



KCAU STUDENT GENERAL CONDUCT RULES AND REGULATIONS.

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1. INTRODUCTION.

All students shall be guided by this General Conduct Rules and Regulations. If a student is found to have acted in contravention s/he shall be presented before the Student Disciplinary Committee in accordance to the University Statutes.

1.1. Disciplinary Authority

1.1.1. For purposes of this regulations the following shall be the Disciplinary Authorities of the University as provided in the University Statutes:

- a. Student Disciplinary Committee;
- b. The University Senate; and
- c. The Vice Chancellor.

1.1.2. The Disciplinary Authorities may in their capacity:

- a. 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 Senate.
- b. Take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

1.2. Disciplinary Sanctions

The Disciplinary Committee shall have powers to impose any or more of the following measures and or penalties depending on the nature and gravity of the offenses committed and the evidence called in support thereof. The Committee may also impose any other penalty or penalties as the Committee may deem appropriate subject to Senate's approval.

1.2.1. Dismiss the case against the student

Where no substantial evidence has been adduced to support an allegation against a student. The case will be dismissed without any sanction being imposed. The student will be considered to be in good standing.

1.2.2. Disciplinary Warning

In cases of minor student misconduct, this written action is taken when the individual's conduct or involvement merits an official admonition. The student is warned that further misconduct may result in more severe disciplinary action.

1.2.3. Disciplinary Probations

A serious form of reprimanding that is fitting for the type of violation or repeated violations as designated for a certain period of time. A student or registered student organization is permitted to remain enrolled at or retain recognition by the University under stated conditions. Further violations may result in suspension or expulsion from the University

On completion of the disciplinary probation, the student must apply to the Dean Campus Life for Non-Academic regulations and the University Registrar for Academic Regulations for reinstatement. An extension of the sanction may be effected if the student did not abide by the terms of probation.

1.2.4. Interim Suspension

The DVC, AA, EM & SA or his / her designee may suspend a student and / or remove the student from on-campus housing for an interim period pending full disciplinary proceedings whenever there is evidence that the continued presence of the student on the university campus possess a substantial threat to the safety or well-being of any person or persons, university property or the property of others.

An interim suspension may become effective immediately without prior notice. A student suspended on an interim basis will be given an opportunity to appear personally before a Disciplinary Committee.

During an interim suspension, the student will be barred from all or part of the university premises. Any student under interim suspension who returns to the portion of campus to which he / she is barred without permission from the DVC AA,EM & SA or his/her designee will be subject to further disciplinary action.

1.2.5. Suspension

This sanction is one of involuntary separation of the student from the University for a designated period of time. The University Disciplinary Committee may establish additional requirements, which must be fulfilled to his/her satisfaction, prior to



reinstatement. The student will also be barred from university premises and participating in any University activities.

On completion of the suspension period, the student must apply for reinstatement. An extension of the suspension may be effected if the student did not abide by the terms of the suspension.

1.2.6. Dismissal

This sanction is one of involuntary and permanent separation from the University. Notice of permanent dismissal will appear on the students' academic history and transcript. The student will also be barred from University activities and premises.

1.2.7. Restitution Fines

The student or the organization may be required to make payment to the University or to another specified person(s) or group(s) for damages incurred as a result of a violation of any provision of the student code of conduct. The University in addition to any other sanction applied may demand restitution fines. Restitution fines may include an administrative fee for processing.

1.3. Appeal Procedure

1.3.1. The student concerned or the complainant may appeal to the Vice-Chancellor the decision of the Disciplinary Committee as it pertains to the substantiation of the charge, the disposition chosen, or both. The Vice- Chancellor may at his/her discretion appoint an Appeals Committee consisting of three members of Academic Staff to hear the appeal.

1.3.2. A student wishing to appeal must notify the Dean of Students of the intention to do so within 14 days of receiving official notice of the Disciplinary Committee's decision. The notice of appeal must be accompanied by a concise written statement that identifies precisely the grounds upon which the appeal is based.

1.3.3. No suspension, dismissal or expulsion ordered by Disciplinary Committee shall take effect until the appeal is disposed off. However, if the appeal is denied, dismissal or

expulsion is retroactive to the date of the original decision, and the suspension shall take effect from the date of the Appeal Committee's decision. If the Appeal Committee determines that the decision of the Disciplinary Committee was reasonable, the original decision shall remain undisturbed.

