EGERTON UNIVERSITY

RULES AND REGULATIONS GOVERNING THE CONDUCT/DISCIPLINE OF STUDENTS

Revised in 2018

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RULES AND REGULATIONS
GOVERNING THE
CONDUCT/DISCIPLINE OF
STUDENTS

Issued by
The Office of the Dean of Students
I RULES AND REGULATIONS
GOVERNING STUDENTS…1

1.0 Introduction....................2

2.0 Definition of
Student..........................2

3.0 Deferment of
Studies.........................2

3.1 Permission to be away from
University.....................3

3.2 Discontinuation on
Abscondment...............4

3.3 Fee payment...............4

3.4 Fee refund.................5

3.5 Transfer of Funds........5

4.1 General Conduct of
Students.......................6
4.2 Conduct in the Halls of Residence…………………………7

5.0 Vacational Residence………………………………………9

6.0 Dining Hall Conduct………………9

7.0 Disciplinary and Criminal Offences…………………………10

8.0 Disciplinary Authority………12

9.0 Composition and Procedures of the Students disciplinary Committee…………………12

10.0 Saving Clause………………16

11.0 Enforcement of Rules and Regulations…………………16

12.0 Field Attachments and Teaching Practice…………………17

II. COMPLAINTS HANDLING AND CORRUPTION REPORTING MECHANISM………………18
III ACADEMIC ASSESSMENT….19
1 Ordinary Examinations……………19
2 Compensation of Marks……………20
3 Special Examinations……………21
4 Re-sitting of Failed courses………21
5 Discontinuation…………………..22

6.0 Examination irregularities and
   Disciplinary procedure
   and penalties…………………….23
6.1 Examination Malpractices……….23
6.2 Disciplinary Procedures and
   Penalties ………………………..26
7 Expulsion from the University……..26
8 Re-marking of Examination……….26
I RULES AND REGULATIONS GOVERNING STUDENTS

1.0 INTRODUCTION

1.1 These rules and regulations shall apply to all students of the Egerton University and its college campuses. The students shall be required to observe and abide by the rules and regulations as read and interpreted with the Universities Act, 2012 (No.42 of 2012) together with Statute III(3), (8) and (9) and Statute XV 8(ii) of Egerton University Statutes as revised in 2013.

1.2 The rules and regulations shall take effect and be binding upon every student of the university on registration, and so long as such a student remains registered.

1.3 Every student shall be required to read these rules and regulations and to sign the declaration appended hereunder, that the contents and meaning hereof have been understood and shall be adhered to.

1.4 Nothing in these rules and regulations shall preclude the university from requiring any student to execute any bond, assurance or undertake to be of good conduct throughout his or her stay at the university.

1.5 When required and executed, such bond, assurance or undertaking shall have the same effect as if it were part of these rules and regulations.
2.0 **Definition of Student**
For purposes of these rules and regulations the term student means and includes

2.1 Any person who has paid fees and is registered online into a program of study for an undergraduate degree or diploma or any other program of study duly and expressively recognized by the senate and council and offered by Egerton University

2.2 Any Student from another University who is registered for a study in Egerton University.

3.0 **Deferment of Studies**
The university shall allow students to defer their studies on the following grounds: Sickness, maternity/paternity, bereavement or lack of fees

Request for deferment shall normally be supported by documentary evidence. The request for deferment shall be done online.

In all cases of absence from classes on account of illness and maternity, a medical officer or any certified medical practitioner will make a recommendation to the Dean of the relevant faculty and Dean of Students.

Where private practitioner has treated a student, the medical report shall be submitted for record. Deferment application forms available in the relevant
faculties or offices must be signed by the applicant at least one day before leaving the university.

The university shall not entertain any claims where a student leaves without prior official permission. Students, who wish to interrupt their studies at any time before graduating due to fees or any other cause, MUST apply to the dean of faculty for permission through the Dean of Students. A student, who is granted leave or discontinues studies, is expected to vacate university premise as soon as possible.

