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

I. PREAMBLE

1. These regulations are made by the Senate in accordance with the provision of the Statutes.
2. The regulations shall be binding to every student of the University upon registration and so long as such student remains registered.
3. a) Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration appended hereunder that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby;

   b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration.
4. a) Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance and undertaking to be of good conduct throughout his/her stay at the University.

   b) 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:

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

II. ORGANIZATION OF STUDENTS

6. a) There shall be established in the University one Association of students whose objectives and purposes 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 other University administration;
    iii) To promote the academic welfare of the students of the University;
    iv) To represent students' opinion in matters affecting their welfare in the Senate;
    v) The development, establishment and encouragement of worthy traditions of social and academic life in the University;
    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 Senate.

    b) Membership of students' association shall be open to all students registered in the University on payment to the University of such fees as may be prescribed by the association and approved by the Senate.

    c) The Association established in accordance with these regulations shall not be dissolved except by a resolution of the Council after consultation with the Senate.

7. The Association shall determine its own organs and procedures and, in particular, shall develop a constitution that shall be approved by the Senate setting out clearly:
    a) The officers of that Association.
    b) The duties and powers of such officers.
    c) The frequency of and procedures at meetings.
    d) The possible sources of funds for the Association.
    e) The purposes to which the funds of the Association are to be applied.
    f) The manner and form in which professional/academic associations of students shall be represented in the student's Association.
8. For the purpose of students' membership in the Senate, the Students' Association shall nominate representatives from its Students Council in line with the University Statutes.

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

10. a) As a transitional arrangement, the Vice-Chancellor shall convene a general meeting of all students at which an interim committee of students shall be set up to run its Association.

    b) The interim committee shall take such steps as are necessary for ensuring that a constitution is prepared and representative elections held.

III. THE CONDUCT OF STUDENTS

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

a) General Conduct

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

i) Respect and adhere to the administrative and academic procedures and structures established by the University.

ii) Respect the rights and privileges of 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.

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 function.

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vii) Not keep motor vehicles/motor bikes on the University premises without prior written permission of the University Administration. Such permission will not be given without proof of a current driving 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 firefighting purposes only.

ix) Desist from misuse or wilful damage to or destruction of University/private property within the institution in default of which such student or group of 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 buildings of the University other than those obtained through the official channel.

xiv) Avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever.

xv) Not engage in fund-raising activities without written authority from the Government and/or approval by the University administration.

xvi) Not engage or use University facilities for political purposes.

xvii) Not, either as individuals or through the students' associations and societies use University logo, telephone, printing or mailing facilities for unauthorized purposes.

xviii) Not remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities.

xix) Not use the name of the University either as an individual, club society or student organization without prior written approval from the Vice-Chancellor.

b) 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:

i) All correspondence to the press or other mass media by students or officials of the Student Association in their individual capacities shall bear their names and private addresses.

ii) 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.

iii) Invitation to Government Cabinet Secretaries, Principal Secretaries, Representatives of Foreign Governments or other public personalities to visit the University in their official capacity shall be channelled through the Dean of Students to the relevant University authorities.

c) Academic Conduct

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

i) Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses or instructions.

ii) In case of absence from class for good cause, e.g. on account of illness, such absence must be authorized by the Dean of the relevant School on production of certified evidence e.g. a medical certificate.

iii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University.

iv) Abide by all other regulations made by the departments and Schools for the proper conduct of specific programmes.

v) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University.

vi) In case of any academic irregularities, the same shall be referred to the Senate through the Deans Committee for appropriate action.

d) While in Residence

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

i) Adhere to the list of allocation of rooms determined by the Dean of Students or the officer responsible for room allocation. Change of rooms or hostel, once allocation has been made, will not be allowed without written permission from the Dean of Students or the officer responsible for room allocation. No student shall be allocated a room except upon production of evidence that he/she has made prior payment for the same to the appropriate authority.

ii) Share rooms in addition to other facilities of common use.

iii) Admit visitors to their rooms only 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. The Halls' doors will be closed at 10.30 p.m.

iv) Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls and catering services except by permission from the Head of Department concerned.

v) Take reasonable care of furniture, fittings and any other items in the Halls of Residence. 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/her, shall be made good at the student's expense.

vi) Surrender all keys issued in respect of the rooms to the Hostel Administrator before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the student's expense.

vii) Use entertainment media or any musical instruments in the Halls of Residence 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 10.00 p.m.

viii) Report all absence from residence in the Halls to the Halls' Administrator. Any student absent from residence for a continuous period of two weeks without prior permission from the Halls Administrator shall be deemed to have forfeited his/her residence.

