



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

Telephone: 254-(0)739 184 442/ (0)723 805829

E-mail: registrar-asa@mksu.ac.ke

Website www.mksu.ac.ke

Our Ref: 08237005111-2023

DATE: 9th MAY, 2024

NDIRITU MARK GICHOHI

P O BOX- ~

Dear Ndiritu,

**RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR TVET PROGRAMME
2024/2025 ACADEMIC YEAR**

I am pleased to inform you that you have been offered a place to pursue **Diploma in Automotive Engineering** programme in the **TVET-Institute** at Machakos University. Congratulations on your KCSE performance and welcome to Machakos University.

Your Admission Number is **VD22-5924-2024**

This offer is based on your placement by the Kenya Universities and Colleges Central Placement Services (KUCCPS) and is subject to verification by the University. **You must therefore, present originals of the following documents during registration:**

1. **KCSE Result Slip or Certificate,**
2. **School Leaving Certificate and**
3. **National ID or Birth Certificate.**

In addition, kindly pay the fees in full as indicated in the fees structure and also complete the attached admission forms listed below:

- | | | | |
|-------|-----------------|---|--|
| (i) | MksU/1 | ~ | Fees Structure |
| (ii) | MksU /2 | ~ | Letter of Acceptance by the student to abide by University Rules and Regulations |
| (iii) | MksU /3A | ~ | Letter of Acceptance of Admission Offer |
| (iv) | MksU /3B | ~ | Letter of Non-Acceptance (For those not accepting the offer) |
| (v) | MksU /4 | ~ | Student Medical Examination form |
| (vi) | MksU /5A | ~ | Hospital Admission form/Emergency Operations |
| (vii) | MksU /5B | ~ | Consent to use your photos when required and |

- | | | | |
|--------|---------|---|--|
| | | | Parents/Guardian to access information pertaining to your studies. |
| (viii) | MksU /6 | ~ | Student Personal Details form |
| (ix) | MksU /7 | ~ | Declaration Form |

The documents listed above, together with your KCSE Certificates/Result slips, National Identity Card (ID)/Birth certificates, two passport size photos and bank payment slips, should be scanned and emailed to the following email addresses by **5th August 2024**.

(1) School Administrator Email: tvvet@mksu.ac.ke

(2) Admission's Office Email: admissions@mksu.ac.ke

Each student offered a place at Machakos University must report and register on **19th August 2024**. This offer is valid for one (1) Academic Year after which it lapses. If you wish to take up this offer later, you should apply for deferment to the Registrar (Academic & Student Affairs) before **30th September 2024**. You are therefore advised to regularly visit the University website: www.mksu.ac.ke for updates.

Machakos University has integrated ICT in all its programmes and therefore, you are required to bring a laptop to facilitate your learning, access to library resources and other services. You are therefore advised to visit the University website to familiarize yourself with your Programme requirements and the institute to which you have been admitted.

Please note that for you to be a bona fide student of the University, you are expected to have registered and paid the fees in full.

Once again, I take this opportunity to congratulate you on your excellent performance and subsequent admission to Machakos University. I look forward to welcoming you to the University on your arrival.

Yours sincerely



PROF E. ONDARI OKEMWA, PhD
REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

S/No. 0098/2024



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

REGISTRATION NO. _____

LETTER OF ACCEPTANCE TO ABIDE BY THE UNIVERSITY RULES AND REGULATIONS

(To be completed in duplicate by those accepting the offer. Please return one copy and retain the second one).

Regulations governing the conduct and discipline of the students of the University prepared in accordance with Machakos University Statutes under The Universities Act No.42 of 2012; are reproduced here below. Read them carefully and confirm your willingness to abide by them by signing at the end of this document (on page 15).

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

Preamble

1. These regulations are made by the Council in consultation with the Senate in accordance with the provision of the Act, on whose object and purpose *inter alia*, is to provide for the control, good governance and administration of the Machakos University (herein referred to as the University).
2. The regulations shall be binding to every student of the University upon registration and so long as such student remains registered.
3. Every student shall, before being registered:-
 - (i) be required to read these regulations and to sign a declaration appended hereunder that he or she has read and understood the contents and meaning hereof and that he or she undertakes to be bound thereby; and
 - (ii) failure or refusal to comply with clause (1) herein above may constitute a ground for denial of registration.
4. Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance and undertaking to be of good conduct throughout their stay at the University. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.

