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

I. PREAMBLE

1. These regulations are made to provide for the control, governance and administration of the Dedan Kimathi University of Technology students.

2. The regulations shall be binding upon every student of the University upon registration and so long as such student remains registered.

3. Every student shall, before he is registered, be required to read these regulations and to sign a declaration appended hereunder that he has read and understood the contents and meaning hereof and that he undertakes to be bound thereby. Failure or refusal to comply with this clause may constitute a ground for denial of registration.

4. Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance and undertaking to be of good conduct throughout his stay at the University. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.

5. For purposes of these regulations the term "student" means and includes:-

   (a) any person who has been formally admitted to a course of study for an undergraduate degree or diploma within the University;

   (b) all occasional students who are registered students of another University but are admitted to a course of study within Dedan Kimathi University of Technology;

   (c) all graduate and postgraduate students who are registered within the University for Higher Degree, diploma or other qualifications as may be approved by Senate; or

   (d) Any other person who is determined by Senate to be a student.

II ORGANIZATION OF STUDENTS

6. There shall be established in the University an Association of students (hereinafter referred to as the Dedan Kimathi University of Technology Students' Organization, (DeKUTSO) whose object and purpose shall be:-
    (a) to promote the academic and social welfare of the Students of the University;
    (b) to act as a link between students, the University academic staff and other University administration;
    (c) to promote the academic welfare of the students of the University;
    (d) to represent students' opinion in matters affecting their welfare in Senate;
    (e) the development, establishment and encouragement of worthy traditions of social and academic life on the University campus; and
    (f) to establish and enhance co-operation with such other student organizations within the University and other institutions of higher learning as may be recognized by the Council and the Senate.
7. Membership of Dedan Kimathi University of Technology Students' Organization shall be open to all bona fide students registered in the University on payment to the University of such fees as may be prescribed by the Organization. The Dedan Kimathi University of Technology Students' Organization established in accordance with these regulations shall not be dissolved save by resolution of the Council after consultation with Senate.
8. The Dedan Kimathi University of Technology Students' Organization shall determine its own organs and procedures and, in particular, shall develop a Constitution, setting out clearly:-
    (a) the Officers of that Organization
    (b) the duties and powers of such Officers;
    (c) the frequency of and procedures at meetings;
    (d) the possible sources of funds of the Organization;
    (e) the purposes to which the funds of the Organization are to be applied; and
    (f) the manner and form in which such students' Organization shall be represented in Senate.
9. The purposes of Section 41 of the Act, the University Council recognizes the University Students' Organization as being an organization representative of the students of the University.
10. In addition to any other permits required by Law, all meetings and other activities of the University Students' Associations (whether professional, academic or

otherwise) to be held within the University precincts shall not take place until permission is first obtained from the relevant University authorities.

III THE CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside the University precincts.

GENERAL CONDUCT

11. All the students of the University shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall:-

(a) respect and adhere to the administrative and academic procedures and structures established by the Act and the Dedan Kimathi University of Technology Charter, 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 to disrepute, ridicule or public odium;
(d) carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens;
(e) refrain from all acts of violence, hooliganism, unruly or rowdy behaviour, or any conduct likely to cause a breach of the peace and disturbance to others within or outside the University campus;
(f) wear modest and appropriate attire at all times and in particular while attending lectures, practicals, during meal times in the dining hall, or at any University functions;
(g) not to keep motor vehicles on the University premises without prior written permission of the Deputy Vice-Chancellor (A&F). Such permission will not be given without proof of a current driving license and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof;
(h) desist from tampering with fire-fighting appliances wherever installed, and shall use such appliances for fire fighting purposes only;
(i) desist misuse or wilful damage to or destruction of University property in default of which such student or group of students shall bear full responsibility thereof;
(j) refrain from/and/or avoid such drunkenness or drunken behaviour as would constitute a disturbance to other students and staff of the University;
(k) refrain from creating noise that may cause disturbance or annoyance to the University community;
(l) desist from abuse of drugs and totally refrain from the use of drugs the

possession and use of which is prohibited by Law;

(m) not possess keys to rooms or building on the campus other than those obtained through the official channel;

(n) avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever;

(o) not engage in fund-raising activities within the University without written authority from the University Management Board;

