



**RULES AND REGULATIONS GOVERNING
THE CONDUCT AND DISCIPLINE OF
STUDENTS**

Transforming Lives Through Quality Education

**RULES AND REGULATIONS GOVERNING THE
CONDUCT AND DISCIPLINE OF STUDENTS**

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I RULES AND REGULATIONS GOVERNING STUDENTS

1 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 university 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 Egerton University upon registration, and remain in force during the entire period of registered students' status.

1.3 Every student shall be required to read these rules and regulations and 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 precede 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. 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 any programme of study for an undergraduate degree or diploma or any other program of study duly and expressively recognized by the senate and the university council and offered by Egerton University.

2.2 Any Student from another University, registered for any academic in Egerton University.

3. DEFERMENT OF STUDIES

- (a) The university shall allow students to defer their studies on the following grounds: Sickness, maternity/paternity, bereavement, lack of fees or any other reasonable cause.
- (b) Request for deferment shall be supported by documentary evidence. 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, Institute or Directorate. The Dean of Students shall be notified of such absence and the student's medical report submitted to the Registrar Academic Affairs for Record.
- (c) Deferment application mode shall be communicated by the Registrar Academic Affairs. All students **MUST** consult their Chairpersons of their respective departments for specific instructions
- (d) The university shall not allow situations where a student abandons studies from the university without prior official permission from the Registrar Academic Affairs. Students, who wish to interrupt their studies at any time before graduating due to fees or any other reasonable

cause, MUST apply to the Registrar Academic Affairs, through Dean of Faculty and through the Chairperson of Department for permission.

- (e) Any student, who is granted leave of absence and/or is discontinued from studies for whatever reason must vacate the university premises as soon as possible.
- (f) Any student who has been allowed to defer his/her studies during an academic session shall not be refunded tuition fees or accommodation fee, unless the application for deferment is received before the start of the semester. The university shall not entertain any claim for refund of any monies where the student leaves the university without prior official permission.

3.1 Permission to be away from the university.

(a) Permission to travel outside the University for less than one week (7 days) during the semester, which implies missing lectures, CATs and practicals, must be sought in writing from the Dean of Faculty, through the Chairperson of the Department, where the student is registered.

(b) The student shall be required to obtain a “**Leave out Form**” from the Dean of Faculty’s office, or download the form from the university

website, fill it and forward the completed form to the Chairperson of Department for processing before departing.

(c) If there is an emergency which will make the student not be able to complete the form, a colleague or the class representative may be given instructions by the student to do so.

The following are acceptable reasons for seeking permission to be absent from the University:-

- (i) Sickness
- (ii) Bereavement
- (iii) Financial problems
- (iv) Psychosocial problems

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

3.2 Discontinuation and Abscondment

A student will be discontinued on abscondment grounds if she/he fails to register or attend scheduled classes for a period exceeding two (2) weeks or longer without the consent of the university Senate.

4. FEE PAYMENT

All Students are expected to register online via individual student portal (studentportal.egerton.ac.ke). No student will be able to register unless he/she has completed fees for the current and previous semesters. It is the university policy that students pay full amount of fees as required before registering online on the first day of reporting. Students are required to register online at the beginning of the semester on the date designated in the calendar for the academic year. No student will be able to register two weeks (14 days) after commencement of the semester (Student portal will only remain open for registration for the first two weeks of the semester). Only those students who have cleared fees and registered will be able to access university services.

N/B Revised fees payment requirement will be communicated to all students by Registrar (AA), whenever changes occur

4.1 Fee Refund

Refunds of excess fees will **ONLY** be made after completion of studies. Excess funds

from sponsors will be refunded to the sponsors and NOT to the benefiting student. No Fees is transferable to another student. If the excess funds include cash paid in by both the student and sponsor, the principle of Last in First Out (LIFO) will be used in refunding the the excess cash.

4.2 Transfer of Funds

Request for transfer of funds from one account to another should be made by the sponsor in writing to Finance Officer- indicating how the money should be distributed. However, a student should advise his/her parent/guardian or sponsor to make payments to the right account to avoid unnecessary inconveniences. A students may request his/her sponsor to transfer excess fees to pay for short courses offered by the university duiring his/her final year of study. Such request should be made to the Finance Officer.

No funds are allowed to be transferred from one student 's account to another. Any excess payments are carried forward and if a student completes studies, then student formally claims anyexcess funds.

4.3 Caution Money

Caution money is intended for any damages, losses and breakages of university property. The amount to be paid will be determined by the University from time to time. This money should remain in the university account throughout the student's academic life and is refunded upon graduation, only if the student has not been surcharged for the entire period of study. This money will be paid through electronic transfer to each student respective bank account.

5. 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 realize these objectives, students and the rest of the university community have the responsibility to create and safeguard an orderly and enabling environment for studies. 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:

5.1 General Regulations

All students shall:

5.1.1 Not keep any offensive weapon within the university premises

5.1.2 Respect and adhere to the established university administrative structures and academic procedures which may be promulgated from time to time for better control, administration and operation of the university.

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

5.1.4 Refrain from any conduct that might bring the university or any section or programme thereof into disrepute or public odium.