A student that has been allowed to defer his/her studies during an academic session shall not be refunded tuition fees or rent, unless application is received before the start of the semester. The university shall not entertain any claims where the student leaves without prior official permission.

3.1 Permission to be away from the University

Permission to travel outside the University for less than a week during the semester involving missing lectures, CATs and practicals must be sought in writing from the Dean of Faculty where the student is registered. The student shall be required to collect a “Leave Out Form” from the Faculty’s office, complete it and leave it at the department before departing.

If there is an emergency which will make the student
not able to collect the form, a colleague or the class rep may be given instructions by student to do so. The following are acceptable reasons for seeking permission to be absent from the University:-

- Sickness
- Bereavement
- Financial problems
- Social problems

Students who absents themselves from the University with or without permission for 2 consecutive weeks (10 working days) during a semester shall be required to defer their studies.

3.2 Discontinuation on Abscondment
A student will be discontinued on abscondment grounds if she/he fails to register and/or attend scheduled classes for a period exceeding 2 weeks or longer without the consent of senate.

3.3 Fee Payment

Students are required to clear their fees within the first 2 weeks of any new semester. Information on the fee balances may be obtained from the student finance section. Under special circumstances and with recommendation from the Dean of Students a student may be allowed to register with a fee balance. In order for the student to be allowed to do so, they must first
clear all the previous balances and pay at least 50% of the current semester's fees. The balance, however should be cleared within one month after the beginning of the semester. Failure to do this the student will be asked to defer their studies on lack of fees. A student who is sponsored by a reputable organization e.g. HELB may be allowed to register if the fee balance is equivalent to the amount expected from the sponsor. However, the student must attach documentary evidence to prove award of sponsorship. This policy may be reviewed by the University from time to time.

3.4 Fee Refund

Excess fees paid can only be refunded during the last semester of the study period. Excess money from the sponsor will not be refunded to the student but will be returned to the sponsor. If the excess funds include cash paid in by both the student and the sponsor, the principle of Last In First Out (LIFO) will be used in refunding the excess cash.

3.5 Transfer of Funds

Request for transfer of funds from one account to another should be made by the sponsor in writing to the Finance Officer - indicating how the money should be distributed. However, a student should advise their parents or sponsors to make payments to the right account to avoid unnecessary inconveniences. Students
may request their sponsors to transfer excess fees to pay for a short course offered by the University during their final year of study. The request should be channeled to the Finance Officer.

4.1 General Conduct of Students

The university aims at providing a conducive environment for teaching, learning and research in order to achieve academic excellence. In order to realise these objectives, the students and the rest of the university community have a responsibility to create and safeguard an orderly atmosphere. Consequently, all students shall conduct themselves within and outside the university in accordance with the highest standards of integrity, personal discipline, morality and, in particular, shall:

4.1.1 Not keep any offensive weapon within the university premise

4.1.2 Respect and adhere to the established administrative and academic procedures and structures of the university as these may be amended from time to time for the better control, administration and operation of the university

4.1.3 Honour the rights and privileges of other members of the university community at all times

4.1.4 Refrain from any conduct that might bring the university or any section or programme thereof
into discredit or public odium

4.1.5 Conduct themselves in all public places with such demeanour and dignity as befits their status as scholars and educated citizens

4.1.6 Wear appropriate attire and modestly during study, at mealtimes in the dining halls, and in all university functions

4.1.7 Desist from all acts of hooliganism, unruly or rowdy behaviour, fighting, unreasonable or excessive noise or any other acts likely to cause a breach of peace within or outside the university premises

4.1.8 Avoid drunkenness or other anti-social behaviour as would lead to the disturbance of other students, staff, the university community generally, or of members of the public

4.2 Conduct in the Halls of Residence

Whereas the university is not obliged to provide accommodation to any student, it may at its discretion, decide to accommodate a student on application, subject to availability of rooms in the halls of residence. Students who are so provided with accommodation in the university halls of residence shall generally conduct themselves with responsibility and with maturity and, in particular, shall:

4.2.1 Adhere to the laid-down guidelines for obtaining such accommodation and pay all charges as may be stipulated from time to time by the university.
Such charges shall include refundable room deposit

4.2.2 Share rooms as may be stipulated as well as other facilities of common use.

4.2.3 Host visitors in their rooms only between 10 am and 10pm.

4.2.4 Not remove furniture or equipment from or into the halls of residence, or any other of the halls authority University premises, except with the written permission of the halls authority.