(p) not engage in/or use University facilities for political purposes;

(q) not either as individuals or through the students' associations and societies use University telephone, printing or mailing facilities for unauthorized purposes;

(r) not to remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities;

(s) not t o use the name Dedan Kimathi University of Technology (DeKUT) either as an individual, club society or student organization without prior written approval from the Vice-Chancellor;

(t) respect the environment and ensure that they maintain cleanliness;

(u) queue and observe civil and orderly behaviour when obtaining various University services e.g. while paying fees, boarding buses (where available), at the catering facility e.t.c;

(v) ensure ethical use of Information Technology; and

(w) not to place notices on the notice boards without prior permission from University Authority.

CONDUCT WITH THE PUBLIC

12. In addition to any other liability that may be attached thereto, students remain ac- countable to the University in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain wherefore:-

(a) all correspondence to the press or other mass media by students or officials of the University students' association in their individual capacities shall bear their names and private addresses;

(b) all public statements affecting the University which are intended to be issued on behalf of any association of students must receive prior written approval of the Vice Chancellor;

(c) invitation to Cabinet Secretaries, Representatives of Foreign Governments or other public personalities to visit the University in their official capacity shall be channelled through the Director of Students' Welfare to the relevant University authorities.

ACADEMIC CONDUCT

13. All students shall apply themselves diligently to the courses of study approved by Senate and for which they are registered and, in particular shall:-

    (a) except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses or instructions;
    (b) in case of absence from class for good cause, e.g., on account of illness, such absence must be authorized by the Dean/Directors of the relevant School/Institute/ Centre through the Chairperson of the Department on production of certified evidence e.g. a medical certificate;
    (c) refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University;
    (d) abide by all other regulations made by the Departments, Schools, Institutes and Centres and Campuses for the proper conduct of specific programmes; and
    (e) not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University.

14. In case of any academic irregularities, the same shall be referred to Senate through the Deans Committee for appropriate action.

CONDUCT WHILE IN RESIDENCE

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

    (a) adhere to the list of allocation of rooms determined by the Director of Students' Welfare; change of rooms, halls or hostels once allocation has been made will not be allowed except with the written permission of the Director of Students' Welfare. All applications of change of rooms, halls or hostels shall be made to the Director of Students' Welfare through the Halls Administration before the commencement of the Academic year for which the change is sought. No student shall be allocated a room except upon production of evidence that he has made prior payment for the same to the appropriate authority;
    (b) share rooms in addition to other facilities of common use;
    (c) admit visitors to their rooms only between the hours of 10.00 a.m. And 10.00 p.m.
    (d) any extension of these times will be made with the approval of the Director of Students' Welfare and Halls' doors will be closed at 10.30 p.m;
    (e) remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls and catering services except by permission from the Head of Department concerned;
    (f) take reasonable care of furniture, fittings and any other items in the Halls of

Residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him shall be made good at the student's expense;

(g) surrender all keys issued in respect of the rooms to the Halls' Administrator before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the student's expense;

(h) use of video tapes, radios or any musical instruments in the Halls of Residence only on condition that the sound does not cause any disturbances to the other residents and that they are played only between 6.00 a.m. and 11.00 p.m;

(i) report all absence from residence in the Halls to the Halls' Administrator. Any student absent from residence for a continuous period of two weeks without prior permission from the Halls Administrator shall be deemed to have forfeited his residence;

(j) a student who intends to be absent from the Halls of Residence for more than seven days shall obtain written permission from the Director of Students' Welfare and leave his contacts address;

(k) forfeit all monies paid to the University if he decided to vacate his room during the term unless it is on medical grounds in which case the Chief Medical Officer will notify the University authorities in writing;

(l) not sublet the rooms to any un authorized persons; and

(m) those who reside in private Hostels shall abide by the rules of those Hostels.