5. For purposes of these regulations the term “student” means and includes: -
 - (i) any person who has been formally registered to a course of study for an undergraduate degree or diploma or certificate by the University after paying the prescribed fees;
 - (ii) all occasional students who are registered students of another University but are admitted to a course of study within the University;
 - (iii) all postgraduate students registered by the University for Higher Degree, diploma or other qualifications as may be approved by the Senate; and
 - (iv) any other person who is determined by the Senate to be a student.
6. Any other offences not provided for under these Statutes shall be liable for disciplinary action.
7. These regulations should be read together with the Act, Charter and the Statutes.

Organization of Students

8. There shall be established in the University one Association of students (herein after referred to as the Students’ Association of Machakos University whose object and purpose shall be:-
 - (i) to promote the academic and social welfare of the students of the University;
 - (ii) to act as a link between students, the University academic staff and University administration;
 - (iii) to promote the academic welfare of the students of the University;
 - (iv) to present students’ opinion in matters affecting their welfare in the Senate and Senate Committees;
 - (v) the development, establishment and encouragement of worthy traditions of social and academic life on the University Campus; and
 - (vi) to establish and enhance co-operation with such other student organizations within the University and other institutions of higher learning as may be recognized by the Council and Senate.
9. Membership of the Students’ Association of Machakos University shall be open to all students registered in the University on payment to the University of such fees as may be prescribed by the Organization.
10. There shall be branches of the Students’ Association of Machakos University in all the Schools, Institutes, Campuses and Colleges.
11. The Students’ Association established in accordance with these regulations shall not be dissolved save by resolution of the Council after consultation with the Senate.
12. The Students’ Association shall determine its own organs and procedures and, in particular, shall develop a constitution setting out clearly: -
 - (i) the officers of that Association;
 - (ii) the duties and powers of such officers;
 - (iii) the frequency of and procedures at meetings;
 - (iv) the possible sources of funds of the Association;
 - (v) the purposes to which the funds of the organization are to be applied; and
 - (vi) the manner and form in which such students’ Association shall be represented in the Senate and Senate Committees, respectively.
13. In accordance with the Act and the Charter, the University Council recognizes the Students’ Association as being an organization representative of the students of the University.

14. In addition to any other permits required by law, all meetings and other activities of the Students' Associations (whether professional, academic or otherwise) to be held within the University precincts shall not take place until permission is first obtained from the Vice-Chancellor.

The Conduct of Students

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

(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: -

- (i) respect and adhere to the administrative and academic procedures and structures;
- (ii) respect the rights and privileges of other students and the members of the University community at all times;
- (iii) refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium;
- (iv) carry themselves in all public fora or places with such humility and dignity as befits their status as mature and responsible citizens;
- (v) refrain from all acts of violence, hooliganism, unruly or rowdy behaviour, or any conduct likely to cause a breach of the peace and disturbance to others within or outside the University Campus;
- (vi) wear acceptable and appropriate attire at all times and in particular while attending lectures, practicals, during meal time in the Dining Hall or at any University functions;
- (vii) not keep motor vehicles in the University premises without prior written permission of the Deputy Vice-Chancellor (Academic and Student Affairs). Such permission will not be given without proof of a current driving license, a valid road license and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof;
- (viii) desist from tampering with fire-fighting appliances wherever installed and shall use such appliances for fire-fighting purposes only;
- (ix) desist from misuse or willful damage to or destruction of University property in default of which such student or group of students if identified or all students shall bear full responsibility thereof;
- (x) refrain from and or avoid such drunkenness or drunken behaviour as would constitute a disturbance to other students and staff of the University;
- (xi) refrain from creating noise that may cause disturbance or annoyance to the University community;
- (xii) desist from abuse of drugs and totally refrain from the use of drugs, the possession and use of which is prohibited by law;
- (xiii) not possess keys to rooms or building on the Campus other than those obtained through the official channel;
- (xiv) avoid and or desist from tampering with official documents that may come into your possessions by any means whatsoever;
- (xv) not engage in fund-raising activities without written authority from the Government and approval by the University Management;
- (xvi) not engage in or use University facilities for political purposes;
- (xvii) not either as individuals or through the students' associations and societies use University telephone, printing or mailing facilities for unauthorized purposes;

- (xviii) not to remove furniture or equipment from rooms or buildings in which it is meant to be used, without written permission from the relevant authorities; and
- (xix) not use the name Machakos University either as an individual, club society or Student's Association without prior written approval from the Vice-Chancellor.