4.2.5 Not destroy, damage or vandalise any university property.

4.2.6 Immediately report any loss, missing items, or breakages in the rooms to the House-keeper or custodian of the relevant hall.

4.2.7 Surrender all room keys and any other university property to the custodian/housekeeper at the end of every semester or academic period, or as may otherwise be required by the university.

4.2.8 Ensure that the rooms are clean, tidy and devoid of any form of defacement at all times.

4.2.9 Use videotapes, radios or any other audiovisual instrument in the halls of residence only between 6 am and 11 pm only, provided that all sound emanating from there does not cause disturbance, inconvenience or nuisance to others.

4.2.10 Under no circumstances interfere or tamper with electrical installations and fittings in university buildings.

4.2.11 Only use such electricity as is provided and
authorised and not cause or expose any property or person to risk by connecting extraneous electrical gadgets

5.0 Vacational Residence

5.1 Students are prohibited from residing in the university during the period of closure or vacation except with the written permission of the Chief Halls Officer upon advice of the Senate or University Management Board through the Director, Student Welfare Services

5.2 Students on such authorised vacation residence shall be housed in a specified Hall of Residence for which they shall pay in advance.

6.0 Dining Hall Conduct

To facilitate satisfactory and efficient services in the dining hall, students shall conduct themselves in an orderly manner and shall be courteous to the catering staff and fellow students. In particular, students who utilise the dining hall shall:

6.1 Not remove utensils or crockery from the dining halls

6.2 Refrain from taking away food or beverages from the dining hall without prior arrangements with and permission from the Catering Officer beverages from the dining hall without prior arrangements with and permission from the
6.3 Desist from entering the kitchen, servery, store or any restricted part of the dining hall except as may be authorised by the Catering Officer
6.4 Otherwise present and conduct themselves, in an orderly and acceptable manner during meals

7.0 Disciplinary and Criminal Offences

The following provisions shall apply to all disciplinary actions taken against students in respect of the offences specified herein:

7.1 Drunkenness
7.2 Drug abuse
7.3 Drug trafficking
7.4 Possession of illicit intoxicants
7.5 Illegal trade or hawking
7.6 Fighting
7.7 Physical assault
7.8 Arson
7.9 Theft
7.10 Impersonation
7.11 Forgery
7.12 Fraud
7.13 Rape or attempted rape
7.14 Sexual harassment
7.15 Un-natural acts or indecent assault
7.16 Inciting fellow students, staff or other members of the university community.
7.17 Vehicle hijack or misuse
7.18 Picketing
7.19 Boycott of scheduled lectures, practicals, other courses of instruction or examinations
7.20 Intimidation of or issuance of threats, written or verbal, to students with intent to disrupt an ongoing activity or any other processes
7.21 Malicious or wilful damage to university property, that of other students or members of the public
7.22 Any attempt to convene or organize or any participation or involvement in demonstrations, gathering, processions, or public ceremonies for which permission has not been obtained from the university administration or Government authorities
7.23 Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards.
7.24 Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the university
7.25 Use of cooking or cooking appliances and electric devices other than reading lamps, electric iron, electric razor, electric hair drier, electric kettle, radio, TV, DVD player and computer in the hostels or any other unauthorized place or space.
8.0 Disciplinary Authority

For the 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:

8.1 Vary or add to the list of disciplinary offences specified herein.
8.2 Suspend from the university, pending further disciplinary action any student suspected of committing an offence under these rules and regulations
8.3 On behalf of the Senate take any other measures necessary for proper operation of and maintenance of order in the university
8.4 Delegate any of these powers to his representative

9.0 Composition and Procedures of The Students' Disciplinary Committee

9.1 There shall be a Students' Disciplinary Committee of Senate established under Statute XV 8 (ii) m of Egerton University Statutes, 2013 and Universities Act, 2012.