CONDUCT IN RELATION TO THE CATERING SERVICES

16. To facilitate satisfactory and efficient services in the Catering Department, students are required to conduct themselves in an orderly manner, and be courteous to the Catering Staff. In addition, all students shall observe the following:-

(a) appear for meals at the prescribed times only as shall be notified to the students by the Catering Department from time to time. The meal times must be adhered to strictly;

(b) all meals shall be served in the dining hall only. Except for good cause, no meals or beverages shall be carried out of the dining hall. Any student seeking to remove meals from the dining hall must first seek permission from the Catering Manager of his dining hall and if necessary support such request with a certificate from the Medical Officer in charge of the student health services;

(c) no crockery, cutlery or other utensils shall be removed from the dining halls;

(d) no student shall enter the servery, kitchen or stores without prior permission from the Catering Manager;

(e) all students shall be required to adhere to the applicable meals payment method.

(f) no visitors, either of the students or other shall be allowed to dine in the University dining hall. Meals are served in the said dining hall at subsidized rates for bona fide students only. Students shall entertain their visitors at the

Students' Centre or any other cafeteria available to them in the University;

(g) students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times;

(h) any student complaints or grievances whatsoever, arising from the administration of the catering services shall be addressed through the correct channels of communication and in this case, to the office of the Director of Students' Welfare through the Catering Manager.

17. **PROVIDED** nothing in these rules shall be deemed to prevent the Catering Manager, the University Administration or any other officer with the authority to do so from altering, changing or restructuring the said procedure or system or any part thereof without any notice to the students, if the situation so warrants.

IV. STUDENT WELFARE SERVICES

HEALTH

18. Apart from complying with the general Law on Health, all students shall be required to comply with health requirements as may be laid down by the University from time to time being;

(a) Students shall seek medical attention for all cases requiring such services at any of the University Health Centres.

(b) All cases of emergency or serious illness in the Halls of Residence requiring medical attention must be reported at once to the Halls' Administrators or Wardens.

(c) In all cases of absence from classes on account of sickness, the University Medical Officer will submit a report to the Director of Students' Welfare, Dean of the relevant School, Registrar (AA) and Chairperson of the Department concerned, respectively.

(d) Except in emergency cases where a student wishes to seek medical services outside the University he shall not notify the University Medical Officer. The University, will not pay medical bills incurred by the student without authority and prior referral by the University Medical Officer.

(e) Students shall avail themselves for medical examination as and when required by the University Administration.

MARRIAGE OF STUDENTS

19. A Student who intends to get married and remain a student of the University may, for welfare purposes only, notify the Director of Students' Welfare.

COUNSELING

20. The Students' Counselling Department provides services aimed at improving the well being of students. Students with individual problems or concerns are advised to avail themselves of these services. All matters presented on a personal level to the Students' Counselling Department shall be treated in strict confidence.

CHAPLAINCY

21. The Chaplaincy Department provides services aimed at improving the spiritual, ethical and moral wellbeing of the students. Students with individual Spiritual problems are advised to seek such services. The information shared on a personal level to the Chaplaincy Department will be treated confidentially.

PREGNANCY

22. The family planning Section of the University Health Unit is available to render advisory and other services related to family life. The University recommends all students to avail themselves and make use of these services. In instances where female students become pregnant, they should adhere to the provisions below to ensure that they complete their studies in good time. Adherence to the provisions will also ensure that they receive the required medical attention and guidance.

23. Reporting the Pregnancy – The expectant student shall report to the University Medical Officer before the end of her first three (3) months of pregnancy for medical purposes and for pre-natal care and guidance.

24. The pregnant student is also advised to report to the Warden in charge of female students who shall cater for the her guidance and counselling needs as well as other special needs such as accommodation e.t.c where available.

25. The Warden shall where necessary also assist the pregnant student with any academic programme adjustments. The student may also on the recommendation of the Warden and the Chief Medical Officer be allowed to sit special examinations in case the University examinations were held while the student was admitted in hospital or was recuperating.

26. Where a pregnant student is accommodated within the University, she shall liaise with the University medical centre and the Warden in charge of female students to ensure that delivery and medical emergencies are handled safely and in time.

SPORTS AND RECREATION

27. Students shall be expected to participate in as many of the University sporting and recreational activities as they are able. Observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

CLUBS AND SOCIETIES

28. No clubs or societies shall operate in the University unless they are registered by the University authorities. Students proposing to form a club or a society within the University shall observe the following procedures:-

(a) prepare the following particulars:-

(i) the objectives of the intended club or society;
(ii) the names and designations of the interim office bearers and patron;
(iii) an indication of the likely membership; and
(iv) possible sources of funding.

