

## POLICY ON STUDENTS' COUNCIL SPONSORED ACTIVITIES

Version	Rev. 00
Short description	Policy for SC Sponsored Students Activities
Relevant to	Students and Stakeholders
Approved by	Vice-Chancellor
Responsible officer	Dean of Students
Responsible office	Office of the Vice Chancellor
Date introduced	December, 2018
Related University Documents	University Charter, Statutes and other relevant policies
Related legislation	Universities Act, 2012, Public Finance Management Act, 2012
Key words	Students' Council Sponsored Activities

December, 2018

## 1. ACKNOWLEDGEMENT

We acknowledge the following who contributed in the formulation of this policy; Members of the University Management Board and members of policy formulation committee.



## 2. APPROVAL

The University of Eldoret having been awarded its Charter on 11th February 2013 has set on a growth path guided by its vision of "being a Premier University that is globally visible in knowledge generation and technological innovation". As part of laying its foundation, the University developed its Statutes in November 2013 followed by its first strategic plan which was rolled out in 2014.

The process of recruiting its top managers was completed in March 2014. The University then embarked on the process of developing its policies to guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. This Policy is just one of the many policies that the University is rolling out. My special thanks go to all those who put in their time, effort and skills to develop this Policy.

By virtue of the authority vested in me as the Chairman of Council of the University of Eldoret and in reference to the approval granted by Council in its meeting of 19<sup>th</sup> December, 2018, I hereby sign this Policy on Students' Council Sponsored Activities this 19<sup>th</sup> day of December, 2018.

Dr. David Ojaka

B.E.D, M. sc (Population Studies); Ph.D (Demography)

CHAIRMAN OF COUNCIL

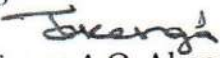
### 3. FOREWORD

This policy provides a general framework through which student leaders can organize student centered events meant to support learning process. Such activities give the student leaders experience, a sense of responsibility and lead to the development of talent and mitigate against engagement in irresponsible behavior. They include religious, professional, life skill and cultural among others.

The SC Sponsored Activities are budgeted for at the beginning of the financial year and programmed to fit in during the semester period. The activities are open for all students including the post graduate, the undergraduate and the diploma students. The students with special needs are given opportunities to engage in their own activities to allow them mingle and relate with their own issues. The activities are organized to supplement other co-curricular activities such as games and sports and are meant to contribute to the all-round growth and development of students.

Students Council is the executive arm of the University of Eldoret Students' Organization. The membership includes Chairperson, Vice-Chairperson, Treasurer, Secretary, Special Member - Entertainment, Games and Sports, Special Member - Persons with Disability and Special Member - Post Graduate and International students.

The Office of the Dean of Students oversees the running of the SC Sponsored Activities throughout the Academic year. Through this policy framework, it is hoped that students will take the initiative and responsibility of engaging in activities that provide sound growth and all round development.

  
Prof. Teresa A.O. Akenga

Ph.D. UNSW (Australia), MSc. Bed (KU), MRSC, MBS.

Vice Chancellor

#### 4. EXECUTIVE SUMMARY

This policy sets out the general guidelines on University of Eldoret Students' Council sponsored activities. It is drawn from the legal framework of the Universities Act (Amended 2016), the University statutes 2013, and other rules and regulation of the University. Students Council sponsored activities are budgeted for in each financial year and funds are drawn from the University of Eldoret Students Organization account as well as rent accruals from Students'Centre premises. It provides guideline and standard to be maintained during such events and identifies staff and students responsible for the events.



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## 7. PURPOSE

The purpose of this policy is to outline those activities carried out by the University of Eldoret Students Council within the academic year as per the UESO budget. It also provides guidelines on the use and accounting of the allocated funds and responsible officers who are supervising the activities.



## 8. POLICY STATEMENT

The University of Eldoret Students Council Sponsored Activities Policy provides the guidelines of organizing co-curricular activities that enrich the learning process of the students of the University of Eldoret.





## 9. SCOPE

This policy shall confine itself to Students Council activities that have been planned and budgeted for in the academic year as guided by existing rules and this policy.