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

5.1.6 Wear appropriate and modest attire during study, at meals time in dining halls, and in all university functions.

5.1.7 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.

5.1.8 Avoid drunkenness or any other anti-social behaviour that would lead to disturbance of other

students, staff, the university community generally, and/or of members of the public.

5.2 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 and subject to availability of bed spaces 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 maturity and, in particular shall;

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

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

5.2.3 Host visitors in their rooms only between 10.00 am to 10.00 pm.

5.2.4 Not remove any furniture or equipment/item from the halls of residence halls or university premises except with written permission from halls authority.

5.2.5 Not destroy, damage or vandalize any university property.

5.2.6 Immediately report any loss or missing items or breakages in the rooms to the House Keeper or the Custodian of the relevant hall.

5.2.7 Surrender all 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.

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

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

5.2.10. Under no circumstances interfere or tamper with buildings.

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

6.0 ANNEXURE RULES

All students will be expected to follow any other rules set by special committees of the university when need arises circumstances or new rules formulated and passed by

university senate e.g. Pandemics, Extreme Security threats, fees payments, deferment requirements e.t.c.

7.0. VACATION RESIDENCE

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

7.2. A student on such authorized vacation residence shall be housed in a specified Hall of Residence for which he/she shall pay in advance.

8.0. MESS/CAFETERIA

To facilitate satisfactory and efficient services in the mess or cafeteria, students shall conduct themselves in an orderly manner and shall be courteous to catering staff and fellow students. In particular students who utilize the mess or cafeteria shall:

8.1. Not remove utensils or crockery from the mess/cafeteria.

8.2. Refrain from taking away food or beverages from mess/cafeteria halls without prior arrangements with and permission from the Catering Officer.

8.3. Desist from entering the kitchen, servery, store or any restricted part of the mess/cafeteria except as may be authorized by the Catering Officer.

8.4. Present and conduct themselves in an orderly and acceptable manner during meals.

9.0. DISCIPLINARY AND CRIMINAL OFFENCES

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

- 9.1. Drunkenness
- 9.2. Drug abuse
- 9.3 Drug trafficking
- 9.4. Possession of illicit intoxicants
- 9.5. Illegal trade or hawking
- 9.6. Fighting
- 9.7. Physical assault
- 9.8. Arson
- 9.9. Theft
- 9.10. Impersonation
- 9.11. Forgery
- 9.12. Fraud
- 9.13. Rape or attempted rape
- 9.14. Sexual harassment
- 9.15. Un-natural acts or indecent assault

- 9.16. Inciting fellow students, staff or other members of the university community
- 9.17. Vehicle hijack or misuse
- 9.18. Picketing
- 9.19. Boycott of scheduled lectures, practicals, all other courses of instruction or examinations.
- 9.20. Intimidation of or issuance of threats, written or verbal, to students with intent to disrupt an ongoing activity or any other process.
- 9.21 Cyber-bulling/Cyber-harassment
- 9.22. Malicious or willful damage to university property, that of other students or members of the public.
- 9.23. Any attempt to convene or organize or any participation or involvement in demonstration, gathering, processions, or public ceremonies for which permission has not been obtained from the university administration or government authorities.
- 9.24. Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards.
- 9.25. Any other obnoxious acts or repugnant conducts as may be prejudicial to good order or the proper functioning of the university.

9.26. Use of cooking or cooking appliances and electric devices other than reading lamps, electric iron-box, electric razor, electric hair drier, electric kettle, radio, TV, DVD player and computer in the hostels or any other unauthorized place or space.

10. DISCIPLINARY AUTHORITY

For the purpose of these Rules and Regulations the Vice Chancellor, acting on behalf of the council, is the disciplinary authority of the university and may in that capacity:

10.1 Vary or add to the list of disciplinary offences specified herein.

10.2 Suspend from the university, pending further disciplinary action any student suspected of committing an offence under these rules and regulations.

10.3 On behalf of the Senate take any other measures necessary for proper operation of and maintenance of order in the university.

10.4 Delegate any of these powers to his representative.

11. COMPOSITION AND PROCEDURES OF THE STUDENTS' DISCIPLINARY COMMITTEE

11.1 There shall be a Student Disciplinary Committee of the Senate established under statute VIII3(3) of Egerton University Statutes, 2013 and University Act, 2012.

11.2 For the Main campus, the committee shall be composed of the following:

- (a) Deputy Vice-Chancellor (AA) - Chairperson
- (b) Deputy Vice-Chancellor (APD)
- (c) Dean of Students
- (d) Two senate representatives
- (e) Director, Board of Undergraduate studies
- (f) Director Board of Postgraduate studies
- (g) Dean Faculty concerned
- (h) Chairman of the department
- (i) Chairman of Students' organization
- (j) Two students representatives
- (k) Registrar (Academic Affairs)–Secretary.

11.3 For College Campuses, the committee shall comprise the following:

- (a) Principal –Chairman Person
- (b) Deputy principal (where applicable)

- (c) Dean of Students or Representative
- (d) Dean of Faculty concerned
- (e) Chairman of Department concerned
- (f) Two senate representatives
- (g) Chairman of Students' organization
- (h) Two students' representatives from the Campus
- (i) Registrar (Academic Affairs) or a representative – Secretary.