(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 relationship with members of the general public and of conduct and utterance in matters that lie in the public domain wherefore: -

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

(3) Academic Conduct and Progression

All students shall apply themselves diligently to the programmes of study in which they have been registered and in particular shall: -

- (a) except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses or instructions;
- (b) in case of absence from class for good cause, e.g., on account of illness, such absence must be authorized by the Dean of the relevant School on production of certified evidence e.g. medical certificate;
- (c) refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programme of the University;
- (d) abide by all other regulations made by the Departments and Schools for the proper conduct of specific programmes;
- (e) not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University; and
- (f) in case of any academic irregularities, the same shall be referred to the Senate through the Deans Committee for appropriate action.
- (g) not to progress to the next level of study unless he/she has passed all the units taken in the Academic Year.

(4) Conduct while in Residence

All students shall conduct themselves with responsibility and maturity while in residence at the University and, in particular, shall observe the following: -

- (a) adhere to the list of allocation of rooms determined by the Dean of Students; change of rooms, or hostels once allocation has been made will not be allowed except with the written permission of the Dean of Students. All applications of change of rooms, halls or hostels shall be made to the Dean of Students through the Halls Administration before the commencement of the academic year for which the change is sought. No student shall be allocated a room except upon production of evidence that he or she has made prior payment for the same to the appropriate authority;

- (b) not to share rooms, in addition to other facilities of common use;
- (c) not to admit visitors to their rooms between the hours of 10.00 a.m. and 10.00 p.m.; any extension of these times will be made with the approval of the Dean of Students and Halls' doors will be closed at 10.30 p.m.;
- (d) remove no furniture or equipment from their rooms or any other part of the hostels or from other premises within the halls and catering services except by permission from the Head of Department concerned;
- (e) take reasonable care of furniture, fittings and any other items in the hostels. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him or her, shall be made good at the student's expense;
- (f) surrender all keys issued in respect of the rooms to the Hostels Administrator before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the student's expense;
- (g) use of video tapes, radios or any musical instruments in the hostels is permitted only on condition that the sound does not cause any disturbances to the other residents and that they are played only between 6.00 a.m. and 11.00 p.m.;
- (h) report all absence from residence in the hostels to the Hostels Administrator. Any student absent from residence for a continuous period of two weeks without prior permission from the Hostels Administrator shall be deemed to have forfeited residence;
- (i) a student who intends to be absent from the hostels for more than seven days shall obtain written permission from the Dean of Students and leave the contact address; and
- (j) forfeit all monies paid to the University if the student decided to vacate the room during the semester unless it is on medical grounds in which case the Chief Medical Officer will notify the University authorities in writing.

(5) **Conduct in Relation to the Catering Services Offered by the University**

To facilitate satisfactory and efficient services in the catering Department, students are required to conduct themselves in an orderly manner, and be courteous to the catering staff. In addition, all students shall observe the following: -

- (a) appear for meals at the prescribed times only or at such times as shall be notified to the students by the Catering Department from time to time. The meal times must be adhered to strictly;
- (b) all meals shall be served in the dining halls only. Except for good cause, no meals or beverages shall be carried out of the dining halls. Any student seeking to remove meals from the dining hall must first seek permission from the Catering and if necessary, support such request with a certificate from the Chief Medical Officer in charge of the student health services;
- (c) no crockery, cutlery or other utensils shall be removed from the dining halls;
- (d) no student shall enter the server, kitchen or stores without prior permission from the Catering Manager;
- (e) all students shall be required to produce meal cards or other prescribed means of identification before he or she is allowed entry into the dining halls;
- (f) no visitors, either of the students or other shall be allowed to dine in the University Dining Halls. Meals are serviced in the said dining halls at subsidized rates for bona-fide students only. Students shall entertain their visits at the Students' Centre or any other cafeteria available to them in the University;

- (g) the following shall be the prescribed procedure regarding Pay-As-You-Eat (PAYE) system of service in the dining halls:
 - (i) a notice of the items on the menu for every meal shall be posted at appropriate and strategic notice boards near the dining halls at the time that the meal prior to it is being served, or at least early enough, but in any event not less than three hours before the said meals is served;
 - (ii) each student shall peruse the itemized menu before proceeding to the cashier to pay for the items he or she has selected, or any of them, and obtain an item pre-coded receipt for the same from the said cashier;
 - (iii) no student shall be allowed to pay for another in exchange of money;
 - (iv) he or she shall then go on to the servery, show the receipt to the catering personnel on duty there, and wait to be served with the items paid for;
 - (v) he or she shall then proceed towards the exit where he or she shall present the receipt to a waiting officer who will check it against the food served; and
 - (vi) the student shall then go through the last turnstile and proceed to the dining tables.
- (h) PROVIDED nothing in these rules shall be deemed to prevent the Catering Manager, the University administration or any other officer with the authority to do so from altering, changing or restructuring the said procedure or system or any part thereof without any notice to the students, if the situation so warrants;
- (i) students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times; and
- (j) any student complaints or grievances whatsoever, arising from the administration of the catering services shall be addressed through the correct channels of communication and in this case, to the office of the Dean of Students through the Catering Manager.

