



RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS

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Short description	Rules and Regulations Governing the Conduct and Discipline of Students
Relevant to	Council, Senate, University Management Board, Staff and Students.
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July, 2014

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 launched on 20th June, 2014. The process of recruiting its top managers was completed in March 2014. The University has now embarked on the process of developing its policies, rules and regulations which will guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. These Rules and Regulations Governing the Conduct and Discipline of Students are just one set of such rules.

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 18th July, 2014, I hereby sign these Rules and Regulations Governing the Conduct and Discipline of Students this 18th day of July, 2014.



Prof. Sarone Ole Sena. B.Ed. (Nairobi); M.Phil. (Cambridge, UK); M.Sc. (McMaster, Canada); Ph.D. (McGill-Canada)
CHAIRMAN OF COUNCIL

DEFINITION OF TERMS

'Student' is a person validly registered by the University for the purposes of obtaining an academic qualification of the University, or any other person who is determined by the Senate to be a student.

'Dean of students' is any person recognized by the University Council and the Senate to be in charge of students' affairs at the University.

'Academic year' means a year recognized by the University of Eldoret Senate and as published in the annual University of Eldoret calendar.

'Halls of residence' this means University houses including leased houses within which students reside while in the University

'Senate' governing body of the University which is a supreme academic authority for the institution.

'Warden' a member of academic staff or teaching staff on lecturer level position or above who shall not be Dean or head of Department appointed to promote the welfare of students in the halls of residence

'Students Disciplinary Committee' means a subcommittee of Senate that listens to discipline issues of students and determines their correction measures

'Cohabiting' means students of the opposite sex living/sleeping together in halls of residence for purpose of sexual relationship

'Pirating' unauthorised occupation of a room of the University halls of residence.

'Kamukunji' an informal assembly of students to discuss issues of their interest.

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

These rules and regulations are meant to bring order and harmony in the University and make the life and stay of students enjoyable. They are meant to enable the University function effectively for ALL its students, staff and residents. Students are required to sign the form in **appendix 1** to confirm that they have read and understood, and will abide by the rules and regulations as stipulated.

1.0 PRELIMINARY

- a) These rules and regulations are made by the Senate and the University Council in accordance with the provisions of University of Eldoret Charter of 11th February, 2013 and Statutes whose objective and purpose are, among others, to provide for the control, governance and administration of the University.
- b) The Vice-Chancellor as per the University Charter and Statutes shall be responsible to the Council for the general conduct and discipline of the students.
- c) These regulations shall apply to **ALL** students of the University and its campuses subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with statutes in general.
- d) These regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.
- e) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

2.0 DISCIPLINARY AUTHORITY

- a) For purposes of these regulations the Vice-Chancellor, acting on behalf of Council, is the disciplinary authority of the University and may in that capacity:
 - i) Vary or add to the list of disciplinary offenses specified herein.
 - ii) Suspend any students, suspected of committing an offence under these regulations, from the University pending further disciplinary measures.

- iii) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

2.2 STUDENT

In these regulations the term **student** means a person who is registered in the university to pursue an academic programme of the University during a current academic year for a first or higher degree, diploma, certificate or such other qualifications or courses of the University as may be approved by the Senate as qualifying a person for status of a student, and includes a student of an affiliated institution who is registered for examinations leading to degrees, diplomas, certificates and other academic awards of the University.

3.0 THE CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and outside the University precincts.

3.1 General Conduct

- (a) Respect and adhere to the administrative and academic rules, procedures and structures established by the Universities Act, 2012 and statutes for the control, governance and operations of the University.
- (b) Respect the rights and privileges of the members of the University community at all times.
- (c) Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
- (d) Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
- (e) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions or at any other University functions.

3.2 Channels of Communication

In the redress of grievances, students shall be expected to go through the laid down channels and procedures as follows:

- (a) Academic matters: Class representatives, Academic Advisers, Heads of Department, Deans of Schools and Dean of Students in that order.