11.4. The Chairperson of the student's disciplinary committee shall call a meeting within one month of receipt of a report or complaint.

11.5. The Secretary of the Disciplinary Committee shall notify the student and the complainant of the date, time and venue of the meeting and of the rights to be present and call a witness or witnesses.

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

11.7. The committee shall hold due enquiry and shall not be required to adhere to 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.

11.8. 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 the legal agents on behalf of the student.

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

11.10. 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 any loss or damages 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 of time.
- e) To exclude the student from 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 examination as the committee may deem fit.
- g) To expel the student from the university.

- h) To impose any other penalty or penalties as it may in its sole discretion deem appropriate.
- i) Subject to Statute VIII3(3) of Egerton University Statute, and Act 2013, the committee's decision shall be communicated to the student by the Registrar (Academic Affairs) within fourteen days (14) days from the date of the conclusion of the proceedings.
- j) The committee shall communicate its decision to the Senate for ratification within fourteen (14) days of its sitting.

11.11. The student shall have the right to appeal to the Chairman of the Council against the decision of the Senate.

In case of appeal, the following steps shall be taken:

- a) Notice of appeal against the Senate's decision must be done in writing to the Chairman of the Appeals and Grievances Handling Committee of the Council through the Vice- Chancellor within thirty (30) days.
- b) The Vice-Chancellor shall forward the notice of appeals to the Chairman of the Appeals and Grievances Committee together with a copy of all relevant minutes and other documents pertaining to the hearing of the case within fourteen (14) days.

- c) On receipt of the notice of the appeal, the relevant minutes and documents, The Chairman of the Committee shall take appropriate action in respect to the case at the earliest opportunity.
- d) The Chairman of the Committee shall subsequently communicate the last university council meeting results of the appeal whose decision shall be final and irrevocably binding.
- e) The council's decision shall be communicated to the affected student(s) within 14 days after the meeting.

12. THE 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 the public so entitled to bring any action or institute legal proceedings in respect of the same state of the 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.

13. ENFORCEMENT OF THE RULES AND REGULATIONS

13.1. 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.

13.2. 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 students.

13.3. These rules and regulation are subject to revision whenever need arises or as necessitated by University Senate decisions. Such revisions will be communicated to all students in official circular or memorandum

14. FIELD ATTACHMENT AND TEACHING PRACTICE

14.1. Students on field attachment or teaching practice shall be subject to the supervision and disciplinary authority of 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

supervisor, and the officer of the host school shall mean the Head teacher or Principal.

14.2. In the event of a breach of the specific rules and regulations set out by individual departments and faculties on field attachment or teaching practice, and depending on the nature and severity of the offence, the staff and officers responsible shall take following actions:

- a) Report the student in writing to the Dean of Faculty and Board of Undergraduate Studies enclosing all documentary evidence.
- b) Take any other action that may be deemed appropriate.
- c) In all cases, invite the student to make a written statement in response to the charges raised. The officer of the host organization should also make a written statement.
- d) After receiving documentary evidence, the respective Dean of Faculty shall proceed as per procedures indicated under (11)6.2, in examination irregularities and disciplinary procedures and penalties institute a case against the student.

II COMPLAINTS HANDLING AND CORRUPTION REPORTING MECHANISMS

15. HOW TO LODGE COMPLAINTS

A student may lodge a complaint through telephone call, personal visit, letters, e-mail, short messages service (SMS), and 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, misbehaviors, inefficiency or ineptitude.
- b) To receive and investigate reports on alleged corruption
- c) **Physical location:**

Utafiti Building 330/301

Hotline – 051-2111111 or 051-2112222

Mobile No. 0702-200015/15,

Email: integrity@egerton.ac.ke

Website: www.egerton.ac.ke

Twitter: @egertonunikenya

Facebook: Egerton University – *Transforming Lives through Quality Education*

- d) Reporting boxes are also strategically located in areas of high human traffic in the University.
- e) 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

All examinations shall be conducted under the authority of the Senate as specified under specific examination Rules and Regulations. Students' academic assessment will be done in various ways as stipulated below:

16. ORDINARY UNDERGRADUATE EXAMINATIONS

Assessment criteria and procedures for regular examinations shall be as follows:

- 16.1 Examinations for non-medical programmes shall be graded on the basis of percentage marks consisting of thirty per cent (30%) as continuous assessment and seventy per cent (70%) as final examinations.
- 16.2 Medical programmes shall be graded as follows:

- (a) Continuous assessment tests will comprise forty per cent (40%) and end-of-semester/ end-of-year final examinations – sixty per cent (60%).
- (b) Any candidate who fails the clinical examination will have failed to satisfy the examiners in the overall examination for the course even if the final mark is fifty per cent (50%) or higher.

16.3 The duration of the final examinations shall be as follows:

- (a) A course having three CFs or less shall be examined by a paper of two hours only.
- (b) A course having more than three CFs shall be examined by a paper of three hours only.
- (c) Where a course is mainly practical in nature, it may be examined wholly or substantially by continuous and/ or practical assessment.