9.2 For the Main Campus, the committee shall be composed of the following:
   Deputy Vice-Chancellor (AA) - Chairman
   Deputy Vice-Chancellor (A&F)
   Dean of Students
   Two Senate Representatives
Director, Undergraduate Studies Director, Postgraduate Studies
Dean of the Faculty concerned Chairman of the Department concerned Chairman of the Students Organisation Two student representatives
Registrar (Academic Affairs) - Secretary

9.3 For the college campuses, the committee shall comprise the following:
Principal-Chairman
Deputy Principal
Dean of Students or representative
Dean of faculty concerned
Chairman of department concerned
Two Senate representatives from the campus
Chairman of the Students Organisation on campus.
Two Students Representatives from the campus
Registrar (Academic Affairs) or a representative
Secretary

9.4 The Chairman of the Students' Disciplinary Committee shall call a meeting within one month of receipt of a report or complaint

9.5 The Secretary of the committee shall notify the student and complainant of the date, time and venue of meeting and of the rights to be present and to call a witness or witnesses

9.6 If upon notification, the accused fails to appear before the committee without any reasonable explanation, the committee shall proceed with
the case nonetheless

9.7 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 the witnesses required in the case do not act as members of the committee.

9.8 At all meetings of the committee before which a student is summoned, the procedure adopted shall be determined by the committee and the student alone shall be entitled to appear in person. For avoidance of doubt, the committee shall not entertain the audience of advocates or to the legal agents on behalf of the student.

9.9 The committee's decision shall be arrived at either by consensus or by simple majority vote through secret ballot. The chairman shall have a casting vote in addition to his ordinary vote.

9.10 The Committee shall have powers to impose anyone or more of the following sanctions subject to ratification by the Senate:

a) To dismiss the case against the student

b) To warn or caution the student either verbally or in writing.

c) To require the student to fully pay for any loss or damage as shall be commensurate with the nature and gravity of the offence committed.

d) To suspend the student from the university for a specified period.
e) To exclude the student from the halls of residence for such period as the Committee may deem fit.

f) To exclude the student from attendance of lectures or other courses of instruction or from taking examinations as it may deem fit.

g) To expel the student.

h) To impose any other penalty, or penalties as it may in its sole discretion deem appropriate.

i) Subject to Statute XV 8 (ii) m of the Egerton University. Statutes, 2013, the Committee's decision shall be communicated to the student by the Registrar (Academic Affairs) within fourteen (14) days from the date of conclusion of proceedings.

j) The committee shall communicate its decision to the senate for ratification within fourteen (14) days.

9.11 The student shall have the right to appeal to the Chairman of Council against the decision of Senate. In case of appeal, the following steps shall be taken:

a) Notice of appeal against the Senate's decision must be given in writing to the Chairman of Appeals and Grievances Handling Committee of Council through the Vice-Chancellor within thirty (30) days.

b) The Vice-Chancellor shall forward the notice of appeal to the Chairman of Appeals and Grievances Handling Committee together
with a copy of all the relevant minutes and other documents pertaining to the hearing of the case within fourteen (14) days.

c) On receipt of the notice of appeal, the relevant minutes and documents, the Chairman of the committee shall take appropriate action with respect to the case at the earliest opportunity.

d) The Chairman of the committee shall subsequently communicate to the next University Council meeting the results of the appeal whose decisions shall be final and irrevocably binding.

e) The Council decision will be communicated to the affected student(s) within 14 days after the meeting

10.0 Saving Clause

The provision of these rules and regulations and any decisions made by the Students' Disciplinary Committee thereof shall not derogate from or prejudice the right of the police or any member of public so entitled to bring any action or institute legal 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.

11.0 Enforcement of Rules and Regulations
11.1 The responsibility of maintaining discipline at the university is vested in the Vice-Chancellor who may from time to time delegate such authority and powers to other university officers for purposes of investigation and enforcement.