Students Welfare Services

1. Health

- (i) apart from complying with the general Health Laws and guidelines, all students shall be required to comply with health requirements as may be laid down by the University from time to time;
- (ii) students shall seek medical attention for all cases requiring such services at the University Health Centre;
- (iii) all cases of emergency or serious illness in the hostels requiring medical attention must be reported at once to the Hostel Housekeeper;
- (iv) in all cases of absence from classes on account of sickness, the University Medical Officer will submit a report to the Registrar (Academic and Student Affairs) who will communicate the same to the Dean of Students, Dean of the relevant School and Chairman of the Department concerned;
- (v) in emergency cases where a student wishes to seek medical services outside the University he or she shall notify the University Chief Medical Officer. The parent/guardian shall pay for the medical bills incurred thereof; and
- (vi) students shall avail themselves for medical examination as and when required by the University Administration.
- (vii) All students are encouraged to have a medical insurance cover

2. Counselling

- (i) the counselling office provides services aimed at improving the well-being of students, students with individual problems or concerns are advised to avail themselves of these services; and
- (ii) all matters presented on a personal level to the Students Counselling Office shall be treated in strict confidence.

3. Sports and Recreation

- (i) students shall be expected to participate in as many of the University sporting and recreational activities as they are able; and
- (ii) observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

4. Clubs and Societies

- (1) no clubs or societies shall operate in the University unless they are registered with the University authorities;
- (2) students proposing to form a club or society within the University shall observe the following procedures: -
 - (a) prepare the following particulars:
 - (i) the objectives of the intended club or society;
 - (ii) the names and designations of the interim office bearers and patron;
 - (iii) an indication of likely membership; and
 - (iv) possible sources of funding.
 - (b) the interim office bearers shall discuss the proposal with the Dean of Students;
 - (c) the interim office bearers will then apply for the registration of the club or society to the Deputy Vice-Chancellor (Academic and Student Affairs) through the Dean of Students;
 - (d) upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions;
 - (e) all scheduled clubs or societies activities must be approved by the Dean of Students. For these purposes, a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester;
 - (f) the University may refuse and or cancel the registration of a club or society without assigning any reason thereunto; and
 - (g) the University shall not support clubs and societies of whatsoever nature in any way.

5. Channels of Communication

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

(1) academic matters

Class representatives, Academic advisers, Chairmen of Departments, Deans of Schools/Directors, Registrar (Academic and Student Affairs) and the Deputy Vice-Chancellor (Academic and Student Affairs) in that order.

(2) welfare matters

Housekeepers, Cateresses or Caterers, Catering Manager and Dean of Students in that order.

(3) the hierarchy of the Students' Association or organization shall be expected to adhere to the procedures in (1) and (2) above to ensure peaceful and non-violent dealing and processing of students' grievances.**(4) failure to adhere to the above procedures shall be a violation of University Regulations.**

6. The Discipline of Students

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

7. Disciplinary Authority

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

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

8. Disciplinary Offences

All crimes and other offences under the Laws of Kenya including: -

- (1) any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of the University;
- (2) without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations: -
 - (a) boycott of scheduled lectures, tutorials, seminars, practicals, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully missed more than one-third (25%) of scheduled lectures, tutorials, seminars, practicals and other instruction shall be barred from sitting end of semester examinations.
 - (b) assault of members of staff while discharging official duties;
 - (c) possession of knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other persons;
 - (d) any form of picketing or organized obstruction of students and staff in any manner whatsoever;
 - (e) writing, publishing and/or distributing of anonymous literature of a malicious or libelous nature including placards;
 - (f) any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of
 - (g) academic or other programme of the University;
 - (h) malicious or willful damage to or loss of University property;
 - (i) disorderly conduct and molestation of other members of the University and or obstruction of motor vehicles within or outside the University precincts;
 - (j) use of profane and or foul language against any members of the University community or the general public;
 - (k) admission of unauthorized person(s) into the hostels;
 - (l) any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or Government authorities;
 - (m) being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law;

