UNIVERSITY OF EMBU

STUDENTS CONDUCT, WELFARE AND SUPPORT SERVICES POLICY

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VICE CHANCELLOR

FUNDAMENTAL STATEMENTS

VISION

A dynamic epicenter of excellence in training and research for service to humanity.

MISSION

To generate, advance and disseminate knowledge through training, research and innovation for the development of humanity.

PHILOSOPHY

Enhancing human capacity for societal development

CORE VALUES

Integrity

Innovativeness

Professionalism

Customer

FocusTeam

work

FOREWORD

The University of Embu has created an environment that supports student centered learning and growth in order to reach their full potential. The University is committed to nurturing students" intellectual and personal growth; helping them explore and experience the different aspects of university life.

In an effort to ensure the highest standard of personal development, the University has developed standards of student conduct and implemented procedures designed to hold students accountable to these standards of conduct. These standards and procedures are anchored in the Student Code of Conduct. The purpose of the Code is to ensure the maintenance of a safe environment for the university community and supports the academic mission in providing a productive living, teaching and learning environment for students, staff and other members of the university community. TheCode is also intended to foster the personal development of students in all spheres and emphasizes students personal understanding of their behavior, responsibilities and expectations to the community. The Code is intended to support and reinforce the core values of the University by creating an inclusive and collaborative community and the University's efforts in providing a values-based education, skills and knowledge that informs the development of students" ethical judgment and behavior.

The Students Code of Conduct, Welfare and Support Services policy provides a framework for a productive student community life at the University.

Vice-Chancellor

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DEFINITION OF TERMS

The University - refers to the University of Embu, including all its campuses, institutes, departments, centres and units.

Student - a person enrolled in a program of learning with the University of Embu.

The Committee: refers to the University Students Welfare Committee.

Students Association: refers to the University of Embu Students Association.

Benevolence: Act of assisting a University of Embu student in need of monetary/non-monetary assistance due to circumstances beyond their control. This will include but not limited to financial aid for tuition and contribution towards a bonafide student‟s demise.

Benevolent fund: A monetary reserve kept in order to help students in need as maybe determined from time to time by the Committee.

CHAPTER ONE: INTRODUCTION

1.1 Policy Statement

The University of Embu is committed to providing a safe, secure and stimulating learning environment for all students. Students can reach their full educational potential only when they are happy, healthy and safe, and when there is a positive University culture to engage and support them in their learning. The University acknowledges that student welfare and student learning outcomes are inextricably linked.

The University in supporting student welfare promotes high standard of discipline and behaviour of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the University. The code of conduct treats behavioral problems in a manner that relates to the educational purposes of the University.

1.2 Purpose of the Policy

The main purpose of this policy is to provide a framework for attending to students" welfare needs individually and collectively by creating an environment in the University in which all can live, work, and learn together in peace and harmony. The policy is designed to provide assistance and guidance that develops students into good citizens while at the same time dealing with behavior or actions that may be inconsistent with University policies.

Through this policy the University seeks to provide an environment where students can:

a) Experience free intellectual enquiry
b) Express themselves freely
c) Feel that their rights and responsibilities are respected and their needs are met

1.3 Scope

The policy contains different provisions for different cases/needs/incidents that may arise among students. The code of conduct applies to the conduct of students within the University premises, at university sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its vision, mission and core values. The benevolence provisions apply to students who demonstrate need as ascertained by the Students Welfare Committee. The student representation provisions apply to student leadership and promoting an environment that empowers student"s to voice their views and ensure that all students have an equal opportunity and ability to participate in any way that they can. The Counselling provisions apply to students with mental health problems and encourage them to seek help without stigmatization. The career guidance provisions are aimed at preparing students for progression to employment or higher education courses. The University also supports its students" welfare by providing the following services; chaplaincy, accommodation, catering, clubs and societies, security, health care, sports and games and entertainment**.**

1.4 Policy Objectives

This Policy aims at addressing students" needs and behavioral issues at the University by:

(a). Ensuring that students behave within the standards set out in the Students Code of Conduct.

(b). Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.

(c). Creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.

(d). Promoting adherence to the highest standards of behavioural and discouraging all forms of "misconduct".

(e). Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.

(f). Providing eligibility requirements and criteria for receiving assistance from the Benevolence Fund.