11.2 The administrative and academic staff of the university otherwise have authority in areas of their jurisdiction or competence to ensure that the rules and regulations are adhered to by the students.

12.0 Field Attachment and Teaching Practice

12.1 Students on field attachment or teaching practice shall be subject to the supervision and disciplinary authority of the mandated university staff and of the officers of the host organization under whom they have been placed by the university. For avoidance of doubt, university staff in case of teaching practice shall mean a zone coordinator or a supervisor, and the officer of the host school shall mean, Head teacher or principal.

12.2 In the event of a breach of these rules and regulations on field attachment or teaching practice, and depending on the nature and severity of the offence, the staff and officers responsible shall take the following actions:

b) Report the student in writing to the dean of
faculty and Director, Board of Undergraduate Studies enclosing all documentary evidence.

c) Take any other action that may be deemed appropriate.

d) In all cases, invite the student to make a written statement on his/her behalf in response to the charges raised. The officer of the host organization should also make a written statement.

e) After receiving documentary evidence the dean of the faculty shall proceed as per procedures indicated under (11)6.2, in examination irregularities and disciplinary procedures and penalties.

II COMPLAINTS HANDLING AND CORRUPTION REPORTING MECHANISMS

A student may lodge a complaint through telephone call, personal visit, letters, e-mail, short messages service (sms), suggestion box and feedback form in the various relevant offices in the University. Reports should be made to Integrity Promotion Committee whose mandate is:

(a) To receive and ensure resolution of complaints on injustices, maladministration, unethical conduct, breach of integrity, discourtesy, misbehaviours, inefficiency or ineptitude.

(b) To receive and investigate reports on alleged
corruption.
Physical location: Utafiti Building room 330/331 hotline – 051-2111111 or
051-2112222. Mobile No. 0702-200015/15,
E-mail: integrity@egerton.ac.ke
Reporting boxes are also strategically located in areas of high human traffic in the University.
Green Boxes for complaints and Red Boxes for corruption allegations.
Students are encouraged to make genuine reports through any of the above avenues.

(III) ACADEMIC ASSESSMENT

1. ORDINARY EXAMINATIONS
a) The assessment of students' academic achievement shall be on the basis of percentage marks and each assessment shall consist of 30 per cent as continuous assessment and 70 per cent as final examination at the end of each semester. Continuous assessment shall be compulsory for the award of the semester score. The duration of the final examinations shall be as follows:
   I) A course having credit factor (CF) equal to or less than three (3.0) shall be examined by a paper of two (2) hours only.
   ii) A course having CF greater than three (3.0) shall be examined by a paper of three (3) hours only.
Where a course is mainly practical in nature it may be examined wholly or substantially by continuous assessment and I or practical assessment. The total marks scored for each course shall be translated into letter grades as follows:
70 per cent and above A (Excellent)
60 per cent to 69 per cent B (Good)
50 per cent to 59 per cent C (Average)
40 per cent to 49 per cent D (Below average) Below
40 per cent F (Fail)
* The pass mark shall be 40 per cent
Other designations related to examinations shall be as follows:
P: Pass, I: Incomplete, K: Course in Progress CT: Credit Transfer
Au: Audit

2. COMPENSATION OF MARKS

A candidate who fails up to two courses in regular examinations of an academic year will be allowed to pass on compensation grounds by the Faculty Board of Examiners under the following conditions:
(i) Candidate will be compensated if he/she obtains between 36 and 39 marks in one related course.
(ii) Marks for compensation for a particular course shall be obtained from a related course passed during regular examination in the same academic year.
(iii) A grade of compensating course shall not be changed due to the borrowing of marks.
(iv) Marks taken for compensation shall be subtracted from compensating course. For every one mark compensation, two marks will be required from the compensating course.

3.0 SPECIAL EXAMINATIONS

A student who completes the course work but due to unavoidable circumstances acceptable to the Senate, is unable to sit the end-of-semester examinations, shall, on written request, be allowed to sit special examination, when next offered.

4.0 RE-SITTING OF FAILED COURSES

4.1 A student who fails an end-of-semester examination shall be required to re-sit for the failed course when re-sit examinations are being offered.