- (n) improper use of social media;
 - (o) involvement in cheating in academic matters, examination leakages or impersonation in University examinations and breach of any rules and regulations specified in examinations rules which are updated from time to time, and issued to students and pinned on the University notice boards.
 - (p) cohabiting with another student of the opposite gender or with any other person whilst in the University hostels; and
 - (q) conviction in a Court of Law for commission of criminal offence of such nature as should in the opinion of the Council, warrant expulsion from the University.
- (3) a lecturer shall not sexually harass a student. Sexual harassment in this context shall include doing any of the following; if the person, does it or ought to know that it is unwelcome: -
- (a) making a request or exerting pressure for sexual activity or favours;
 - (b) making intentional or careless physical contact that is sexual in nature; and
 - (c) making gestures, noises, jokes or comments, including innuendoes regarding another person's sexuality.
- (4) a lecturer who does sexually harass a student or befriend a student shall face disciplinary action; and
- (5) notwithstanding any action that may be taken by the police or Law Courts under the foregoing paragraph, the University may take independent disciplinary action against any affected student.

9. Disciplinary Procedures

(1) Academic Matters

The Senate shall receive and approve recommendations from School Board of Examiners with respect to *inter alia* the following matters:

- (a) who qualifies to write University examinations;
 - (b) who writes supplementary examinations;
 - (c) who repeats which years;
 - (d) who has breached examination regulations and
 - (e) who should be discontinued from approved programmes of study.
- (2) The decision of the Senate is binding subject only to appeal for review on the basis of fresh evidence to the Chairman of the Senate.

(3) General Disciplinary Matters

The Students' Disciplinary Committee has power to handle all student disciplinary cases.

(4) Composition of the Disciplinary Committee

Membership

Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman

Dean of Students

Two Senate Representatives

Chairman of Students Organization

One Students Organization Representative

Registrar (Academic and Student Affairs) as Secretary

Dean of the relevant School

Chairman of the relevant Department

Any other person co-opted by the Committee

In Attendance

Chief Legal Officer

Students Counselor

(5) Meeting of the Disciplinary Committee

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

(6) Notice of Meeting

- (a) the Secretary shall notify the affected student and the complainant of the date and time of the meeting and of their right to be present and to call a witness or witnesses;
- (b) any student who brings false witnesses will be, together with the witness (if a student) appear before the same committee for the offence;
- (c) at all proceedings of a Students Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student shall be entitled to representation in person and not by any other person or lawyer;
- (d) the Committee shall have the powers to proceed, deliberate and make decisions on any students who having been duly invited, confirmed appearance and fails to present himself or herself before the Committee for one reason or another;
- (e) the Committee shall hold an enquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a Court of Law. However, the Committee shall ensure that both sides are heard and that persons required to be witnesses do not sit as members of the Committee; and
- (f) the Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

(7) Powers of the Students' Disciplinary Committee

- (a) the Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof: -
 - (i) to dismiss the case against the student;
 - (ii) to issue a letter of warning or reprimand and such letter shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected student;
 - (iii) to require the student to make good any loss or damage to University property, member of staff or other students and/or pay damages commensurate with the nature and gravity of the offence;
 - (iv) to recommend to Senate suspension of any student from the University for a specific period;
 - (v) to recommend to the Senate expulsion of any student from the University.
 - (vi) to expel the student from the hostels;
 - (vii) a combination of any two or more of the above; and
 - (viii) to impose any other penalty or penalties as the Committee may deem fit to impose.
- (b) the University Management shall have the right to suspend or expel a student who commits any or a combination of the following offences without reference to him or her pending appearance before the Students Disciplinary Committee or conclusion of investigations. A student who: -
 - (i) boycotts or agitates for a boycott of lectures, tutorials, practicals or any other courses of instruction or academic programme;
 - (ii) maliciously or willfully damages University property;
 - (iii) assaults fellow student or any member of staff discharging office duties;