16.4 The total marks scored for each course shall be translated into letter grades as follows:

16.4.1 For Non-Medical programmes

Percentage Score	Grade	Remark
100-70 percent	A	Excellent
69-60 percent	B	Good
59-50 percent	C	Average
49-40 percent	D	Below Average
39-0 percent	F	Fail

16.4.2 For Medical programmes

Percentage Score	Grade	Remark
100-75 percent	A	Distinction
74-65 percent	B	Credit
64-50 percent	C	Pass
49-0 percent	D	Fail

16.4.3 For courses mainly practical

Marks	Grade	Remark
70 percent and above	A	Excellent
69-60 Percent	B	Good
59-50 Percent	C	Average
49-40 Percent	D	Below Average

39 percent and below	F	Fail
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16.4.4 Other designations related to examinations shall be as follows:

P: Pass, **I:** Incomplete, **K:** Course in Progress, **CT:** Credit Transfer, **AU:** Audit

17. COMPENSATION OF MARKS

A candidate who fails up to two courses in regular examinations of academic year will be allowed to pass on compensation grounds by the Faculty Boards of Examiners under the following conditions:

17.1 A Candidate will be compensated if he/she obtains between 36 and 39 marks in a related course.

17.2 Marks for compensation for a particular course shall be obtained from a related course passed during regular examination in the same academic year.

17.3 A grade of compensating course shall not be changed due to borrowing marks.

17.4 Marks taken for compensation shall be subtracted from compensating course. For every one mark compensated, two marks will be required from the compensating course.

18. SPECIAL UNDERGRADUATE EXAMINATIONS

A student who completes his/her 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 authorized to sit for special examination, when such examinations are next offered.

18.1 Re-Sitting of Failed Courses

(a) A student who fails an end-of- semester examination shall be required to re-sit for the failed course when re-sit examinations are scheduled.

(b) A student shall be allowed to r- sit for a failed course only twice, otherwise shall be required to repeat the academic year.

(c) All Passed re-sit examinations will be awarded a grade D.

(d) No student will be allowed to proceed to the next year of study before passing ALL Previously failed courses.

19. ASSESSMENT CRITERIA FOR MEDICAL PROGRAMMES

19.1 Re-sit of failed courses/ Repeat of academic year/ level:

- (a) A student who fails a final examination shall be required to re-sit the failed course(s).
- (b) A student shall be allowed to repeat the academic year/ level if he/ she failed the re-sit course(s). Provided such student shall be allowed to repeat once only during the duration of the programme.
- (c) A student who fails a course(s) during a repeated academic year/ level shall be allowed to re-sit the failed courses(s).

19.2 Discontinuation

A student shall be discontinued if he/ she:

- (a) Fails more than fifty percent (50%) of all CFs taken in an academic year/ level;
- (b) Fails retaken course(s);
- (c) Fails a re-sit course after repeating the year;
- (d) Fails to register for, and/ or attend scheduled classes for two weeks, whether continuous or intermittent, without the consent of the Senate;
- (e) Commits a serious examination malpractice;
- (f) Fails to meet any other condition stipulated by the Faculty for the award of Degree or Diploma.

20. DISCONTINUATION GROUNDS FOR ALL STUDENTS

A student shall be discontinued if he/ she:

Fails more than fifty per cent (50%) of all CFs taken in an academic year;

Fails the second retake of a course;

20.3 Fails to register for, and/ or attend scheduled classes for two weeks or longer consecutively or cumulatively without the consent of the Senate;

Commits an examination malpractice;

Fails to meet any other condition stipulated by the Faculty for the award of Degree or Diploma.

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.

21. EXAMINATION IRREGULARITIES, DISCIPLINARY PROCEDURES AND PENALTIES

21.1 Examination Malpractices

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:

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

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

21.1.3 Abetting, aiding or covering up an examination malpractice.

21.1.4 Seeking or obtaining a deferment of examination on false pretense.

21.1.5 Plagiarism.

21.1.6 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.

22. DISCIPLINARY PROCEDURES AND PENALTIES

22.1 Any examination malpractice shall be immediately reported, in writing by the invigilator 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.

- (a) On receiving the report of the examination malpractice, the Dean of Faculty shall convene, not later than two (2) weeks after the end of the semester examination, a faculty student disciplinary committee to deliberate on the case.
- (b) The membership of the Faculty Students' Disciplinary Committee shall be as follows:
 - (i) Dean Faculty where the course is offered.
 - (ii) Chairman of Department where the student is registered.
 - (iii) Two (2) representatives of the Department from faculty where the course was offered.
 - (iv) Two (2) Faculty representatives from within the Faculty where the course was offered.
 - (v) Faculty Registrar or Administrative Assistant, who shall serve as secretary to the committee.

- (c) The Faculty Students' Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the Faculty Students' Disciplinary Committee.
- (d) The recommendations of the Faculty Student's 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.
- (e) 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.