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ix) A student who intends to be absent from the Halls of Residence for more than seven days shall obtain written permission from the Dean of Students and leave his/her contacts address.

x) Forfeit all monies paid to the University if he/she decided to vacate his/her room during the term unless it is on medical grounds in which case the Medical Officer will notify the University authorities in writing.

e) 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:

i) 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.

ii) All meals shall be served in the dining hall(s) only. Except for good cause, no meals or beverages shall be carried out of the dining hall(s). Any student seeking to remove meals from the dining hall must first seek permission from the Catering Manager of his/her dining hall and if necessary, support such request with a certificate from the Medical Officer in charge of the student health services.

iii) No crockery, cutlery or other utensils shall be removed from the dining hall(s).

iv) No student shall enter the servery, kitchen or stores without prior permission from the Catering Manager.

v) All students shall be required to produce Students' Identity Cards or other prescribed means of identification before he/she is allowed entry into the dining hall(s).

vi) No visitor(s) shall be allowed to dine in the University Dining Hall(s). Meals are served in the said dining hall(s) at subsidized rates for bonafide students only. Students shall entertain their visitors at the Students' Centre or any other cafeteria available to them in the University.

vii) The following shall be the prescribed procedure regarding Pay As You Eat (PAYE) system of service in the dining hall(s):

1) A notice of the items on the menu for every meal shall be posted at appropriate and strategic notice boards/points near the dining halls prior to the time the

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meal is served, or at least early enough, but in any event not less than one (1) hour before the said meal is served.

2) Each student shall peruse the itemized menu before proceeding to the cashier to pay for the items he/she has selected, or any of them, and obtain an item pre-coded receipt for the same from the said cashier.
3) He/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 he/she has paid for.
4) He shall then proceed towards the exit where he/she shall present the receipt to a waiting officer who will check it against the food served.
5) The student shall then go through the last turnstile and proceed to the dining tables.

viii) 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.

ix) Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times.

x) 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.

IV. STUDENT WELFARE SERVICES

12. HEALTH

a) Apart from complying with the general Law on Health, all students shall be required to comply with health requirements as may be laid down by the University from time to time.

b) The students are eligible for outpatient services at University Health Unit or any other arrangement. Such services shall be provided only when the students are in session. Those requiring hospitalization or requiring specialized care will be referred to Embu Level Five

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Hospital. The cost of such specialized treatment or privately sourced medical services will be borne by the student's parent/ guardian

c) All cases of emergency or serious illness in the Halls of Residence requiring medical attention must be reported immediately to the Halls' Administrator.

d) In all cases of absence from classes on account of sickness, the University Medical Officer will submit a report to the Dean of Students, Dean of the relevant School, Registrar (Academics, Research and Extension) and Chairman of the Department concerned respectively.

e) Except in emergency cases, where a student wishes to seek medical services outside the University, he/she shall notify the University Medical Officer. The University will not pay medical bills incurred by a student without authority and prior referral by the University Medical Officer.

f) Students shall avail themselves for medical examination as and when required by the University Administration.

13. COUNSELING

a) The counselling office provides services aimed at improving the well-being of students. Students with individual problems or concerns are advised to avail themselves for these services.

b) On recommendation by the relevant authorities, a student may be subjected to mandatory counselling.

c) All matters presented on a personal level to the Guidance and Counselling Office shall be treated in strict confidence.

14. SPORTS AND RECREATION

a) Students shall be expected to participate in as many of the University sporting and recreational activities as they are able to.

b) Observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

15. CLUBS AND SOCIETIES

a) No clubs or societies shall operate in the University unless they are registered by the University authorities.

b) Students proposing to form a club or society within the University shall 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;

   iv) Possible sources of funding.

c) The interim office bearers shall discuss the proposal with the Dean of Students.

d) The interim office bearers will then apply for the registration of the club/society to the Deputy Vice-Chancellor (Academics, Research and Extension) through the Dean of Students.

e) Upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions.

f) All scheduled club/society activities must be approved by the Dean of Students. For these purposes, a list of scheduled activities shall be forwarded to the Dean of Students at the beginning of each semester.

g) The University may refuse and/or cancel the registration of a club or society without assigning any reason thereunto.