- (iv) is found in possession of any drug or drugs, the possession of which is prohibited;
 - (v) is arrested for having committed a criminal offence;
 - (vi) is convicted by Court Law of any criminal offence which the Management shall deem serious enough to warrant suspension or expulsion from the University; and
 - (vii) commits any other offence that in the opinion of the University Management is not in the best interest of the University or is a danger to the University Community.
- (c) in arriving at an appropriate penalty or combinations thereof, the Students' Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him or her;
 - (d) the record and decision of any Disciplinary action taken against a student shall be furnished to Warden, Chairman of the Department, Dean of the School, Dean of Students, Parent or Guardian and the Vice-Chancellor and shall form part of the student's record at those levels;
 - (e) the sovereignty of the state, together with the state security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, the provisions of these regulations and any decisions made by the Students Disciplinary Committee and the University shall not be derogated and/or be construed as derogating from the right of the Police or any member of the public so entitled, to bring any action or to institute criminal proceedings in respect of the same set of facts against any student in a Court of Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student in the interest of security and public order;
 - (f) students appearing before the Students' Disciplinary Committee shall be informed of the Committee's decision within fourteen days from the date of the conclusion of proceedings;
 - (g) discontinuation on account of examination irregularities has no appeal unless fresh evidence that was not availed to the Committee is submitted and authenticated; and
 - (h) students have the right to appeal to the Vice-Chancellor against the decision of the Students Disciplinary Committee if he or she considers himself or herself aggrieved by the said decision and such appeals will be made in writing within fourteen days of the date of communication of the Committee's decision provided that there is fresh evidence that was not presented to the Committee.

UNIVERSITY FEE PAYMENT

Fees payment will be guided by the Machakos University Fee policy. For more details on fee payment policy, please visit the University website at www.mksu.ac.ke

Miscellaneous Matters

- (1) the University disclaims all responsibility for loss of or damage to any property belonging to students or guests while such property is on University premises;
- (2) the Council in consultation with the Senate reserves the right to change, add, amend or otherwise vary these regulations at any time without notice; and
- (3) Ignorance of these rules and regulations shall not be an excuse or grounds for disciplinary action not being taken against any student.
- (4) Reporting online for every semester for students in session is mandatory at no cost.

DECLARATION

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

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

SCHOOL ADMITTED TO.....

REGISTRATION NO.....



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

LETTER OF ACCEPTANCE OF OFFER BY THE CANDIDATE (To be completed by those ACCEPTING the offer)

Dear Sir

With reference to your letter offering me a place in the School of

For a Programme leading to a Degree/Diploma/Certificate of

This is to confirm that **I DO ACCEPT** the offer, and **I DO PROMISE TO ABIDE** by the Rules and Regulations governing the organization, conduct and discipline of Machakos University as spelt out in the “Regulations Governing the Conduct and Discipline of the Students of the University”, prepared in accordance with Machakos University Statutes under The Universities Act No.42 of 2012

FULL NAME: _____

ID NO: _____ SCHOOL/DEGREE/DIPLOMA/CERTIFICATE COURSE

ADMITTED TO _____

ADMISSION NUMBER: _____

SIGNATURE: _____ DATE: _____

Note: If you are not accepting this offer, please complete and return **All the FORMS**



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

LETTER OF NON-ACCEPTANCE OF OFFER BY THE CANDIDATE (To be completed by those NOT ACCEPTING the offer)

Dear Sir/Madam

Candidate's Name: _____

Admission/Ref No: _____

With reference to your letter offering me a place in the School of _____

For a programme leading to the award of _____

I wish to confirm that **I WILL NOT ACCEPT** the offer, because of the following reasons:
(Mark X against that which is applicable)

1.	Family Problems	
2.	Ill Health	
3.	I have been offered an Overseas Scholarship	
4.	The University has not offered me the course I applied for	
5.	I have taken on employment	
6	Any other reasons (state the reasons here)	

Yours
faithfully _____
(Surname) (Other Names)

Signature: _____ Date: _____



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

University Admission No. _____

STUDENT ENTRANCE MEDICAL EXAMINATION

IMPORTANT: Students should bring this form duly signed during the registration.

NOTE: A chest X-ray may be required if the doctor examining a student, feels that it is necessary. The film should be given to the student to bring to the University Medical Officer during the registration period.

PART 1: (a) SURNAME _____ OTHER NAMES _____

DATE OF BIRTH _____ GENDER _____

NATIONALITY _____ SINGLE/MARRIED _____

RELIGION _____

SCHOOL _____

NAME, ADDRESS AND TELEPHONE NUMBER OF PARENT/GUARDIAN:

NAME, ADDRESS AND TELEPHONE NUMBER OF PARENT/GUARDIAN:

NEXT OF KIN _____

(a) Have you ever been admitted to hospital? _____

(b) If so, state reason for admission and date: _____

Have you had any of the following illnesses?