1.5 Legal and Regulatory Framework

i. The Kenyan Constitution
ii. University of Embu Statutes
iii. University of Embu Public Complaints Resolution Policy
iv. University of Embu Alcohol & Drugs Abuse Prevention Policy
v. University of Embu Gender Based Violence & Sexual Harassment Control Policy
vi. University of Embu Gender Policy
vii. University of Embu Student Rules and Regulations

CHAPTER TWO: POLICY PROVISIONS

2.1 Students Conduct

a) Commitment to Learning

The University recognizes that students attend the University to learn. As such, students are not expected to act in a way that interferes directly or indirectly with their learning and that of their colleagues or obstruct staff from carrying out their duties. Students are expected to develop and use adult learning skills and take responsibility for their own learning.

This includes:

- Regularly attending classes and activities on time.
- Meeting all learning and assessment expectations and due dates.
- Acting honestly and fairly in undertaking tests, assessments, reports or other work.
- Freely discussing any questions or issues about their progress with their course facilitators.

b) Respect

Whilst registered at the University, all students can expect a safe and enjoyable learning environment that enables them to perform to the best of their ability. In order to achieve this aim both staff and students within the University community are required to act respectfully toward others.

This requires that students should be:

- honest
- treat people with courtesy, consideration and sensitivity
- respect the lawful beliefs and customs of others
- communicate openly and using appropriate language
- follow the reasonable instructions from University staff

All students also have a right to enjoy the facilities at the University. In order to protect this right all students are expected to have respect for University property. Any act of misuse, vandalism, theft, malicious or unwarranted damage, defacing, disfiguring or unsafe or unauthorized use of property is in violation of the Student Code of Conduct, and may be a contravention of the relevant Laws of Kenya.

University property includes but is not limited to: Buildings, Plant and Equipment, Telephones, Vehicles, Learning Materials, Library Materials, Computer Hardware, Software and other Technologies, Fire Alarms and Equipment, Safety and Security Devices and Farm produce.

c) Bullying

Bullying is an unacceptable form of behaviour. The University recognizes the right of individuals to be free from harassment while engaging in activities undertaken as part of their enrolment as a student/or other association with the University. Types of bullying include, but not limited to: loud and abusive language, unjustified criticism and insults, yelling and screaming, unexplained rages, bribery or blackmail, humiliation, belittling or undermining of a person.

Students should report any incidents of bullying to the Office of the Dean of Students or any other designated office.

d) Sexual Harassment

All people have the right to learn in an environment which is free from sexual harassment. Harassment of a sexual nature is not tolerated at the University and is unlawful under the Laws of Kenya.

Within the provisions of this policy, sexual harassment shall be taken as "any unwelcome behaviour which is sexual in nature and which involves improper assumptions by one person in respect to another". Sexual harassment can take numerous forms including but not limited to:

- Unwelcome physical touching, hugging or kissing
- Leering at someone, or at parts of their body
- Suggestive comments or jokes
- Insults or taunts based on sex
- Sexually explicit pictures, e-mails or text messages
- Intrusive questions or comments about a person‟s private life or body

Students should report any incidents of sexual harassment to the Office of the Dean of Students or any other designated office.

e) Safety

The University actively promotes the safety, health and welfare of students and those members of the public who lawfully use University facilities. Students must ensure their own personal safety at all times. Students must take reasonable care for their own health and safety on campus and avoid harming the health or risking the safety of others. University safety procedures must be adhered to, including participation in all Fire and Emergency Evacuation drills.

Students should immediately advise a University staff member if they have concerns for their personal safety whilst participating in training or on University grounds.

f) Dress Code

One of the aims of studying at the University is to prepare students for the world of work. It is therefore expected that whilst participating in University activities students will dress in a manner that is neat, clean and safe, as would be expected in the workplace.

This includes:

- Wearing clothing in accordance with occupational health and safety requirements. This applies to working in laboratories, plants, farm, workshops or any other facility that requires specific occupational health and safety dress.
- Wearing footwear within and around University campuses at all times.

- Not wearing any clothing that is likely to offend others because of slogans, cartoons, or any symbol or graphic work to provoke, intimidate, condemn or ridicule others; or because of its lack of decency, modesty or cleanliness.
- Some courses require a specific uniform, i.e. Nursing, Hospitality and Beauty. Students should therefore get these details from their course facilitators at the time of induction.

g) Illnesses

During the time of study, students may develop an illness or become sick.