4.2 A student shall be allowed to re-sit for a failed course only twice, otherwise shall be required to repeat the academic year.
4.3 Passed re-sit examinations will be awarded a grade D
4.4 A student shall be allowed to proceed to the next academic year once they clear with re-sit examinations.

5.0 DISCONTINUATION

A student shall be discontinued on academic grounds if he/she:

i. Fails more than 50% of all credit factors (CF) taken in an academic year
ii. Fails to register for, and/or attend scheduled classes for two weeks or longer without the consent of the Senate
iii. Commits an academic/examination malpractice
iv. Fails to meet any other condition stipulated by the
faculty for award of degree or diploma

22
6.0 EXAMINATION IRREGULARITIES AND DISCIPLINARY PROCEDURES AND PENALTIES

6.1 Examination malpractices
a) The following academic malpractices are considered serious and any student guilty of committing any of them shall be liable to discontinuation or expulsion from the university:

i) Copying or reading from another candidate's script or from any other unauthorized source.

ii) Bringing into the examination room an unauthorized materials relevant to the examination e.g. books, notes, papers, electronic devices with pre-set formulae, mobile phones, pre-written answers etc.

iii) A betting, aiding or covering up an examination malpractice.

iv) Seeking or obtaining a deferment of examination on false pretence.

v) Plagiarism.

b) Being engaged in any other misconduct relating examinations such as taking an examination script out of an examination room instead of handing over to the examiner at the end of examination time.
6.2 Disciplinary procedures and penalties
a) Any examination malpractice shall be immediately reported, in writing by the invigilators through the chief internal examiner of the department to the dean of the faculty where the course is taught. The report shall include statements by the student involved, invigilators and examiners.

b) On receiving the report of the examination malpractice the dean shall convene, not later than two (2) weeks after the end-of-the-semester examinations, a faculty student disciplinary committee to deliberate on the case.

c) The membership of the faculty students' disciplinary committee shall be as follows: Dean of faculty where the course is offered – Chairman of the department where the student is registered.
   i) Two (2) representatives of the department from the faculty where the course was offered.
   ii) Two (2) faculty representatives from within the faculty where the course was offered.
   iii) Faculty Registrar or administrative assistant who shall serve as secretary to the committee.

d) The faculty students' disciplinary committee
shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the faculty students' disciplinary committee.

e) The recommendations of the faculty students' disciplinary committee shall be reported to the faculty board of examiners and the Senate as soon as possible, but before the Senate deliberates on relevant examination results.

f) Discontinued or suspended students may appeal to the Chairman. Grievances Handling and Appeals Committee of Council through the Vice Chancellor within a period of one (1) month. An appeal not submitted within this period shall not be considered.

g) The university may rescind any degree or diploma awarded to a graduate who, while registered in a particular programme, committed an academic offence which if it has not been detected before graduation, would have resulted in expulsion. Notification of rescinded degree or diploma shall be communicated to all relevant parties.
7. **Expulsion from the university**

The university may expel a student from the university under the following circumstances.

a) A student being involved in an examination malpractice.

b) Declared by the Students' Disciplinary Committee to have demonstrated gross misconduct.

c) A student who is discovered to have been admitted irregularly. A student expelled from the university for irregular admission will not be entitled to any previous academic records.

8. **Re-marking of examinations**

a) A candidate shall be allowed to appeal to the dean of faculty through the chief internal examiner for remarking of examination papers, on payment of a non-refundable remarking examination fees to be determined from time to time.

b) In the case of re-examination, a moderator may be appointed from within or outside the university who had no part in teaching the candidate(s) in the subject for the paper under examination.

c) Subject to approval by the Senate, departments may establish moderating committees chaired, by the chairman of department and consisting of
senior academic staff who shall moderate the examinations.

d) Remarking shall be done by an examiner other than the original one and shall be moderated by a moderating committee as explained above.
Enquiries should be sent to:

The Dean of Students
P. O. Box 536-20115,
Egerton - Kenya