2. NON-ACADEMIC RULES AND REGULATIONS

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

2.1. 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:

- 2.1-1. respect and adhere to the administrative and academic procedures and structures established by the University;
- 2.1.2. respect the rights and privileges of the members of the University community at all times;
- 2.1.3. refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium;
- 2.1.4. carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens;
- 2.1.5. refrain from all acts of violence, hooliganism, unruly or rowdy behavior, or any conduct likely to cause a breach of the peace and disturbance to others within or outside the University campus;
- 2.1.6. not possess keys to rooms or buildings on the campus other than those obtained through the official channel and not to access offices without authorization and supervision;
- 2.1.7. avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever;
- 2.1.8. not engage in fund-raising activities without written authority from the University



- 2.1.9. not engage in/or use University facilities for political purposes;
- 2.1.10. not either as individuals or through the students' associations and societies use University telephone, printing or mailing/ e-mail facilities for unauthorized purposes;
- 2.1.11. not remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities; and
- 2.1.12. not use the name and brand "KCA University" or all that pertains to KCAU Intellectual Property either as an individual, club, society or student organization without prior written approval from the Corporate Affairs Office and respective deans of faculties.

2.2. Conduct with the Public

In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationships with members of the general public and conduct and utterances in matters that lie in the public domain whereof:

- 2.2.1. 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 respective dean of Students; and
- 2.2.2. invitations to any persons or group of persons including of Government ministers, politicians, and representatives of foreign countries to visit the University in their official capacity shall be channeled through the Dean of Students and the relevant University authorities. Anyone found in contravention will be presented to the Disciplinary Committee where they may be suspended or expelled as the case may be with approval of the Senate.

2.3. Disciplinary Offences

- 2.3.1. Disciplinary offenses shall include all crimes and other offences under the Laws of Kenya including any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of the University.

2.3.2. ARRESTS BY POLICE. Students are governed by the overall laws of the land that govern other Kenyans and can be arrested by the police if they infringe these laws, whether on campus or outside. In the event of such arrest, the student should immediately inform the University. Students should note that the University will not interfere with the Police when they are carrying out their duties in accordance with the laws of the land. Any student found guilty and convicted under the Kenyan laws may be expelled from the University.

2.3B. Without prejudice to the generality of the above provisions, the following conduct shall constitute specified disciplinary offences under these regulations.

- a. Possession of guns, explosives, knives, swords, sticks, metals bars or any other items or articles, which might endanger the lives of members of staff or students or any other persons.
- b. Any form of picketing or organized obstruction of students and staff in any manner whatsoever.
- c. Writing, publishing and/or distributing of anonymous literature of a malicious or libelous nature placards.
- d. Disorderly conduct, sexual assault of other members of the University and/or interference with or obstruction of motor vehicles within or outside the University premises.
- e. Use of profane or foul language against any members of the University community and/or the general public.
- f. Inviting and accompanying unauthorized person(s) into the lecture Halls, and other school facilities including the bus and University trips
- g. Gambling on University property

NIB. Students found culpable of the above will be subjected to disciplinary processes through the Disciplinary Committee which shall administer penalties as the case may be.

- h. h University Student Identification Card should be carried at all times. No student will be allowed into the University without student ID. Any student found IN THE ACT OF EXCHANGING STUDENT ID CARD WITH ANOTHER STUDENT will be



SUSPENDED from the university. Lost student cards must be reported immediately and will only be replaced at a cost.

- i. Use and possession of cigarettes alcohol, illegal drugs and substances is prohibited at KCAU which includes University functions and activities that are outside the University. Students found in contravention of this rule and or having consumed the above will face the disciplinary committee and if found culpable will be SUSPENDED or EXPELLED as the case may be.
- j. Assaults, Battery, Forgery, Fights, Brawls, & Theft will not be tolerated. Such cases will be treated as criminal offences and may be referred to the police. Students involved in such offences will face the disciplinary committee, where they will be EXPELLED or SUSPENDED depending on offence committed.

2.3.4. UNAUTHORISED MEETINGS, PROCESSIONS AND DEMONSTRATIONS: It is a serious offence for any student to organize or participate in any meetings, demonstrations or processions for which permission has not been granted by the University. Students should not undertake unauthorized ceremonies. Students found in contravention of this rule shall face the Disciplinary Committee where they will be SUSPENDED or EXPELLED as the case may be.

2.3.5. PROPERTY BELONGING TO OR LOCATED ON UNIVERSITY CONTROLLED PROPERTY. A student or a group of students will be held-responsible for any damage and or misuse to University property and or property within the University. Any student found in violation will be presented before the Disciplinary Committee.

2.4. Dignity

2.4.1. All students are expected to uphold the dignity of the institution by their conduct and speech and appearance.

2.4.2. Dress Code

This dress code applies to all the days of the week and also to all KCAU functions at all Campuses and during all University functions and events. To ensure that high

Professional and academic standards are maintained; all students must dress decently and observe the following dress code;

Non- decent dressing includes the following for the Ladies:

Tunk tops

Crop tops

See-through tops and bottoms

Head gear including caps and scarfs (in classroom)

Micro Miniskirts & Dress

Bathroom slippers and crocs

Long slits.