Tuberculosis or other chest infection	Yes/No_____
Fits, Nervous disease or fainting attacks	Yes/No_____
Heart disease or rheumatic fever	Yes/No_____
Any disease of genitor-urinary system	Yes/No_____
Allergies to food or drug	Yes/No_____
Malaria	Yes/No_____
Sexually transmitted disease	Yes/No_____
Any disease of the digestive system	Yes/No_____

If the answer to any of the above is yes, please give details with dates.

- (d) If there are any other relevant details of your medical history not covered by the above, please give particulars.

- (e) Has any member of your family suffered from

(i)	Tuberculosis	Yes/No
(ii)	Insanity or mental illness	Yes/No
(iii)	Diabetes Mellitus	Yes/No

- (f) Have you been immunized against any of the following diseases:-

(i)	Small pox	Yes/No_____	Date:_____
(ii)	Tetanus	Yes/No_____	Date:_____
(iii)	Polymyelitis	Yes/No_____	Date:_____

Student's Signature_____

PART II (To be completed by the examining Medical Officer)

- (a) Height_____ Weight_____
- (b) **VISUALACUTITY**
 Without Glasses R.6/ L.6/
 Without Glasses R.6 L.6/
- (c) Hearing Right Ear Left Ear
- (d) Condition of: Teeth_____
 Nose_____
 Throat_____
- (e) Lymphatic Glands_____
 Circulatory System_____
 Blood Pressure_____
 Systolic_____
- (f) Respiratory System_____

 X-Ray (Chest of necessary)_____

- NB: THE STUDENT SHOULD BE GIVEN THE CHEST – RAY FILM TO BRING TO THE UNIVERSITY OFFICE OF THE DEAN OF STUDENTS DURING REGISTRATION**
- (g) Abdomen_____
 Spleen_____
 Any Evidence of Hernia_____
 Any evidence of Hermorrhoids_____
- (h) Urine_____ Albumin_____ Sugar_____
- (i) Any observation defects in addition to general record of observation.

- (i) Blook Khan Test_____
- (j) Any other observation of importance_____

Name: _____ Signature _____
Date: _____ Address: _____

Rubber Stamp _____

PART III

(To be completed at the University)

(A) SPECIAL REMARKS

Fit/Unfit for University Education

Is/is not on treatment at present

(B) Provide a proof of Medical Insurance Cover (eg NHIF or any other)

DATE: _____ SIGNATURE: _____

OFFICE OF THE DEAN OF STUDENTS
Machakos University



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

Programme Admitted to: _____

HOSPITAL ADMISSION/EMERGENCY OPERATIONS

(For those students under 21 years)

Approval of your parents (or guardian in case none of your parents is alive) is required for the Vice-Chancellor of Machakos University or his designate to give consent on their behalf, for an emergency operation or admission into a hospital to be carried out on you should a situation calling for such an operation or admission into a hospital arise.

FORM OF CONSENT

I agree that the Vice-Chancellor of Machakos University or designate may consent to an emergency operation, or admission into a hospital, on _____

Admission No _____ (insert name and number) if it has proved impossible to contact me in time.

Name of Parent/Guardian _____

Relationship _____

Address _____

Telephone No. Mobile No: _____ Landline: _____

Email Address _____

Signature _____

Date _____



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

Programme Admitted to: _____

CONSENT TO USE PHOTOS AND PARENT/GUARDIAN ACCESS TO INFORMATION

I hereby give my consent to Machakos University, her legal representatives, successors, and assigns the right to photograph and then use, reproduce and publish said images of me in the Student Catalogue.

I agree that the photographs/negatives thereof shall constitute the sole property of Machakos University, with full right to publish on their website.

I hereby release Machakos University and her legal representatives, successors and assigns from any and all claims whatsoever in connection with the use, reproduction, publication of the images thereof.

I also give Consent to Machakos University to share information regarding my studies with my Parents/Guardian.

Dated this Day of 20...

Signature

Name

Registration No.

Signature, parent or guardian
(if under 18)

Telephone No. _____ Landline: _____

Email Address _____



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

STUDENT PERSONAL DETAILS (To be completed in duplicate)

**AFFIX
PASSPORT SIZE PHOTO
HERE**

Information required in this form is intended to help the office of the Dean of Students understand the student better. It will be used for the purpose of improving the student's welfare while at the University.