- Should this occur prior to classes commencing, students (or parents/guardians) are asked to contact the University to advise that they will not be attending class (and if known, state the period of time that they are expected to be away).
- If the sickness develops during the day, the student may ask to leave class early to seek for medical attention.
- If the student is under 18, parents/guardians will need to be contacted to arrange for the student to be picked up from the campus.
- If no contact can be made, the student must be sent to the Office of the Dean of Students for further assistance.

In cases where students are attending class and they are deemed to have a „contagious" illness or disorder, students will be asked to leave class so that other students are not at risk of developing the same illness/disorder. If the student is under 18, parents/guardians will need to be contacted to arrange for the student to be picked up from the campus.

If a student is deemed as having a „contagious" illness or disorder prior to going on industrial attachment/practicum/teaching practice, they may be advised that they cannot undertake this activity as they may also affect external persons that may be in contact with them.

h) Smoking

The University is a smoke-free zone. However, there are some designated smoking areas for those wishing to smoke.

i) Drugs and Alcohol

Students will not enter University grounds whilst under the influence of drugs or alcohol. This includes attending lectures, tutorials, library or practical work.

Any student who is suspected of being under the influence of drugs or alcohol will subjected to disciplinary action as per the Students Code of Conduct.

2.2 Students Benevolence and financial aid

The University recognizes that no individual in the student community can concentrate in their studies and excel without the basic needs of life e.g. food, shelter and clothing. Given that Students will often seek for help from the University when they are in need, the University‟s benevolence fund is set up to deal with such requests from time to time.

The following principles shall assist in determining a student‟s need and eligibility for assistance.

a) Determining need

i. The need of a student may come to the attention of any member of the University community during the course of discharging their duties or a case may be referred to the University by a concerned party.
ii. A student‟s need must be assessed in consultation with their parent/guardian or any other person who has legal responsibility for the student. The financial status of the parent or guardian will be taken into consideration.
iii. Other sources of funding such as HELB and community assistance including support from Community Development Fund, County bursaries, area churches and any other financial assistance shall be verified.

b) Determining Eligibility

i. A student whose current status is financially or materially in need.
ii. Needs that can be supported shall be determined from time to time.

2.3 Students Representation

Purpose

a) University of Embu acknowledges that students need to be represented equitably and fairly through an independent and accountable organization, and that every student can contribute to the enhancement of their programme and learning experience.
b) The primary aim of student representation at the University is to provide students with an opportunity to voice their views, suggestions and concerns through a proper and efficient process. This shall be achieved through the elected University students" representatives who suggest, develop, and implement solutions that foster a vibrant University community, and promotes all forms of student participation.
c) The University is committed to establishing an independent and accountable students" representative organ, promoting an environment that empowers the student‟s voice their views and ensuring that all students have an equal opportunity and ability to participate in any way that they can.
d) The University undertakes a process of consultation with elected student representatives and the wider student community on the expenditure of funds collected from students at the University.

e) The University is committed to responding to student feedback, at all levels, in order to monitor and enhance the quality of the student learning experience.
f) The University has a number of avenues available through which students are actively involved in representative roles, and students already represent their fellow students on:
    i. University Senate
    ii. Office of the Dean of Students
    iii. University of Embu Students‟ Association
    iv. University Committees
    v. Clubs and Societies
    vi. Class representation
g) The University is committed to student representation and participation through:
    i. The establishment of student representative bodies
    ii. The participation of students in matters affecting their interests
    iii. The provision of opportunities for students to have input into the direction and coordination of university activities and events
    iv. The establishment of recognized means of communication between students and the divisions, departments and staff of the University
    v. Ensuring processes are in place that encourage and promote equity and fairness to all students of the University in decision-making
    vi. Establishing and promoting the ongoing development of student clubs and societies

2.4 Student Counselling

The University recognizes that a student may experience problems in coping with issues in their personal lives and in the environment where they live and learn. Counselling services are aimed at helping students use their existing problem-solving skills more effectively or to develop new or better coping skills. Counselling also promotes and facilitates positive mental, psychological health and emotional wellbeing of students and enhances the students" academic and personal functioning. Counselling sessions provide an opportunity for the student to describe their feelings and problems for themselves and then to reach decisions and actions that are based on informed choices.