(b) The Interim Office Bearers shall discuss the proposal with the Director of Students' Welfare;

(c) the Interim Office Bearers will then apply for the registration of the club/society to the Deputy Vice-Chancellor(AA) through the Director of Students' Welfare;

(d) upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved Constitutions;

(e) all scheduled club/society activities must be approved by the Director of Students' welfare. For these purposes, a list of scheduled activities shall normally be forwarded to the Director of Students' Welfare at the beginning of each semester;

(f) the University may refuse and/or cancel the registration of a club or society without assigning any reason thereunto.

V CHANNELS OF COMMUNICATION

29. In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following:-

(a) **Academic Matters**

(i) Class representatives, Class Advisors, Chair of Departments, Directors of schools and the Director of Students Welfare in that order.

(ii) Student, Academic advisor, Chair of Departments, Directors of schools and the Director of Students' welfare in that order.

(b) **Welfare Matters**

(i) Janitors, House Keepers, Halls Administrator and Director of Students Welfare in that order

(ii) Cateresses/Caterers, Catering Manager and Director of Students Welfare in that order.

(c) The hierarchy of the Students' Association or organization shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful and non-violent dealing and processing of students' grievances.

(d) Failure to adhere to the above procedures shall be a violation of University Regulations.

VI THE DISCIPLINE OF STUDENTS

30. The following provisions shall apply to all disciplinary actions taken against students in respect of disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

DISCIPLINARY AUTHORITY

31. For 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:-

(a) vary or add to the list of disciplinary offences specified herein but such action shall cease to have effect unless approved at the next meeting of the Council;

(b) suspend any student suspected of committing any disciplinary offence under this regulation from the University pending appropriate disciplinary action; or

(c) take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

DISCIPLINARY OFFENCES

32. All crimes and other offences under the Laws of Kenya including any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of the University.

33. without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations:-

(a) Boycott of scheduled lectures, tutorials, seminars, practicals, field trips and other courses of instruction and assault of or issuance of threats to other students of staff in contemplation or furtherance of any such boycotts. Students who have wilfully missed more than 20% of scheduled lectures, tutorials, seminars, practicals and other instruction shall be barred from sitting end of semester examinations.
(b) Assault of members of staff while discharging official duties.
(c) Possession of knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other persons.
(d) Any form of picketing or organized obstruction of students and staff in any manner whatsoever.
(e) Writing, publishing and/or distributing of anonymous literature of a malicious or libellous nature including placards.
(f) Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University.
(g) Malicious or wilful damage to or loss of University property.
(h) Disorderly conduct and molestation of other members of the University and/or obstruction of motor vehicles within or outside the University precincts.
(i) Use of profane or foul language against any members of the University community or/the general public.
(j) Admission of unauthorized person(s) into the Halls of Residence.
(k) Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or the Government authorities.
(l) Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law.
(m) Involvement in cheating in academic matters, examination leakages or impersonation in University examinations
(n) Cohabiting with another student of the opposite gender or with any other person whilst in the University Halls of Residence.
(o) Conviction in a Court of Law for commission of a criminal offence of such nature

as should in the opinion of Council, warrant expulsion from the University. Notwithstanding any action that may be taken by the police or Law Courts under this paragraph, the University may take independent disciplinary action against any affected student.

DISCIPLINARY PROCEDURES

ACADEMIC MATTERS

34. Senate shall receive and approve recommendations from School/ Institute Board and Board of Examiners with respect to inter alia the following matters:-

    (a) Who qualifies to sit University examinations
    (b) Who writes supplementary examinations
    (c) Who repeats which years
    (d) Who has breached examination regulations
    (e) Who should be discontinued from approved programmes of study.

35. The decision of Senate is binding subject only to appeal for review on the basis of fresh evidence to the Chairperson of the University Senate.