## 10. DEFINITION OF TERMS

<b>Policy:</b>	Set of ideas or plan or deliberate system of principal to guide decision and achieve a rational outcome.
<b>Students' Council:</b>	is the executive arm of the University of Eldoret Students Organization (UESO).
<b>Dean of Students:</b>	any person recognized by the University Council and the Senate to be in charge of the students' welfare services at the university



## 1. BACKGROUND

The University of Eldoret is one of the Public Universities in Kenya. It is situated approximately 9 km along the Eldoret-Ziwa road in Eldoret town, Uasin Gishu County. It was founded in 1946 by the white settlers as a Large Scale Farmers Training Centre. In 1984, it was converted to a Teachers' Training College and renamed Moi Teachers' Training College to offer Diploma Science Teachers Training. Due to the double intake crisis, the College was taken over by Moi University as a Campus in 1990, renaming it Chepkoilel Campus. From 1990, the University made it a campus of natural, basic and applied science programmes. In August 2010 the President, through Legal Notice No. 125 of 13 August 2010 upgraded the campus into a University College with the name Chepkoilel University College, a Constituent College of Moi University. Upon the award of Charter by the President on March 2013, the University College was renamed University of Eldoret.

This document sets out the policy of the University in relation to Students' Council sponsored activities management and supervision as per the University procedures and statutes.

## 2. INSTITUTIONAL VALUES

### Vision

To be a Premier University that is globally visible in knowledge generation and technological innovations.

### Mission

To provide high quality education in training, science, agriculture and technology that promotes networking, partnerships and linkages with other Institutions and Industry.

Statutes and Rules and Regulations Governing the Conduct and the Discipline of the Students of the University of Eldoret.

4.1.2. The Student Council may organize an event in accordance with the policy guidelines spelt out in this policy document and as provided for in the Rules and Regulations Governing the Conduct and the Discipline of the Students of the University of Eldoret.

## 5. Categories of Events

The following shall be the categories of SC events:

- a) Religious
- b) Professionals/Academic Oriented
- c) Entertainment
- d) Life Skill
- e) Health
- f) Environmental
- g) Cultural

## 6. Management of SC Events

- a) The Students' Council shall at the beginning of the semester draw a schedule of activities to be carried out.
- b) The Students' Council shall draw up a budget to finance the activities and seek approval by the UMB through the office of the Dean of Students
- c) Once approved by the UMB, the Students' Council shall constitute organizing committees for the various events and proceed with logistical arrangements for each event as per approved schedule.
- d) The committee constituted to organize the various events shall be chaired by a member of the Students' Council.
- e) The Dean of Students shall appoint officers from his/her office to co-ordinate the event and shall work closely with the committee.

- f) Officers appointed by the Dean of Students shall be responsible for the administrative and financial matters of each event and shall account for the funds allocated in each event.
- g) External organization willing to support/partially sponsor the activities shall be approved by the Dean of Students. In case of monetary support, payment shall be made to the UESO account.

#### 7. Procedure for conducting activities

Once an activity is muted the Secretary of the committee shall write a letter to the Dean of Students requesting for permission to carry out the activity

#### 8. General Conduct of Students during the events

- a) Students' activities shall be approved by the Vice-Chancellor through Deputy Vice-Chancellor (ASA) and the Dean of Students.
- b) Student shall be held responsible for any damage or loss of a University property or facility
- c) Students must comply with University Rules and Regulation.
- d) It's an offence to interfere with or block scheduled activity.

#### 9. IMPLEMENTATION

9.1. This policy shall be implemented in accordance with relevant legislation, alongside other policies of the University.

#### 10. EFFECTIVE DATE

This policy shall be effective from the date of approval by the University Council.

#### 11. REVIEW

This policy shall be reviewed from time to time as need arises.

**OFFICE OF THE DEAN OF STUDENTS**

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CLUBS AND ASSOCIATION FORM

AUTHORITY TO HOLD A MEETING

REF. UOE/DOSA/CLSO/082

DATE \_\_\_\_\_

NAME OF THE CLUB OR ASSOCIATION \_\_\_\_\_

AGENDA:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Requested by \_\_\_\_\_

Reg. No \_\_\_\_\_

Position in Club \_\_\_\_\_

Name ..... Name.....

Signature..... Date..... Signature..... Date .....

CHAIR OF THE CLUB

CHAIR STUDENTS' COUNCIL

APPROVED BY

NAME.....SIGNATURE .....

THE DEAN OF STUDENTS

Cc -Principal Security Officer

-HoD Central Services