- (b) Residential matters: Housekeepers/janitors, Hostel Officers, Wardens, Catering and Hostels Manager and Dean of Students in that order.
- (c) Students and their organizations shall be expected to adhere to the procedures in (a) and (b) above to ensure prompt processing of their grievances.
- (d) Failure to adhere to the above procedures shall be a violation of the University regulations.

4.0 RULES ON COMMUNITY LIVING

4.1 RESIDENTIAL CONDUCT

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

- (a) Share rooms in addition to other facilities of common use. However, it shall be an offence to **'pirate'** in the University hostels.
- (b) Admit visitors/students to their rooms only between the hours of 10.00 a.m. and 10.00 p.m. and in so doing shall pay due consideration and regard to the conveniences of their roommates.
- (c) Not remove or damage any facilities or equipment in their rooms or any other part of the halls.
- (d) Not cook or sell food in the hostels.
- (e) Not conduct business or trade in the halls of residence.
- (f) Not reside with a member of the family in the University Hostels, e.g. child, mother, father or any other relative unless in specified areas which the University may identify.
- (g) Not cohabit while in the University halls of residence.
- (h) Not enter or remain in the opposite sex halls of residence/rooms between 10.00 p.m. and 10.00 a.m.
- (i) Fill non resident, forms for non resident students only, within the first 2 weeks of the semester

4.2 KEYS

Each student shall be required to surrender room keys promptly if and when required.

It is the duty of each student to keep the keys to their rooms in safe custody

4.3 VOCATIONAL RESIDENCE

- (a) All students shall leave the University premises at the end of every academic session. Permission for vocational residence shall only be granted by Dean of Students on advice from the Dean of the School; that residence shall be required for the purpose of carrying out an academic assignment or for other reasons approved by the Dean of Students.
- (b) Vocational residence shall be in a specified hall and paid for in advance at least two weeks before the start of the vacation.
- (c) Students shall vacate University premises immediately they are asked to on disciplinary grounds.

5.0 UNIVERSITY PROPERTY

A student shall take reasonable care of properties of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.

6.0 MUSIC AND MUSICAL INSTRUMENTS

Radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between 5.00 a.m. and 10.00 p.m., and at no time should the sound be so loud as to cause disturbance to others.

Video entertainment shows are restricted to Friday and Saturday evenings only and at no time should the shows run past 2.00 a.m. On Sundays, the shows shall run until midnight.

Discos and other dances shall be held on Friday and Saturday evenings only.

7.0 NOISE AND NUISANCE

Students are not allowed to create unreasonable noise, or engage in unruly and rowdy behaviour to the disturbance or annoyance of other occupants of University premises.

8.0 GENERAL

8.1 Fire-fighting Appliances

It shall be an offence against University regulations to interfere with, damage or remove, other than for fire fighting purposes, any of the fire-fighting appliances.

8.2 Security of Students Property

Students are advised to take reasonable care to ensure safety of their personal effects. While reasonable security shall be provided, the University is not liable for losses of or damage to students' personal property while on University premises.

8.3 Motor Vehicles

A student shall not keep a motor vehicle on University premises without prior written permission from Registrar (Administration) Permission shall not be given without proof of a valid insurance cover, a current driving licenses and a valid road license. Permission may be refused or withdrawn at the discretion of the Registrar (Administration)

9.0 CRIMINAL OFFENCES

The University has no right of exclusive jurisdiction over its students in criminal matters and other offences covered by law. All crimes and other offences under the Laws of Kenya, THE PENAL CODE CAP 63 shall be reported to police. These shall include the following:

- (a) Offensive SMS and Cyber crimes
- (b) Being drunk and disorderly
- (c) Drug abuse/possession of illegal brew.
- (d) Drug trafficking.
- (e) Fighting (Affray).
- (f) Possession of dangerous weapons e.g. daggers, arrows, guns, etc.
- (g) Assault causing bodily harm.
- (h) Arson, attempts to commit arson or attempts to destroy or injuries to property.
- (i) Theft and other related offences e.g. robbery and extortion.
- (j) Unauthorised picketing, rioting, obstruction to perform duty.
- (k) Organizing unlawful demonstrations/processions/ incitement.