22.2. Expulsion from the University

A student shall be expelled from the University under the following conditions:

- (a) Declared by the Students Disciplinary Committee to have demonstrated gross misconduct;
- (b) A student being involved in an examination malpractice.
- (c) Discovered to have been admitted irregularly, e.g. forging of admission documents, holding two admissions at the same time, etc. A student

expelled from the University for irregular admission shall not be entitled to any previous academic records.

22.3. **Appeal:** Discontinued or suspended students may appeal to the Chairperson, Grievances Handling and Appeals Committee of the Council through the Vice-Chancellor within a period of ninety (90) days from the date of notification of the discontinuation. An appeal not submitted within the ninety (90) days shall not be considered.

22.4 Re-Marking of Examinations

22.4.1 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.

22.4.2. 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.

22.4.3 Subject to approval by the Senate, departments may establish moderating committees chaired by the chairman of department of senior academic staff who shall moderate the examination.

- 22.4.4 Remarking shall be done by an examiner other than the original one and shall be moderated by a moderating committee as explained above.

23. POST GRADUATE CERTIFICATE EXAMINATIONS

All examinations shall be conducted under the authority of the Senate as specified under various Rules and Regulations.

23.1 Examinations shall consist of:

- (a) Assignments, laboratory practicals, fieldwork, industrial attachment and such other continuous assessment as required by the Department, Faculty, School, Institute or Campus concerned which shall constitute forty per cent (40%) of the total marks for each course;
- (b) The final examinations, which shall constitute sixty per cent (60%) of the total marks for each course.

23.2 Seminars and courses which are of a practical nature shall be assessed entirely by continuous assessment.

23.3 Marks obtained in examinations shall be converted into letter grades as follows: (but may differ for the Faculty of Health Sciences that shall inform the Senate accordingly for approval).

Percentage score	Grade	Remark
70 percent and above	A	Excellent
69-60 Percent	B	Good
59-50 Percent	C	Average
49-0 percent	F	Fail

23.4 Special Examinations

- (a) Special examinations will be offered to candidates who, due to circumstances acceptable to the Senate, were unable to sit for the regular final examinations.
- (b) Special examinations shall be graded using the same guidelines as those for the regular examinations.
- (c) Special examinations shall be held concurrently with the regular examinations unless otherwise specified by the Senate.

23.5 Re-sit examinations

- (a) A candidate who fails twenty-five per cent (25%) or less of the total CFs in an academic year shall be required to do re-sit

examinations in each paper failed before commencement of the (semester).

- (b) Candidates shall be awarded grade “C” (50%) in all courses passed at re-sit examination.
- (c) Re-sit examination shall be taken once only.

23.6 Discontinuation: A student shall be discontinued for:

- (a) Failing more than twenty five percent (25%) of the total CFs taken in an academic year;
- (b) Obtaining a Weighted Average Score (WAS) of less than sixty percent (60%), grade “B” for the academic year;
- (c) Failing a re-sit examination;
- (d) Committing an examination malpractice as defined under Statute 36(13);
- (e) Failing to register for and attend scheduled lectures for two weeks or longer without the consent of the Senate.
- (f) Abscondment from research work for a maximum period of sixty (60) days.

24.0 POSTGRADUATE DIPLOMA EXAMINATIONS

All examinations shall be conducted under the authority of the Senate as specified under various Rules and Regulations.

24.1 Examinations shall consist of:

- (a) Assignments, laboratory practicals, field work, industrial attachment and such other continuous assessment as required by the Department, Faculty, School or Institute concerned.
- (b) Continuous assessment shall constitute forty per cent (40%) of the total marks for each course.
- (c) The final examinations, which shall constitute sixty per cent (60%) of the total marks for each course.

24.2 Seminars and courses which are of a practical nature may be assessed entirely by continuous assessment.

24.3 For non-medical programmes, marks obtained in examinations shall be converted into letter grades and the Diploma ranked as follows:

Percentage score	Grade	Remark	Ranking
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100-70 per cent	A	Excellent	Distinction
69-60 per cent	B	Good	Credit
59-50 per cent	C	Average	Pass
49-0	F	Below Average	Fail

24.1 Special Examinations

- (a) Special examinations shall be offered to candidates who, due to circumstances acceptable to the Senate, were unable to sit for the regular final examinations.
- (b) Special examinations shall be graded using the same guidelines as those for the regular examinations.
- (c) Special examinations shall be held concurrently with the regular examinations unless otherwise specified by the Senate.

24.2 Re-sit Examinations

- (a) A candidate who fails twenty-five per cent (25%) or less of the total CFs in an academic year shall be required to take re-sit examinations in each course failed before commencement of the next academic year
- (b) Candidates shall be awarded Grade “C” (50%) in all courses passed at a resit examination.

24.3 Discontinuation

A student shall be discontinued for:

- (a) Failing more than twenty five percent (25%) of the total CFs taken in an academic year;
- (b) Obtaining a WAS of less than sixty percent (60%), grade “B”, for the academic year;
- (c) Failing a re-sit examination;
- (d) Committing an examination malpractice as defined in Statute 36(13);
- (e) Failing to register for and attend scheduled lecturers for two weeks or longer without the consent of Senate;
- (f) Abscondment from research work for a maximum period of sixty (60) days.

