accountable for any breakages and / or loss of these items. Inventory of the same shall be maintained at their time of check in and check out. No additional furniture is permitted in the rooms. Any movement of furniture must be authorized by the in charge of the particular hostel. In event of breakage/loss they will be surcharged twice the cost of the item.

### **4. KEYS**

Rooms in halls of residence are not equipped with cooking facilities.

Students are not allowed to tamper with electrical fittings. Student are therefore not allowed to use their rooms for cooking. Students may not throw or drop objects through the windows. They must not interfere with electrical wiring or other electrical objects in other rooms and corridors. Students shall be responsible for the conduct of the visitors coming to their rooms.

### **5. SECURITY OF STUDENTS**

The accommodation services have no facilities for storage of students' possession. Our rooms are not equipped to support high-power electronic devices such as computers and their peripherals, large music systems, televisions, DVD/CD players, and similar equipment. Additionally, students are strictly prohibited from conducting any form of business within their rooms.

The University will not be held responsible for the loss/damage of the above items. Students are therefore expected to take appropriate measures to ensure that their belongings are safe and sound. Money should be deposited at the nearby post bank. Students are advised to remove all their personal effects when going on vacation. **(The University shall not be responsible for any loss /damage).**



## 6. PERSONAL BEHAVIOR

- a) Respect and adhere to the Administrative and Academic rules, procedures and structure established by the Tom Mboya University Act for the control, governance and operations of the University.
- b) Respect the rights and privileges of the members of the University community and the general public at all times
- c) Refrain from any conduct that might bring the University or any section or programme therefore into disrepute or public odium.
- d) Carry themselves in all public places with such humility and dignity as benefits their status as mature and responsible citizens.
- e) Rights and privileges of other roommates kept. Failure to which will lead to removal from the hostels.

## 7. BUSINESS

The University does not permit students conducting businesses in the halls of residence. Students' rooms are meant for reading and sleeping purposes only. Sale of bread, writing CDs, printing/photocopying enterprises etc., will not be allowed. Any student found to be using rooms for purposes other than what they are meant for will face disciplinary action. Failure to adhere to the above will lead to them being non-residents.

## 8. NOISE

Our rooms are not sound proof, and so it is expected that courtesy and common sense will prevail when using musical instruments at all times. Students are encouraged to report noise problems to their housekeeper, Janitors and/or hall attendants for quick action to be taken.

- 9. NEMA rules shall apply. All students are **encouraged** to use earphones when they want to listen to loud music. Any student who contravenes the above rules shall have the equipment confiscated and expelled from the hostel.

## 10. HARASSMENT

Parties will not be held in student rooms. Violation shall lead to suspension.

## 11. NON RESIDENT

Non Residents are not allowed in the residential rooms after 10.00 pm. If this happens, then the legal occupant of the room will be made a non-resident. They are to abide by the rules and regulations of hostels.

## 12. ABSENCE FROM HALLS OF RESIDENCE

- a) A student who intends to be absent from the halls of residence for more than three days shall notify the housekeeper and Coordinator, Students Welfare Services.
- b) Students are also required to report to the housekeeper if they note the absence of their roommate/friends for more than three consecutive days. However, in case a student is aware that a friend/neighbour has left the campus under suspicious

circumstances they should report the matter to the Coordinator, Students Welfare Services, Hostels Officer and Housekeeper promptly.

### **13. IN-DOOR**

Every student will be expected to buy and use toilet paper. Do not use newspaper or any other material that will cause blockage of the sewage system. Sanitary towels, condoms, etc. should be disposed of appropriately in the provided facilities.

### **14. BULBS/FLUORESCENT TUBES**

Every room has been provided with lighting system. Student will be expected to replace the bulbs/tubes when they blow off. Students are further warned against tampering with electrical fittings.

### **15. WATER**

Residents will be expected to use water with utmost care. No taps should be left running (do not tamper with the storage tanks and water fittings).

### **16. LITTER**

Every resident student shall be issued with a key which they must return to the housekeeper, together with other inventories at the end of every semester. Any loss of the above should be reported immediately to the Housekeeper. Replacement will only be done after payment of lost item(s). Contact the officer in-charge to confirm the charges for lost keys and shall not be less than 300/=.

- (i) **PLEASE NOTE:** Any student who goes on holiday shall be charged for the room for the number of days they have been holding the key. In addition they will be made non-resident.
- (ii) **ANTI-JANITORS: WILL BE ALLOWED PROVIDED THE IN-CHARGE HAS A COPY FOR EMERGENCY.**

### **SAFETY OF ROOMS**

Waste paper baskets in the residential rooms and dustbins in the corridors should be used to dispose litter. Students shall be held responsible for loss/damage of dustbins/waste paper basket provided in those halls.