- (l) Rape or attempted rape.
- (m) Kidnapping/abduction, detentions.
- (n) Sexual harassment, indecent assaults, defilement.
- (o) Impersonation and false pretences.
- (p) Forgery, fraud, counterfeiting.
- (q) Illegal/unlicensed trade e.g. hawking.
- (r) Trespass.
- (s) Aiding Suicide and attempted suicide.
- (t) Concealing birth, killing of unborn child and abortion.
- (u) Subversion/Treason.
- (v) Murder, Manslaughter.

Notwithstanding any action that may be taken by the police under the foregoing paragraph, the University may take independent disciplinary measures for both in and outside campus.

10.0 LEAVE OF ABSENCE

- (a) The University shall grant leave of absence on the following grounds only:
 - i) Sick leave
 - ii) Maternity leave
 - iii) Compassionate leave
 - iv) Special leave

The request for leave shall normally be supported by documentary evidence.

- (b) In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or any certified Medical Practitioner to the Dean of relevant school and the office of the Dean of Students. Where a private practitioner has treated a student the medical certificate shall be submitted to the University Medical Officer for record.
- (c) Leave application forms are available at the Dean of Students Office and must be filled by the applicant **at least one day before** leave begins. The University shall not entertain any claims where a student leaves without prior official permission.

11.0 PROCESSION, DEMONSTRATIONS AND CEREMONIES

- (a) It shall be an offence for any student while on campus to organize or participate in demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the University or a government authority.
- (b) In addition to any other permits which may be required by the law, permission to hold meetings in the University precincts shall be given by the Dean of Students and a report made to Head of the University Security Services.
- (c) Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

12.0 CORRESPONDENCE

- (a) Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear the individual names and signatures.
- (b) It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students Organization.
- (c) Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- (d) Advertising notices must be in approved designated notice boards and shall be subject to approval by the Dean of Students office. However, those who are responsible shall remove such notices within one week after the advertised event takes place.
- (e) Correspondence through letters by individual students or by officials of the Students Organizations (including student societies) to the following in matters pertaining to the University shall be sent through the office of the Dean of Students who will forward them as may be appropriate:
 - (i) Government officers
 - (ii) Foreign governments
 - (iii) Ministers and members of Parliament or other dignitaries
 - (iv) Sponsoring bodies
 - (v) Other such bodies
- (f) Invitations to Government Ministers, Government Officials, Politicians, Representatives of foreign governments or any other important persons to

visit the University in their official capacities shall be notified within adequate time to the Vice-Chancellor through the Dean of Students.

13.0 ACADEMIC RESPONSIBILITY AND LEADERSHIP

- a) Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction is compulsory. The Senate considers attendance of lectures and practicals as compulsory. It is therefore an offence for a group or class to boycott lectures/practicals/fieldwork for more than two days consecutively. Such an offence may lead the whole group to be suspended from the University for a specified period.
- b) It is an offence to interfere with or block scheduled activities.
- c) Students who have missed more than 20% of scheduled lectures, tutorials, seminars, practical sessions and other instruction shall **NOT** be allowed to sit end of semester examinations and subsequently shall repeat the year or semester as shall be recommended by the Senate.
- d) Students shall be expected to comply with all other regulations made by Departments, Schools, and Colleges or any other such units of the University.
- e) No student shall be allowed:
 - i) To contest for any elective post in the Students' Governing Council (S.G.C) of the The University of Eldoret Students' Organization (UESO), if by so doing it will compromise academic performance.
 - ii) To contest, a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous University examinations.
 - iii) A First year student intending to contest should have obtained credit pass (60%) average of C.A.T. marks.
 - iv) If one has been suspended from the University at any one time.
 - v) Has suffered from mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.