Revealing Ragged Jeans/trousers

Non- decent dressing include the following for the gentlemen:

Earrings Vests in place

of a shirt

Plaited hair

Caps or any other head gear

Long unkempt hair

Bathroom slippers

Sagging trousers

Revealing Ragged Jeans/trousers

If students come in any of these items, they will be referred by any University staff to the Dean of Students office for further guidance.

3. ACADEMIC RULES AND REGULATIONS

- 3.1. Class Attendance. Students may not be more than 5 minutes late for class. Class attendance sheets must be signed for each lesson; students are not allowed to sign the class attendance for another student. Ensure your full correct name is in the attendance sheet. Students cannot miss more than four weeks per unit per semester/trimester.



- 3.2. Tests & Assignments should be done as time tabled. Any exemptions from sitting tests and examinations must be sought from the Chair of Department well in advance.
- 3.3. Registration of units and fee payment rules must be strictly observed. Any student found in class not having paid fees will be **SUSPENDED** unless he can show proof that he/she has such authority from the Finance Director. Students **MUST** register as current students every new semester/trimester, to access facilities and services in the university. Students found attending classes not paid for will be **SUSPENDED** from the university for one trimester/semester and will be required to pay fees in full for that whole section.
- 3.4. Mobile Phones AND Electronic Devices may be used responsibly and for learning purposes while in class as guided by the class etiquette guidelines.

3.5. REGULATIONS FOR UNIVERSITY EXAMINATIONS

	ACADEMIC MISCONDUCT	PENALTY
1	Plagiarism is the act of taking another's ideas and representing them as one's own including coursework. This may involve the use, without proper acknowledgement, of published or Unpublished work, of work done partly or wholly by another person, or of work obtained from an essay bank or a website. Plagiarism includes not just the actual copying of text verbatim (which may also be a breach of copyright) or close paraphrasing of text, but also the unacknowledged presentation of ideas garnered from other sources as if they were original o the author	<ul style="list-style-type: none"> a) Cancellation of the candidate's examination (course work, project/thesis) b) Repeat the unit in which the offence was committed during the following semester/trimester with full payment c) A written warning.
2	Falsification is the fabrication or alteration of data for example, by changing data in order to confirm a hypothesis not supported by the actual data, o he invention or fabrication of the results of an experiment, which are then reported as genuine measurements.	<ul style="list-style-type: none"> a) Cancellation of the candidate's examination results in the unit concerned. b) Suspension from the University for one trimester/semester c) Repeat the unit in which the offence was committed during the following semester/trimester with full payment
3	False citation is the citing of a source of information, when the source does not contain that information	<ul style="list-style-type: none"> a) Cancellation of the candidate's examination results in the unit concerned.



		<ul style="list-style-type: none"> b) Suspension from the University for one trimester/semester c) Repeat the unit in which the offence was committed during the following semester/trimester with full payment
4	Multiple submission is the act of submitting for assessment a piece of coursework already (or simultaneously) submitted in another course, whether for academic credit or formative assessment; this includes what is sometimes known as auto plagiarism.	<ul style="list-style-type: none"> a) Cancellation of the candidate's examination results in the unit concerned. b) A written warning.
5	aiding and abetting any form of involvement in another person's academic misconduct is in itself considered to be academic misconduct. This may involve, for example, collusion with another person during an examination; assisting any student in academic misconduct relating to an examination of class test; writing an essay for a student; providing one's own work that could be submitted for grading (either an entire piece of work or a part) Giving material to another student that could be submitted for assessment will count as aiding and abetting, as will the offer to provide material whether or	<ul style="list-style-type: none"> a) Cancellation of the candidate's examination results in the unit concerned. b) Suspension from the c) University for one academic year (three trimesters/ two semesters) d) Repeat the unit upon resumption with full payment. e) (Students proven to have aided or abetted any form of academic misconduct are subject to the same procedures and

	not it is accepted by another student (for example, advertising an essay-writing service).	penalties as the student who would benefit from the offense)
6	Theft and presentation of another student's work	<ul style="list-style-type: none"> a) Cancellation of the candidate's examination results in the unit concerned. b) Suspension from the c) University for one academic year (three trimesters/ two semesters) d) Repeat the unit upon resumption with full payment.
7	signing the class attendance sheet for another student	<ul style="list-style-type: none"> a) Suspension from the University for one academic year b) Repeat the unit upon resumption with full payment
8	Taking information (including notes in any format, books, electronically stored data or illegitimately annotated copies of dictionaries, set texts, annotations made on calculators or concealed on parts of a student's body or in any format including seats and walls.	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one trimester/semester c) Repeat the unit upon resumption with full payment
9	Copying from unauthorized material carried by the candidate himself/herself or any other person(s) to the examination venue	<ul style="list-style-type: none"> a) Cancellation of the examination result in the unit



