

**OFFICE OF THE REGISTRAR****(ACADEMIC AFFAIRS)****RULES AND REGULATIONS GOVERNING CONDUCT/DISCIPLINE OF STUDENTS****1.0 Introduction**

- 1.1 These rules and regulations shall apply to all students of Laikipia University. The students shall be required to observe and abide by the rules and regulations as read and interpreted with the Laikipia University Act of October 23<sup>rd</sup> 2009.
- 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 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 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 duly signed the Nominal Roll and is registered into a programme of study for an undergraduate degree or diploma, postgraduate degree, or any other programme of study duly and expressly recognized by the Senate and Council and offered by Laikipia University .
- 2.2 Any student from another University who is registered for study in Laikipia University.

**3.0 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, 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 standard of integrity, personal discipline, morality and, in particular, shall:

- 3.1 Not keep any offensive weapon(s) within the University premises.
- 3.2 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.
- 3.3 Honor the rights privileges of other members of the university community at all times.
- 3.4 Refrain from any conduct that might bring the university or any section or programme thereof into disrepute or public odium. All students should refrain from posting on the Internet Forums and media any offensive, abusive and hate messages.
- 3.5 Conduct themselves in all public places with such demeanor and dignity as befits their status as scholars and educated citizens.
- 3.6 Wear appropriate attire and modestly during study, at meal times in the dining halls, and in all university functions.
- 3.7 Desist from all acts of hooliganism, unruly or rowdy behavior, fighting, unreasonable or excessive noise or any other acts likely to cause a breach of peace within or outside the university premises.
- 3.8 Avoid drunkenness or other anti-social behavior as would lead to the disturbance of other students, staff, members of university community, or of the general public.

#### **4.0 Conduct in the Halls of Residence**

While the university is not obliged to provide accommodation to any student, it may at its own discretion decide to accommodate a student on application subject to availability of space 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:

- 4.1 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 Share rooms as may be stipulated as well as other facilities of common use.
- 4.3 Host visitors in their rooms only between 10 a.m. and 10 p.m.**
- 4.4 Not remove furniture or equipment from or into the halls of residence, or any other university premises, except with the written permission of the halls authority.
- 4.5 Not destroy damage or vandalize any University property.
- 4.6 Immediately report any loss, missing items, or breakages in the rooms to the house-keeper or custodian of the relevant hall.
- 4.7 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.

- 4.8 Ensure that the rooms are clean, tidy and devoid of defacement at all times.
- 4.9 Use videotapes, radios or any other audio-visual instrument in the halls of residence only between 6 a.m and 11 p.m. only, provided that all sound emanating from there does not cause disturbance, inconvenience or nuisance to others.
- 4.10 Students are prohibited from cooking in the rooms of residence and under no circumstances should they interfere or tamper with electrical installations and fittings in university buildings.
- 4.11 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.

## **5.0 Vacations Residence**

- 5.1 Students are prohibited from residing in the university during the period of closure of vacation except with the written permission of the Chief Halls Officer upon advice of the Senate or University Management Board through the Dean of Students.
- 5.2 Students on such authorized 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 utilize 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.
- 6.3 Desist from entering the kitchen, server, store or any restricted part of the dining hall except as may be authorized 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, practical's, other courses of instruction or examinations.
- 7.20 Intimidation of or issuance of threats, written or verbal, to students with intention to disrupt an ongoing activity or any other processes.
- 7.21 Malicious or willful 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, gatherings, 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 Raising False alarms: falsely calling for an ambulance will draw for an automatic fine of Kshs. 5,000.00 (five thousand only).
- 7.25 Attempted suicide-this offence calls for a Suspension from the university for one year and one would be expected to bring a certificate for counseling prior to re-admission.
- 7.26 Committing a cybercrime is strictly prohibited- If the crime is intended to affect many through large circulation then the penalty it would draw is expulsion. For offensive text messages: suspension.
- 7.27 Obstructing security officers' operations

7.28 Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the university.

## **8.0 Disciplinary Authority**

For the purposes of these regulations **Deputy Vice Chancellor (A&R)** 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 students 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 representatives

## **9.0 Composition and Procedures of the Students Disciplinary Committee**

There shall be a Students Disciplinary Committee established under statute schedule IV of Laikipia University Statutes 2013.

9.1 **The University Disciplinary Committee shall be composed of the following**

- Deputy Vice - Chancellor (A&R) - Chairman
- Registrar (Administration)
- Dean of Students
- One Senate representative
- Chairperson of students organization
- One student representative (Director Welfare)
- Registrar (AA) Secretary

In attendance

- Dean of the school where the student belongs
- The chairperson where the student belongs
- The Dean of the school reporting the case
- Chairperson/Head of department reporting the case
- Head of the University Security in case of social and criminal offences
- In-charge of Students Peer Counseling

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

9.3 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.

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

9.5 The committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in 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.

- 9.6 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 advocate or to the legal agents on behalf of the student.
- 9.7 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.
- 9.8 The committee shall have powers to impose any one or more of the following sanctions subject to ratification by 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 hall 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) The committee shall communicate its decision to the senate for ratification within fourteen (14) days.
  - j) The Committees decision shall be communicated to the students by Registrar (Academic Affairs) within fourteen (14) days from the date of conclusion of proceedings.
- 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 decision must be given in writing to the Chairman of Appeals and Grievances 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 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 of committee meetings 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 Appeals and Grievances 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 students(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 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 rules and regulation are adhered to by the students.