The fulfillment of the above requirements shall be confirmed by the Dean of the respective School and Dean of Students.

- f) Eligible candidates for elective posts in Students Governing Council (SGC) shall be limited to bona fide students who have cleared payments

of ALL University fees that is due at that time as shall be confirmed by the Registrar - Academics

- g) The tenure of service in the Students Governing Council shall be restricted to one term of one academic year only and no such student shall be eligible to serve in any other capacity thereafter.
- h) Representation in Senate will be restricted to one elected members of the SGC. Appointments to these posts will be annual on a rotational basis between campuses and such representatives shall be nominated as per the University Charter (2013), Statutes and these Regulations.

14.0 MISCELLANEOUS PROVISIONS

- a) A Student shall not use or have in his/her possession knives, sticks, metal bars or any other articles which might endanger other members of the University community.
- b) A student shall not use profane or abusive language while in the University.
- c) A student shall not threaten or hold hostage or extort or strike or physically harm any other student, or a member of staff or other employee of the University, or a member of public.
- d) It shall be an offence for a student to interfere with movement of University vehicles or cause traffic obstruction in or outside the campus.
- e) Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.
- f) University facilities like halls, lecture theatres and common rooms may not be used by students for business, meetings and parties without written approval from the Dean of Students.
- g) Students shall not be permitted to enter places on campus designated as 'Out of Bounds' or 'No Through Way', such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works and other such areas as notified from time to time.

15.0 DISCIPLINARY ACTIONS

15.1 JURISDICTION

These rules and regulations shall apply to all disciplinary actions taken against students in respect of the disciplinary offences

specified herein, whether such offences are committed within or outside the University precincts.

15.2 OFFICER IN CHARGE

The responsibility of maintaining discipline at the University is vested with the Office of the Vice-Chancellor who may from time to time delegate such powers to other officers of the University for purposes of investigation and enforcement

- a) Administrative and Academic staff of the University have authority to ensure that the rules and regulations are adhered to by all students.
- b) Students on field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the University places them.

16.0 ENFORCEMENT OF REGULATIONS

- a) In the event of breach of the regulations, and depending on the nature of the offence the officers referred above shall adopt the following procedures.
- b) Shall require the student to make a written statement in response to the charges **within two (2) days**.
- c) Shall warn or caution the student either verbally or in writing. **within two (2) days**. Or
- d) Report the student to the office of the Dean of Students in writing enclosing all documentary evidence for further processing **within four(4) days from the date the offence was committed**.
- e) The Dean of Students shall:
 - i. Investigate and establish whether there is a case to answer. In this respect, the Dean of Students may warn or caution the accused **within seven (7) days; or**
 - ii. Process the disciplinary offence and forward to the Registrar (Academic) **within fourteen (14) days; or**
 - iii. Take any other action that may be deemed appropriate at that time.
- f) The Student Disciplinary Committee be convened at least twice every semester to deal with disciplinary cases.

17.0 DISCIPLINARY PROCEDURES

There shall be a Students Disciplinary Committee of the Senate constituted as per Statutes of The University of Eldoret.

17.1 Meeting of the Disciplinary Committee

- a) Except in cases dealt with under statutes, the Chairman shall convene a meeting of the Disciplinary Committee within a reasonable time after the report being received.

17.2 Notice of Meeting

- a) The Secretary shall notify both the student and the complainant of the date and time of the meeting and inform them of their right to be present and to call witnesses.
- b) The student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other students' commitments.