16. CHANNELS OF COMMUNICATION

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

   i. **Academic Matters**

      Class Representatives, Academic Advisers, Head of Departments, Deans/ Directors of Schools, and the Deputy Vice-Chancellor (Academics, Research and Extension) in that order.

   ii. **Welfare Matters**

      House Keepers, Hostel Administrator, Hostel Manager, Wardens, Dean of Students and Deputy Vice-Chancellor (Academics, Research and Extension) in that order.

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b) The hierarchy of the Students' Association or organization shall be expected to adhere to the procedures in (i) and (ii) above to ensure peaceful and non-violent dealing and processing of students' grievances.

c) Failure to adhere to the above procedures shall be a violation of University Regulations.

17. PREGNANCY

Female students are urged to note the following rules and regulations which pertain to cases of pregnancy.

a) The stand of University with regard to student pregnancy

i) It should be clearly understood that the University does not expect students to get pregnant while they are still pursuing their courses of study. The University strongly recommends that all female students avail themselves to the reproductive Health Unit for advisory services relating to the matter.

ii) Apart from the general rules on pregnancy, all female students of the University shall abide by the specific rules and regulations made concerning students pregnancy while at the University. It will therefore be in the interest of the students to read and understand the rules which are issued on admission. Strict observance of the said rules will enable female students complete their studies in good time and without undue stress. The following specific rules shall apply in case of student pregnancy.

b) Reporting the Pregnancy

Every expectant student must report to the University Medical Officer before the end of her first three (3) months of pregnancy for information, guidance and counselling advice on:

i) Antenatal care
ii) Confinement
iii) Her conduct during the period of pregnancy
iv) Special examinations in case the University examinations are done while the student is on confinement
v) The period of absence while the student is on confinement
vi) Post-natal care

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vii) Child welfare

viii) Reproductive health

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c) Rules for pregnant students in Residence

i) In the event of pregnancy either before or after taking residence in the halls, one must move out of the halls of residence at least three (3) months before confinement. A pregnant student who proceeds on confinement will be allowed up to a maximum of three (3) weeks to resume her studies in the University. However, the period can be extended under special circumstances.

ii) All affected students as in (i) above:

1) Can re-apply to the Dean of Students for accommodation in the Halls of Residence three (3) months after confinement.

2) Will be expected and be required to participate fully in all aspects of training/learning as contained in the University Regulations without exception of excuse of inability because of pregnancy.

3) Should not expect any privileges e.g. special diet except on recommendation from the University Medical Officer and where special diet is provided, the affected students shall meet the extra cost, if any, of such service.

4) Will, subject to recommendation by the University Medical Officer, be allowed to sit special examinations in case the University examinations were held while the student was admitted in hospital or on confinement.

V. 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.

18. 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:

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 Council.

b) Suspend any student suspected of committing any disciplinary offence under this regulation from the University pending appropriate disciplinary action.

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c) Take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

19. DISCIPLINARY OFFENCES

a) These provisions shall apply to any violation of the rules and regulations laid down for the governance and control of the conduct of students of the University whether such offences are committed within or outside the University precincts.

b) Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations;

i) Boycott of scheduled lectures, tutorials, seminars, practicals, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have wilfully missed more than one-third of scheduled lectures or as maybe prescribed by a specific syllabus and curriculum of a programme, tutorials, seminars, practicals and other instructions shall be barred from sitting end of semester examinations.

ii) Assault of students, members of staff while discharging official duties or other members of the University Community.

iii) Possession of knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other person(s).

iv) Any form of picketing or organized obstruction of students and staff in any manner whatsoever.

v) Writing, publishing and/or distributing of literature of a malicious, slanderous or libellous nature.

vi) Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University.

vii) Malicious or wilful damage to or loss of University/ private property within the Institution.

viii) Disorderly conduct and molestation of other students or members of the University and/or obstruction of motor vehicles within or outside the University precincts.

ix) Use of libellous, slanderous, profane and/or foul language against any student(s) or member(s) of the University community or/the general public.

x) Admission of unauthorized person(s) into the University Hostels.