		<ul style="list-style-type: none"> b) Suspension of the candidate from the university for one trimester/semester c) Repeat the unit upon resumption with full payment
10	Circulation of unauthorized written material to other candidates during an examination and or exchange of any written material including examination question papers.	Expulsion from the university
11	Writing on the examination question paper as a form of rough work.	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one academic year (three trimesters/two semesters) c) Repeat the unit upon resumption with full payment
12	Taking mobile phones, digital smart watches, smart pens, smart calculators and any other electronic device into the examination	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one trimester/semester

		c) Repeat the unit upon resumption with full payment
13	Communicating orally with other candidates during the examination.	a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one academic year (three trimesters/two semesters) c) Repeat the unit, with full payment
14	Copying from other candidates examination work in the examination.	a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one trimester/semester c) Repeat of the unit upon resumption, with full payment
15	Impersonation or attempted impersonation of candidate during examination or course work	Expulsion from the university for the candidates involved in the conspiracy
16	Unauthorized and undeclared acquisition of examination questions prior to an examination, whether or not that examination is be sat by the student concerned	Discontinuation of Studies — Expulsion from the university with no grades, certificate, diploma or degree awarded
17	Possession of used or unused examination answer book(s) in the examination venue during examination other than the material issued by the invigilator.	Cancellation of the examination results in the unit



		<p>Suspension of the candidate from the university for one academic year (three trimesters/two semesters)</p> <p>Repeat the unit upon resumption with full payment</p>
18	Failure to return (hand-in) examination booklet after examination	Expulsion from the university
19	Returning of examination answer books with written answers after the time allowed and specified by invigilator.	<p>a) Cancellation of the examination results of the unit concerned.</p> <p>b) Repeat the unit with full payment</p>
20	willful disruption of University examinations and causing commotion during examinations.	Expulsion from the university
21	Failure to comply with invigilator's instructions causing unwanted attention.	<p>a) Cancellation of the examination results in the unit</p> <p>b) Suspension of the candidate from the university for one academic year (three trimesters/two semesters)</p> <p>c) Repeat the unit upon resumption with full payment</p>
22	Presenting oneself for an examination in a unit not duly registered	a) Cancellation of the examination results in the unit

		<ul style="list-style-type: none"> b) Suspension of the candidate from the university for one trimester/semester c) Repeat the unit upon resumption with full payment
23	Presenting oneself in multiple examinations for the same unit during the same examination period	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one trimester/semester c) Repeat the unit upon resumption with full payment
24	Commission of examination offenses more than once.	Discontinuation of Studies — Expulsion from the university with no grades, certificate, diploma or degree awarded
25	Any unauthorized absence of a candidate from the examination room during the period of an examination	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Repeat the unit with full payment
26	Threatening the invigilator and obstructing the invigilator from carrying out his/her duties.	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for two academic years (six trimesters/four semesters). c) Repeat the unit with full payment.



27	Causing actual bodily harm to either the invigilator or those assisting in the invigilation or fellow candidates sitting the examination.	Expulsion from the university
28	Forgery of examination marks, grade(s), examination card	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one academic year (three trimesters/two semesters) c) Repeat the unit upon resumption with full payment
29	Forgery of University certificate, letter of completion or official transcript	Expulsion from the university
30	Bribery so as to compromise examination credibility	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for three academic years. (nine trimesters/six semesters) c) Repeat the unit upon resumption with full payment

31	Possession and/or usage of another candidate's examination card.	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one academic year (three trimesters/two semesters) c) Repeat the unit upon resumption with full payment
32	Availing ones examination card for use by another candidate.	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one academic year (three trimesters/two semesters) c) Repeat the unit upon resumption with full payment
33	Presenting an invalid examination card to the invigilator during an examination.	<ul style="list-style-type: none"> a) Cancellation of the examination results in the unit b) Suspension of the candidate from the university for one academic year (three trimesters/two semesters) c) Repeat the unit upon resumption with full payment



34	Possession of a forged examination card.	<ul style="list-style-type: none">a) Cancellation of the examination results in the unitb) Suspension of the candidate from the university for one academic year (three trimesters/two semesters)c) Repeat the unit upon resumption with full payment
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NB: Students should be familiar with all rules relating to computer labs, Examinations and library in the respective departments. Remember ignorance is no defense hence each student should make an initiative to get in touch with all necessary information while at the University from the respective Deans and the University Registrar.

Declaration

I have read and understood the University rules and accept the regulations for the good order and governance of the university.

Student Name_____ Student No_____

Date_____ Signature_____