1. Full Name: _____

(SURNAME)
(OTHER NAMES)
2. University Admission Number _____
3. Date of Birth _____ Place of birth _____
4. Sex: Male/Female (✓) tick
5. Religion _____ National Identity No. _____
I/D _____
6. Nationality _____ Passport No. _____ Country _____

7. Family Home Address_____

Sub-Location_____ Name of Sub-Chief_____

Location_____ Name of Chief_____

Division_____ District_____

Province_____

Current Postal Contact Address_____

Tel. Number_____

(a) Marital Status: Single/Married (✓) tick

(b) Name and Address of Spouse (if married)

Full name and Address of Mother_____

Alive/Deceased_____

Occupation of Mother_____ Tel._____

Full name and address of Father_____

Alive/Deceased_____

Occupation of Father_____ Tel._____ Fax_____

Name and Address of Guardian (if both parents are incapacitated) _____

Occupation of Guardian_____

Tel._____ Cell Phone. _____

Name(s) of brother(s), sister(s) and dates of birth.

Name	Date of Birth
_____	_____
_____	_____
_____	_____
_____	_____

Give names and addresses of three persons who can be contacted in case of emergency: -

Name:	Relationship:	Address, including Telephone
(i) _____	_____	_____
		Tel. _____
(ii) _____	_____	_____
		Tel. _____
(iii) _____	_____	_____
		Tel. _____

14. Name and addresses of secondary school/s attended and dates.

K.C.S.E. Or Equivalent Results

<u>Subjects</u>	<u>Grade</u>	<u>Subjects</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

16. Any other institution/qualification: Qualification and Dates
Institution/School and Address
- _____
- _____
- _____
17. Games/Sports: Which games or sports are you interested in?
- Soccer_____ Hockey_____ Basketball _____ Netball_____
- Lawn Tennis_____ Athletics_____ Swimming_____ Dart_____
- Volleyball_____ Badminton_____ Rugby_____
- Table Tennis_____ Squash_____ Martial Arts_____
- If others specify_____
18. Did you represent your school in games/sports? If yes, in what capacity?
- _____
- _____
19. Clubs Societies and Hobbies: Which clubs, societies or hobbies are you interested in? Please give details or your participation.
- _____
- _____
20. Which Clubs/Societies/Hobbies would you like to participate in at Machakos University.
21. Please give any information you think will assist to improve your welfare as a student in this university.
- _____
- _____
22. Give any other information that might assist the University to know you better.
23. I certify that the information I have provided is correct.
- Signature:_____ Date:_____



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

DECLARATION

I hereby undertake to complete the course for which I have been accepted at Machakos University unless I am requested to discontinue by the University authorities.

I understand that change of School or Department will be permitted only by authority of Senate.

I accept the regulations made from time to time for the good order and governance of the University lawfully made by the Vice-Chancellor and other duly appointed officers of the University.

Name of Candidate: _____

Admission No. _____

Signature: _____

Date: _____



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

The fees indicated below should be paid by every student before the day of registration. Please note that payment must be paid in any branch of the following banks in Kenya:

Account Name	Bank	Account Number	Branch
Machakos University	Kenya Commercial Bank	1137145064	Machakos
Machakos University	National Bank of Kenya	01020078499400	Machakos
Machakos University	Standard Chartered Bank	0152016845602	Machakos

FIRST YEAR FEE STRUCTURE FOR TVET PROGRAMMES

	TOTAL	TERM 1	TERM 2	TERM 3
TUITION	30,000	15,000	15,000	-
ACTIVITY FEES	1,500	500	500	500
ICT	4,500	1,500	1,500	1500
UTILITIES	2,739	913	913	913
MEDICAL	3,000	1,500	1,500	-
ACADEMIC TRIPS	3,000	1,500	1,500	-
INDUSTRIAL ATTACHMENT	8,000	4,000	4,000	-
INSURANCE	1,000	1,000		
EQUIPMENT/MATERIALS	6,000	3,000	3,000	-
INTERNAL EXAMINATION	2,000	1,000	1,000	-
LIBRARY FEES	2,250	750	750	750
REGISTRATION	1,000	1,000	-	-
	64,989	31,663	29,663	3,663

NOTE: OTHER CHARGES

Caution money - Payable once	2,000	2,000		
Students council (SAMU)	1,700	1,000	350	350
Student ID	500	500		
TOTAL	4,200	3,500	350	350
GRAND TOTAL	69,189	35,163	30,013	4,013

The above fees structure does not include the following hence students are required to pay

- Kenya National Examinations Council (KNEC), KASNEB, NITA Exam fees
- Practical examination materials for KNEC, NITA or any other examining body

Registrar (Academic and Student Affairs)