25.0 EXAMINATIONS FOR MASTERS PROGRAMMES

- (i) Continuous assessment based on assignments, laboratory practicals and such other tests as the regulations of the Department may prescribe, which shall constitute forty per cent (40%) of the total marks for each course.
- (ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.

All examinations shall be conducted under the authority of the Senate as specified under various Rules and Regulations.

25.1 General Examination Procedures and Ranking

- (a) Examinations shall be conducted under the authority of the Senate.
- (b) Examinations shall consist of:
- (c) Courses which are purely of a practical nature and/or seminars may be assessed entirely by continuous assessment.
- (d) For non-medical programmes, marks obtained in examinations shall be converted into letter grades as follows:

(j) Main designations

Percentage score	Grade	Remark
100-70 per cent	A	Excellent
69-60 per cent	B	Good
59-50 per cent	C	Average
49-0 percent	F	Fail

(ii) Other designations related to examinations shall be as follows:

- P:** Pass
- I:** Incomplete
- CP:** Course in Progress
- CT:** Credit Transfer
- Au:** Audit

25.2 For Medical Programmes

- (i) A student shall be required to fulfill the following requirements before making a formal application to sit the final qualifying examinations: Completion of all the courses of Part I and Part II; Attain a minimum score of 50% in every examination in Part I; Attain a PASS grade in the logbook assessment; Attain a PASS grade in the dissertation

- (ii) For medical programmes, marks obtained in examinations shall be converted into letter grades and ranking as follows:

Percentage score	Grade	Remark	Ranking
100-75 per cent	A	Excellent	Distinction
74-64 per cent	B	Good	Credit
64-50 per cent	C	Average	Pass
49-0 percent	D	Below Average	Fail

25.3 Re-sit Examinations

- (a) For non-medical programmes
- (i) A candidate who fails in twenty five per cent (25%) or less of the total CFs in an academic year but has WAS marks of 60% or more shall be required to re-sit an examination once only.
 - (ii) Candidates shall be awarded grade “C” (50%) in all courses passed in re-sit examination.
- (b) For Medical Programmes
- (i) A candidate who fails in twenty five per cent (25%) or less of the total CFs in an academic year but has WAS marks of 50% or more

shall be required to retake an examination once only.

- (ii) A student should retake any course when it is offered again in order to: Pass it if he/she had failed it before; Improve the grade if the first pass grade was low.
- (iii) Whenever a course has been retaken, the academic transcript shall indicate so accordingly.

25.4 Discontinuation

A student shall be discontinued for:

- (a) For non-medical programmes
 - (i) Failing more than twenty five percent (25%) of the total CFs taken in an academic year;
 - (ii) Obtaining a WAS of less than sixty percent (60%), grade “B”, for the academic year;
 - (iii) Failing a resit examination;
 - (iv) Committing an examination malpractice as defined under Statute 40(10);
 - (v) Failing to register for and attend scheduled lectures for two weeks or longer without the consent of Senate;
 - (vi) Abscondment from research work for a maximum of sixty (60) days.

- (b) For Medical Programmes
 - (i) Obtaining a WAS of less than fifty percent (50%);
 - (ii) Failing a re-sit examination;
 - (iii) Committing an examination malpractice as defined in Statute 36(13);
 - (iv) Failing to register for and attend scheduled lectures for two weeks or longer without the consent of Senate;
 - (v) Overstaying by more than two years in either Part I or Part II of the programme;
 - (vi) Abscondment from research work for a maximum of sixty (60) days.

25.5 Special Examinations

- (a) Special examinations shall be offered to a candidate who, due to circumstances acceptable to the Senate was unable to sit for regular final examinations;
- (b) Special examinations shall be graded like regular examinations;

- (c) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements;
- (d) Examination results shall be processed and approved by the Faculty Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to the Senate by the relevant Dean of the Faculty.

25.6 Submission and Examination of Thesis

- (a) At least three months before a Thesis is submitted, a candidate shall with the consent of the supervisor(s) give notice in writing to the Director, Board of Postgraduate Studies, indicating intention to submit Thesis. The notice must be accompanied by an Abstract of the Thesis.
- (b) The Thesis shall be loosely bound and submitted in quadruplicate and shall be accompanied by a signed declaration by the candidate confirming that the Thesis has not been previously submitted for a

Degree in any other university and that the Thesis is the original work of the candidate.

- (c) The Thesis/ Project shall bear the signature(s) of the supervisor(s) indicating approval to submit.
- (d) Upon receipt of the Thesis, the Board of Postgraduate Studies shall forward the same to the Examiners within two weeks.
- (e) The Senate, on the recommendation of the Board of Postgraduate Studies, shall appoint in respect of each candidate presenting a Thesis a Board of Examiners consisting of:
The Dean of Faculty – Chairperson; The Chairperson of the Department; Two Internal Examiners who supervised the candidate; One Independent Internal Examiner who is competent in the candidate's area of study; One External Examiner; a Senate representative; and the Faculty representative to the Board of Postgraduate Studies.