xi) Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or the Government authorities.

xii) Writing, publishing or circulating material that is inaccurate, fallacious, misleading any other form of information that encourages or may lead to violent or unlawful behaviour.

xiii) Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law.

xiv) Involvement in cheating in academic matters, examination leakages or impersonation in University examinations and breach of any rules and regulations specified in examinations which are upgraded from time to time, and issued to students and pinned on the University notice boards.

xv) Cohabiting with another student of the opposite gender or with any other person(s) whilst in the University premises.

xvi) Conviction in a Court of Law for commission of a criminal offence of such nature as should in the opinion of Council, warrant expulsion from the University.

xvii) 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.

20. DISCIPLINARY PROCEDURES

a) ACADEMIC MATTERS

As per the provisions of the Statutes, Senate shall receive and approve recommendations from School Board of Examiners with respect to inter alia the following matters:

i) Who qualifies to sit University examinations

ii) Who writes supplementary examinations

iii) Who repeats which years

iv) Who has breached examination regulations

v) Who should be discontinued from approved programmes of study

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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.

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b) GENERAL DISCIPLINARY MATTERS

The Students' Disciplinary Committee will have powers to deal with all students' disciplinary matters and make recommendations to the University Senate.

c) MEETING OF THE DISCIPLINARY COMMITTEE

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

d) NOTICE OF MEETING

i) 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.

ii) At all proceedings of a Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student shall be entitled to representation in person and not by any other person or lawyer.

iii) 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.

iv) The Committee's decision shall be arrived at, either by consensus or by simple majority votes through secret ballot.

e) POWERS OF THE STUDENTS' DISCIPLINARY COMMITTEE

i) 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.

1) To dismiss the case against the student.
2) 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.
3) To require the student to make good any loss or damage to University/ private property in the institution, and/or pay damages commensurate with the nature and gravity of the offence.

4) To suspend the student from the University for a specific period.
5) To expel the student from the halls of residence.
6) A combination of any two or more of the above.
7) To recommend to the Senate the expulsion of a student.
8) To impose any other penalty or penalties as the Committee may deem fit to impose.

ii) The Senate shall have the right to suspend a student who commits any or a combination of the following offences pending appearance before the Disciplinary Committee: -
A student who:
1) Boycotts or agitates for a boycott of lectures, tutorials, practicals or any other courses of instruction or academic programmes.
2) Maliciously or wilfully damages University/private property in the institution.
3) Assaults any student or member of staff discharging his/her official duties.
4) Is found in possession of any drug or drugs whose possession is prohibited.
5) Is convicted by Court of Law of any criminal offence which the Senate shall deem serious enough to warrant expulsion from the University.

iii) In arriving at an appropriate penalty or combinations thereof, the Students' Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.

iv) The record and decision of any Disciplinary action taken against a student shall be furnished to his/her Warden, Chairman of the Department, Dean of the School, Dean of Students, Registrar (Academics, Research and Extension). and the Vice-Chancellor and shall form part of the student's record at those levels.

v) The sovereignty of the state, together with the state security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, the provisions of these regulations and any decisions made by the disciplinary Committee and the University shall not derogate and/or be construed as derogating from the right of the Police or any member of the public so entitled, to bring any action or to institute criminal proceedings in respect of the same set of facts against any student in a Court of Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student in the interest of security and public order.

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vi) Students appearing before the Students' Disciplinary Committee shall be informed of the Committee's decision within fourteen (14) days from the date of the conclusion of proceedings.

vi) Students have the right to appeal to the Vice-Chancellor against the decision of the disciplinary committee if he/she considers himself/herself aggrieved by the said decision and such appeals will be made in writing within fourteen (14) days of the date of communication of the Committee's decision.

21. MISCELLANEOUS MATTERS

a) The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University premises.

b) The Senate reserves the right to change, add, amend or otherwise vary these regulations at any time without notice.

STUDENTS' DECLARATION

I .....ID /Birth Certificate/Passport NO: .....

.....Do hereby declare that I have read the regulations governing the organization, conduct and discipline of students at the University, and understood their content and meaning, and undertake to abide by them.

Signed .....DATE .....

School and Degree Admitted to .....

.....

KCSE Index NO .....University Admission Number .....

Witnessed By .....

(Name) **(Signature)** **(Date)**

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