2.5 Students Career Guidance

a) The University is committed to career guidance for all students to prepare them for progression to employment and/or higher education courses. The University strives to put students at the heart of its strategic development and planning to ensure their needs come first.

b) Career guidance include helping students to:
    i. choose an appropriate course at the University

ii. realistically assess their likely achievements at the University and their potential progression after college
iii. investigate career opportunities
iv. investigate employment opportunities in different sectors
v. implement their plans for progression

c) Career guidance is based on the needs of the individual in the recognition that students will have different aspirations and previous experiences and whose progression plans will be responsive to their unique abilities.

d) The information, advice and guidance offered to students aim to provide a wide range of unbiased understanding of, the options open to them.

2.6 Chaplaincy services

The University is committed to meeting students" spiritual needs and offering pastoral care through the Chaplaincy Office. The office offers spiritual guidance to students through the religious associations. The services under chaplaincy include; conducting worship services, organizing annual interfaith services, thanks giving and coordinating other spiritual activities at the university.

2.7 Accommodation services

The University offers on-campus accommodation and has a limited number of bed spaces that are given out competitively on a first come first served basis. A few slots are set aside for those who live with disabilities and those from marginalized areas.

2.8 Catering services

The catering service requires students to pay for their meals in cash i.e. Pay As You Eat. The students mess offers a variety of food items/dishes to choose from and each food item/dish is priced separately.

2.9 Sports and games facilities

The University"s Sports and Games Department offers members of the University sporting and gaming services to live active and meaningful lives while on campus. The Department offers diverse recreational sporting facilities that are located conveniently throughout the campus with a wide range of operating hours and amenities.

2.10 Health care Services

The University"s Health Unit provides both preventive and curative care to students and staff. Specifically, the facility offers the following services; curative, promotive, preventive, referrals, dispensing of drugs and youth friendly Services.

2.11 Security

The University takes the security of its students and staff very seriously. The Security Department is committed to protecting life and property of the University community. The security personnel patrol the University on a 24 hour basis. Reported crimes are forwarded to the state law enforcement agencies for investigation and appropriate action.

2.12 Clubs and Societies

Students are encouraged to form new or join existing clubs and societies to enhance their experiences while at the University through sharing with their colleagues with similar interests.

2.13 Student Entertainment

The university holds entertainment events from time to time to keep students entertained and relaxed.

CHAPTER THREE: POLICY IMPLEMENTATION, COMMITMENT, COMMUNICATION AND MONITORING

3.1 Policy Implementation Strategies

i. The mandate of implementation of this policy shall be through the University Students Welfare Committee that shall be chaired by the Deputy Vice Chancellor in charge of Academics and duly constituted to provide for representation.
ii. The committee shall be responsible for ensuring integrity in the execution of the policy.
iii. A benevolence fund shall be established through the Students‟ Association contributions and matched by the University‟s contribution that shall be determined from time to time.
iv. A student must be an up-to-date contributor of the Students‟ Association to benefit from the provisions of this policy.
v. A student who has dissatisfaction or an unresolved disagreement with a staff member, another student or student organization has the right to file a written complaint without compromising his/her status with the University.
vi. The committee shall develop relevant rules, regulations and forms anchored in this policy to direct the actualization of the policy provisions.
vii. The student counsellor shall oversee the provision of counselling services and student-led mental health or peer counseling.

3.2 University Commitment

The University is further committed to protect and promote the pursuit of its mission, vision and goals. In keeping with the University‟s commitment to the personal and intellectual growth of students within a values-based education and learning-centered community, students are expected to be responsible members of the community by complying with Kenyan laws and must abide by the rules and regulations of the University of Embu.

3.3 Communication

The University will, through means considered and recommended by the committee, ensure that the students are sensitized on the existence and provisions of the policy.

3.4 Monitoring and Review

This policy will be monitored and reviewed in line with the process outlined in the Legal and Regulatory Framework. The Deputy Vice Chancellor, for the time being, in-charge of student affairs shall be accountable to the Vice Chancellor and University Council for managing and maintaining this policy. The Deputy Vice Chancellor, for the time being, in-charge of student affairs and the Dean of Students are responsible for ensuring that students understand and adhere to this policy in

their day-to-day work and learning. Where compliance issues are surfaced, the University will address these issues promptly.

This policy shall be reviewed after five years. However, a review can be done earlier if the need arises.