- (f) The External and Internal Examiners shall be required to submit within two months an independent written assessments of the Thesis to the Director, Board of Postgraduate Studies, indicating:
 - (i) Whether or not the Thesis is adequate in form and content;
 - (ii) Whether or not the Thesis Project reflects an adequate understanding of the subject, and, in consequence;
 - (iii) Whether or not the Degree should be awarded.

- (g) The Thesis shall be graded as Pass or Fail.
 - (a) The Director, Board of Postgraduate Studies, shall notify the Dean of the relevant Faculty to set a date for the oral examination/ defense which shall be fourteen (14) days from the day of the notice. On this date, The Faculty Board of Examiners shall consider the reports and other academic matters arising from the Thesis and subject the candidate to an oral examination to enable it arrive at a satisfactory recommendation on the merit of the Thesis.

- (b) The passing of the candidate shall be based on consensus, or failing to arrive at a consensus, on the decision of the majority of the Board of Examiners.
- (c) In the event that the Board of Examiners requires that the candidate re-submit and defend the Thesis, this shall be done once only.
- (d) If the Board of Examiners will judge the candidate to have failed in both the quality of the Thesis and the defense, the decision of the Board of Examiners shall be final.
- (e) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately following the defense and in writing by the Director, Board of Postgraduate Studies, within two weeks of the defense.
- (f) Where correction to the Thesis are required, a signed certificate of corrections shall be issued by the supervisor(s) before the Thesis is submitted to the Director, Board of Postgraduate Studies.

- (g) The Director, Board of Postgraduate Studies, shall submit the results to the Dean of Faculty who shall present the same to the Faculty Board of Examiners to ratify and recommend to the Senate.

26.0 EXAMINATIONS FOR DOCTOR OF PHILOSOPHY

All examinations shall be conducted under the authority of the Senate as specified under various Rules and Regulations.

26.1 General Examinations Procedures

- (a) Examinations for the Ph.D. Degree shall be conducted under the authority of the Senate as specified under various rules and regulations.
- (b) Continuous assessment for programmes conducted by coursework, examination and Dissertation shall consist of:
 - (i) Assignments, laboratory practicals and such other tests as the regulations of the Department may prescribe, which shall constitute forty per cent (40%) of the total marks for each course.

- (ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.
- (c) Seminars and/or courses which are purely of a practical nature shall be examined entirely by continuous assessment.
- (d) Marks obtained in examinations shall be converted into letter grades as follows:

Percentage Score	Grade	Remark
100-70 per cent	A	Excellent
69-60 per cent	B	Good
59-50 percent	C	Average
49-0percent	F	Fail

- (e) The pass grade shall be 50%, “C”.
- (f) A candidate shall be required to maintain a minimum average “B” grade in the courses taken equivalent to 60% in order to continue with the programme.
- (g) A candidate who fails a course shall be required to take a resit examination once only at own expense. The maximum grade to be obtained for a resit

examination shall be “C”, equivalent to fifty per cent (50%).

26.2 Re-Sit/ Supplementary Examinations

- (a) A candidate who fails in twenty five per cent (25%) or less of the total CFs in an academic year but has WAS of sixty per cent (60%) or more shall be required to take re-sit examination once only in the course failed.
- (b) Candidates shall be awarded grade “C”, equivalent to fifty per cent (50%), in all courses passed in resit examinations.

26.3 Special Examinations

- (a) Special examinations shall be offered to a candidate who, due to circumstances acceptable to the Senate was unable to sit for regular final examinations.
- (b) Special examinations shall be graded like regular examinations.

- (c) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements.
- (d) Examination results shall be processed and approved by the Faculty Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to the Senate by the relevant Faculty Dean.

26.4 Discontinuation

A student shall be discontinued for:

- (a) Failing more than twenty five percent (25%) of the total CFs taken in an academic year;
- (b) Obtaining a WAS of less than sixty percent (60%), i.e. grade “B” for the academic year;
- (c) Failing a re-sit examination;
- (d) Committing an examination malpractice as defined under Statute 36(13);
- (e) Failing to register for and attend scheduled lectures for two weeks or longer without the consent of the Senate;
- (f) Abscondment from research work for a maximum of sixty (60) days.

26.5 Submission and Examination of Dissertation

- (a) To complete the Ph.D. programme, a candidate shall be required to:
 - (i) Publish at least two papers from his/ her Dissertation in refereed journals;
 - (ii) Submit a Dissertation embodying the results of original research. The Dissertation shall be written according to the format and specifications stipulated by Departments and Faculty, Schools, Institutes/ Campuses and approved by the Board of Postgraduate Studies.

- (b) The Dissertation shall be submitted in quadruplicate and in loose binding and must include a declaration by the candidate that the “Dissertation has not been submitted for a Degree in any other University and that it is the original work of the candidate”. The Dissertation shall bear the signature of the supervisors indicating approval to submit.

- (c) A candidate shall with consent of the supervisors give notice of intention to submit the Dissertation at least three months before the date of

submission. The notice shall be accompanied by an Abstract of the Dissertation.