17.3 Procedure of the Committee:

- a) All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of "*Principles of Natural Justice*" which are namely: That
- b) No one shall be a judge of his/her own cause.
- c) Each party shall have the right to be heard and call witnesses.
- d) The accused has a right of appeal.
- e) The Committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular the Committee shall ensure that both sides are heard and that persons required to be WITNESSES in the case do not sit as members of the Committee.
- f) These proceedings are of management nature internal to the administration of the University and therefore shall not involve legal representation. However if a student wishes to be legally represented he/she must give notice to the secretariat to enable the University instruct its lawyers appropriately.
- g) The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

18.0 POWERS OF THE SENATE STUDENTS' DISCIPLINARY COMMITTEE

- a) The Committee shall have powers to impose any one or more of the following measures, subject to ratification by the Senate.
 - i) Dismiss the case against the student.
 - ii) Warn or caution the student either verbally or in writing.
 - iii) Require the student to:
 - (a) Make good any loss or damages commensurate to the nature and gravity of the offence committed, or
 - (b) Pay a cash fine, or
 - (c) Forfeit bursary or goods to the University.
 - iv) Exclude the student from the Halls of Residence for such a period as the Committee may deem fit.
 - v) Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit.
 - vi) Suspend the student from the University for a specified period and require him/her to show cause.
 - vii) Expel the student.

18.1 Communication of Disciplinary Decisions

The Registrar (Academic) shall communicate the Committee's decision to through postal mail, email or phone as provided for in the students records kept in the University and such decisions shall take effect immediately.

18.3 Appeal

The student shall have the right to appeal to the Vice-Chancellor against the decisions of the Students Disciplinary Committee, and to Council against the decision of the Senate within fourteen (14) days from the date of communication.

18.4 Notice of Appeal

- a) Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed to the Vice-Chancellor within fourteen (14) days of the communication of Committee's decision.
- b) Notice of appeal against Senate decision must be given in writing to the Chairman of Council through the Vice-Chancellor within fourteen (14) days of the date of communication of the Senate decision.
- c) On receipt of a copy of notice of appeal, the Secretary to the Disciplinary Committee shall send to the Vice-Chancellor a copy of all the relevant minutes and documents pertaining to the hearing of the case.

- d) On receipt of a copy of notice of appeal the Secretary of Council shall send to the Chairman of Council a copy of all relevant minutes and documents pertaining to the case.

18.5 Saving Clause

The provision of these regulations and any decisions made by the Disciplinary Committee shall not derogate the right of the police or any member of public so entitled to bring any action or to institute criminal proceedings in respect of the same state 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.

19.0 RULES FOR CLUBS AND SOCIETIES

- a) Clubs and Societies may be formed for the advancement of the functions and objectives of the University in accordance with Statutes.
- b) No clubs and societies shall be formed based on ethnic lines.
- c) Clubs and Societies shall be self-supporting in all financial matters.

19.1 Procedures for forming Clubs and Societies

- a) The students proposing to form a club or a society shall prepare a draft proposal which must include the following:
 - (i) Justification
 - (ii) Objectives
 - (iii) Interim office bearers and patron
 - (iv) An indication of likely membership
 - (v) Possible sources of funding
- b) The students shall then:
 - (i) Discuss the proposal with the Dean of Students
 - (ii) Draw up the proposed club or society's constitution
 - (iii) Seek approval for the club and society from the Registrar (Academic) through the Dean of Students

19.2 Management of Clubs and Societies

- (a) All clubs and societies shall be managed in accordance with their approved constitutions.
- (b) All scheduled activities must have prior approval of 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.

19.3 General Conduct of Clubs and Societies

- (a) Topics of discussion by outside guests shall be approved by the Vice-Chancellor through the Dean of Students.
- (b) University facilities may not be used for district or national political campaigns.
- (c) Fund raising by students on campus shall not be allowed unless authorized by the appropriate Government authorities and approved by the Vice-Chancellor through the Dean of Students.

19.4 Protection of Name

Any individual, Students Organization, Club or Society may not use the name "The University of Eldoret" without the written approval of the Vice-Chancellor through the Dean of Students.

20. EFFECTIVE DATE

This revised policy shall be effective on 18th day of July, 2014

21. REVIEW

This policy shall be reviewed as and when need arises.

**APPENDIX I
DECLARATION**

I.....

ID No.....

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

Signed.....

Date.....

School Admitted to:.....

Registration No.....