GENERAL DISCIPLINARY MATTERS

36. Senate shall also operate as the Students' Disciplinary Committee with power to handle general offences.

    (a) Composition of the Student's Disciplinary Committee

    (i) Deputy Vice-Chancellor (AA) - Chairperson
    (ii) Director of Students' Welfare
    (iii) Registrar (AA)
    (iv) Dean/Director of the School/Institute in which the affected student is registered
    (v) At least two other Deans/Directors of Schools/Institute
    (vi) Chairperson of the Department referring the case
    (vii) Two students appointed from DeKUTSO or the Interim Committee as the case maybe or students who are leaders of recognized or registered Societies or Clubs in the University or a Faculty/ Class representative to sit in the panel.
        a) The appointees shall sit in the Disciplinary Committee and shall be part of the panel for purposes of ensuring that the process is fair but shall not act as advocates.
        b) It is the responsibility of the student accused of violation of the rules and regulations governing students to ensure attendance and participation of his/her appointees.

c) If the student's appointees do not turn up for the Disciplinary Committee meeting, it will be deemed that the student accused of violation of the rules and regulations governing students does not wish to have appointees in the panel and the Committee shall continue with the proceedings without him.
d) The student accused of violation of rules and regulations governing students can also choose not to have appointees.

(viii) Any other person co-opted by the Committee

In attendance

(i) Chief Legal Officer
(ii) Head of Students Counselling Department

(b) Meetings of the Disciplinary Committee

(i) The Chairperson shall normally call a meeting of the Disciplinary Committee to be held within one (1) month of the report being received by him.

(ii) Notice of meeting - The Secretary shall notify the affected student and the Complainant of the date and time of the meeting and of their right to be present and to call a witness or witnesses.

(iii) At all proceedings of a Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student shall be entitled to representation in person and not by any other person or lawyer.

(iv) The Committee shall hold an enquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a Court of Law. However, the Committee shall ensure that both sides are heard and that persons required to be witnesses do not sit as members of the Committee.

(v) The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

POWERS OF THE STUDENTS' DISCIPLINARY COMMITTEE

37. The Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof.

(a) To dismiss the case against the student.

(b) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected student.
(c) To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.
(d) To suspend the student from the University for a specific period.
(e) To expel the student from the halls of residence where applicable.
(f) A combination of any two or more of the above.
(g) To impose any other penalty or penalties as the Committee may deem fit to impose.
(h) The right to expel a student provided that a student who commits any or a combination of the following offences may be expelled without reference to him:-

(i) Boycotts or agitates for a boycott of lectures, tutorials, practicals or any other courses of instruction or academic programmes.
(ii) Maliciously or wilfully damages University property.
(iii) Assaults any member of staff discharging his/her office duties.
(iv) Is found in possession of any drug or drugs the possession of which is prohibited.
(v) Is convicted by Court of Law of any criminal offence which the Council shall deem serious enough to warrant expulsion from the University.

38. In arriving at an appropriate penalty or combinations thereof, the Students' Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him.

39. The record and decision of any Disciplinary action taken against a student shall be furnished to the Chairperson of the Department, Dean of the School or Director of Schools/Institutes, Director of Students' Welfare and the Vice-Chancellor and shall form part of the student's recorded at those levels.

40. The sovereignty of the State, together with the state security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, the provisions of these regulations and any decisions made by the Disciplinary Committee and the University shall not derogate and/or be construed as derogating from the right of the Police or any member of the public so entitled, to bring any action or to institute criminal proceedings in respect of the same set 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 in the interest of security and public order.

41. Students appearing before the Students' Disciplinary Committee shall be informed of the Committee's decision within fourteen days from the date of the conclusion of proceedings.

42. Students have the right to appeal to the Vice-Chancellor against the decision of the Disciplinary Committee if he considers himself aggrieved by the said decision and such appeals will be made in writing within fourteen (14) days of the date of communication of the Committee's decision.

VII MISCELLANEOUS MATTERS

43. The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University premises.

44. The University Council in consultation with Senate reserves the right to change, add, amend or otherwise vary these Regulations at any time without notice.

APPENDIX

I..... ID/NO..... Do hereby declare that I have read the Regulations governing the organization, conduct and discipline of students at Dedan Kimathi University of Technology, and understood their content and meaning, and undertake to abide by them.

SIGNED..... DATE.....

SCHOOL ADMITTED TO.....

REGISTRATION NO.....

Note:

These Rules and Regulations may be amended by the University Council on the recommendation of Senate when need arises.