- (d) Upon receiving the notice to submit a Dissertation, the Chairperson of the Department shall identify one External Examiner and one Independent Internal Examiner, who did not supervise the student but in related discipline, to the Board of Postgraduate Studies through the Dean of Faculty/School/Institute/Campus.
- (e) On recommendation of the Board of Postgraduate Studies, the Senate shall appoint the External Examiner and the Internal Examiner.
- (f) The Examiners shall be required to submit written reports on the Dissertation to the Director, Board of Postgraduate Studies, within two months indicating:
 - (i) Whether or not the Dissertation is adequate in form and content;
 - (ii) Whether or not the Dissertation reflects an adequate understanding of the subject and displays original thought and significant contribution to knowledge; and therefore,

- (iii) Whether or not the degree should be awarded
- (iv) The Dissertation shall be graded as Pass or Fail.

26.6 Oral Presentation (Defense)

- (a) The Dissertation shall be orally examined/ defended before a Board of Examiners appointed by the Senate and constituted as follows:
 - (i) The Dean of Faculty – Chairperson;
 - (ii) The Director, Board of Postgraduate Studies;
 - (iii) The Chairperson of the Department;
 - (iv) Two Internal Examiners (Supervisor(s));
 - (v) One Independent Internal Examiner;
 - (vi) One External Examiner;
 - (vii) One Senate representative;
 - (viii) The Faculty representative to the Board of Postgraduate Studies;

- (b) The oral examination/ defense of the Dissertation shall be held within four months of the submission. The decision of the Board of Examiners, which shall be by majority, shall be communicated verbally to the candidate immediately following the defense and in writing by Director, Board of Postgraduate Studies, within two weeks after defense.

- (c) The Director, Board of Postgraduate Studies, shall subsequently communicate the decision of the Board of Examiners to the Chairperson of Senate.
- (d) The Senate may require a candidate to resubmit a Dissertation for re-examination in a revised form once only within six months.
- (e) Where corrections to the Dissertation are required, the supervisors shall submit a signed certificate of corrections to the Director Board of Postgraduate Studies.
- (f) A Dissertation accepted by the University and subsequently published in part or whole and in whatever form shall bear the inscription: “Work forming part of the requirements for the Degree of Doctor of Philosophy of Egerton University”.

26.7 Examination irregularities, disciplinary procedures and penalties

There are examination irregularities, disciplinary measures taken and specific penalties as stipulated below.

26.7.1 Examination and Research malpractices

The following academic malpractices are considered serious and any student guilty of committing any of them shall be liable to disciplinary:

- (a) Copying or reading from another candidate's script or from any other unauthorized source.
- (b) Bringing into the examination room any unauthorized materials relevant to the examination, e.g., books, notes, electronic devices with pre-set formulae, Kindle, mobile phones, pre-written answers, etc.;
- (c) Abetting, aiding or covering up an examination malpractice;
- (d) Seeking or obtaining a deferment of examination on false pretense;
- (e) Plagiarism;
- (f) Giving of false or gorged research data and/or results and purporting them to be true;
- (g) Any deviation from the research procedures as prescribed in the approved research proposal without consent of the designated supervisors;

26.7.2 Disciplinary procedures and penalties

- (a) Any examination malpractice shall immediately be reported within twenty-four (24) hours or the next day in writing by the invigilators through the Chief Examiner (the Chairperson of Department) to the Dean of Faculty/School/Institute/Campus where the course is taught. The report shall include statements by the student involved, invigilators, and examiners.
- (b) On receiving the report of examination malpractice, the Dean shall convene, not later than two weeks after the examinations period or after the malpractice was reported, a Faculty/School/Institute/Campus Students' Disciplinary Committee to deliberate on the case.
- (c) The membership of the committee shall be as follows: The Dean of Faculty/School/Institute/Campus where the course was offered – Chairperson; The Chairperson of Department where the course was taught; Two Faculty /School/Institute/Campus representatives of the rank of Senior Lecturer and above within the Faculty where the course was offered;

One Representative from the Graduate School.

- (d) The committee shall determine its own procedures.
- (e) The recommendations of the committee shall be reported to the Faculty Board of Examiners and the Senate as soon as possible, but before the Senate deliberates on the relevant examination results.
- (f) Discontinued or suspended students may appeal to the Senate through its Chairperson within a period of thirty (30) days from the date of the letter discontinuing/ suspending him/ her. An appeal not submitted within the period shall not be considered.
- (g) The University may rescind any Degree awarded to a graduate who, while registered in a particular programme, committed an academic offence, or an error was otherwise committed, which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded Degree shall be communicated to all relevant parties.

***I have read and understood these Rules and Regulations,
and I undertake to observe the Rules and Regulations
Governing the Conduct and Discipline of Students of
Egerton University***

Full Name: _____

Reg. No _____

Mobile Phone Contact _____

Email: _____

National ID No. /Passport No: _____

Faculty: _____

Degree/Diploma: _____

Signature: _____ Date: _____

For Enquiries Contact:

The Dean of Students

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EGERTON-KENYA

EMAIL: dos@egerton.ac.ke