### **17. SICKNESS**

Students are advised to visit the University clinic when sick. Cases of sickness should be reported to the Janitors at night, Housekeepers during the day.

### **18. VISITORS**

Students are only allowed to have visitors from 10.00 am to 10.00 pm. Minors may not be allowed in the halls of residence at night. Cohabiting is illegal and any student found to be keeping visitors after stipulated hours will be disciplined. Students are encouraged to report any strangers to the Janitor or Housekeeper on duty to establish origin or destination of the stranger. The person who is keeping the visitor becomes a non-resident.

## 19. PENALTIES

Flouting the above rules and regulations can result in any one or more of the following penalties:

- a) Removal from the hostel without any refund.
- b) Expectant students must report to the antenatal clinic at 3 months (and counselor) and allowed to stay in the hostels for 6 months.
- c) A student meeting the full cost of either repair/replacing whichever item is damaged or lost.
- d) A student being forwarded to the University Disciplinary Committee for further action.
- e) Any student who has been removed from any hostel should not be allowed in the other hostel.

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## **APPENDIX III: TRANSPORT DEPARTMENT**

### **RULES AND REGULATIONS GOVERNING STUDENT CONDUCT**

#### **1.0 TRANSPORT REQUESTS**

- 1.1 Vehicle usage by students must be officially requested through the VC's office by the relevant Head of Department.
- 1.2 Once the request is approved by the VC, the User Department fills a Transport Requisition Form through the ERP.
- 1.3 On receipt of the filled Requisition Form from the User Department, the Transport Officer allocates the vehicle and a driver depending on availability.
- 1.4 Once the allocation is done, the Transport Officer forwards the Form to Human Resource for final approval.

#### **2.0 SAFETY AND USE OF VEHICLES**

- 2.1 All students are expected to exercise due care and responsibility when using University vehicles. Any damage caused will result in the responsible individuals or group being surcharged accordingly.
- 2.2 Students must not expose University vehicles to unnecessary risk or hazardous conditions.
- 2.3 Any form of provocation directed at drivers or members of the public while using University vehicles is strictly prohibited.

#### **3.0 ACCESS TO THE TRANSPORT YARD**

- 3.1 Students are not permitted to enter the Transport Yard without prior authorization.
- 3.2 Students must not interfere with the use of transport services by other students or University staff.

#### **4.0 USE OF DRUGS AND ALCOHOL**

- 4.1 It is a serious criminal offense for any student to possess or consume alcohol, drugs, or other prohibited substances in a University vehicle.
- 4.2 Using University vehicles for any criminal activity is strictly prohibited and constitutes a serious offense.
- 4.3 Students are encouraged to consult the Transport Manager for clarification on any transport-related matters that are unclear to them.

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## **APPENDIX IV: STUDENT HEALTH CARE**

All students who have paid medical fees are entitled to free outpatient care in our clinic including consultation, investigations within our laboratory and medicines prescribed by staff of the University.

Excluded in this are dental problems and spectacles. Also excluded is pregnancy which is treated like all other illnesses.

Nutritional supplementation in pregnancy is excluded. In-patient care in our sick bay is free.

In-patient care at any other hospital will be met by the parents/guardians.

Investigation done outside the University laboratory also will be met by parents. That includes X-rays and other specialized investigations not offered by the University health unit.

### **SICKNESS DURING EXAMINATIONS**

All students should have a medical file in our clinic and should report to the clinic for any illness. Referral to specialist and hospital will be from the clinic. In emergencies students can be admitted to any hospital of their choice and a report made to the University Health Services/Coordinator, Students Welfare Services within one week of such admission. That only applies during the semester.

When this procedure is followed the permission for special exams/CATS will be automatically sanctioned by the Incharge, Health Services.

In cases where the students have been treated elsewhere without University authority, then the student must bring medical reports from the attending doctor for scrutiny by the University Incharge, Health services, who will authorize special exam/cats on medical grounds, when he is convinced of the authenticity of the report.

Students who want to postpone examinations on medical grounds will have to produce valid medical reasons for such postponement. Letters from doctors outside the University without history of previous illness in the University will not be accepted.

Letters from psychiatrists must be supported by observation from within the University clinic as in students' medical records.

### **SICK LEAVE**

Students who want to go home to be treated at home must apply for sick leave from the Coordinator, Students Welfare Services.

The Incharge, Health Services will sanction such leave on proof of sufficient evidence of illness to warrant treatment outside the University health service.

Students who want to be away from University for other purposes should discuss their problems with the Coordinator, Students Welfare Services and their faculties for leave of

absence. Medical reasons for leave must be proved medically. Psychiatric problems must be similarly approved.

Leave for pregnant students going for delivery and post-delivery should be treated as above.

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