## **12.0 Field Attachments' 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, the University staff in case of teaching practice shall mean a zone co-coordinator or supervisor, and the officer of the host school shall mean Head teacher or Vice-Chancellor
- 12.2 In the event of a breach of these rules and regulations on field attachment or teaching, and depending on the nature and severity of the offence, the staff and officers responsible shall take the following actions:
  - a) Warn, or caution the student either verbally or in writing.
  - b) Report the student in writing to the Dean of School and Director of Field Attachment 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 the School shall proceed as per procedures indicated under Examination Irregularities and Disciplinary Procedures and Penalties.

# **UNIVERSITY EXAMINATION REGULATIONS FOR BACHELORS DEGREE AND DIPLOMA**

## **1.0 Examination Processing**

- 1.1 All university examinations shall be conducted under the authority of the Senate as specified under various rules and regulations.
- 1.2 Every candidate for a University examination shall pay to the University in respect of such examinations, such fees as the council shall from time to time prescribe.

- 1.3 Only students who have attended scheduled courses within the first two weeks of the semester and having fulfilled all other requirements will be eligible for taking examinations.
- 1.4 There shall be internal and external examiners of the University appointed by the Senate upon the recommendations of the School Board, who shall prepare examination papers where appropriate and examine students in papers assigned to them by the School.
- 1.5 Final examination marks shall be agreed upon between the internal and external examiners.
- 1.6 Provided that where no such agreement was reached the Chief Examiner concerned shall make the final decision.
- 1.7 In 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.
- 1.8 Subject to approval by the Senate, a department may establish moderating committee chaired by the chairman of department and consisting of senior academic staff who shall moderate the examinations.
- 1.9 No student shall be permitted to proceed to the next year of study without having satisfied all examinations requirements of the preceding year.

## **2.0 ACADEMIC ASSESMENT**

### **2.1 ORDINARY EXAMINATIONS**

The assessment of students' academic achievement shall on the basis of percentage marks and each assessment shall consist of 30 percent as continuous assessment and 70 percent as final examination at the end of each semester. Continuous assessment shall be compulsory for the award of the semester score.

### **2.2 The duration of the final examination shall be as follows:**

- A course having credit factor (CF) equal to or less than (3.0) shall be examined by a paper of two (2) hours only.
- 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 examination wholly or substantially by continuous assessment and/or practical assessment.

### **2.3 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)

2.4 The pass mark shall be 40 percent

Other designations related to examinations shall be as follows:

P: Pass I: Incomplete K: Course in Progress

CT: Credit Transfer AU: Audit

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

- Candidates will be compensated if he/she obtains between 36 and 39 marks in one related course.
- Marks for compensation for a particular course shall be obtained from a related course passed during regular examination in the same academic year.
- A grade of compensating course shall not be changed due to the borrowing of marks.
- Marks taken for compensation shall be subtracted from the compensating course. For every one mark compensation, two marks will be required from the compensating course.

### **3.0 Special Examination**

A student who completes circumstances acceptable to the Academic Board, 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-taking of failed courses**

4.1 A student who fails an end-of-semester examination shall be required to re-take the course when next offered and shall be awarded a full grade for the retaken course.

4.2 A student shall be allowed to retake a failed course only twice.

4.3 When a student is retaking a course(s) he/she shall be required to maintain the required semester credit factors (CFs) (generally within 15-21 CFs) unless otherwise permitted.

4.4 If by including the course being taken, the number of CFs rises beyond the stipulated maximum, priority will be given to the course being re-taken and defer one of the other scheduled courses.

4.5 A student who wishes to retake a course(s) when his/her group is out of session will be permitted to do so on condition that:

- a) The course(s) is being offered to other students
- b) He/she registers as a student in session

4.6 Grades including "Fs" for all retaken courses shall appear on the transcripts.

## 5.0 Discontinuation

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

- Fails more than 50 per cent of all credit factors (CF) taken in an academic year
- Fails the second retake of course
- Fails to register for, and/or attend scheduled classes for two weeks or longer without the consent of senate.
- Commits an academic/examination malpractice.
- Fails to meet any other condition stipulated by the School for award of degree or diploma.

## 6.0 EXAMINATION CODE OF CONDUCT AND DISCIPLINE

### 6.1 Examination malpractice

- a) The following academic malpractice is 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 examination room any unauthorized materials relevant to the examination e.g. books, notes, papers, electronic devices with pre-set formulae, mobile phones, pre-written answers etc.
  - iii) Abetting, aiding or covering up an examination malpractice.
  - iv) Seeking or obtaining a deferment of examination on false pretense.
  - 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 School 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-semester examinations, a School student's disciplinary committee to deliberate on the case.
- c) The membership of the School students disciplinary committee shall be as follows: Dean of School where the course is offered – Chairman
- Two (2) representatives of the department from the School where the course was offered.
  - Two (2) School representatives from within the School where the course was offered.
  - School Registrar or Administrative Assistant who shall serve as Secretary to the committee.
- d) The School Students' Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the School Students' Disciplinary Committee.
- e) The recommendations of the School Students' Disciplinary Committee shall be reported to the School Board of examiners and the Senate as soon as possible, but before the Seante 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 had not been detected before graduation, would have resulted in expulsion. Notification of rescinded degree or diploma shall be communicated to all relevant parties.

#### **7.0 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 committed an offence deemed to be a 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.

#### **8.0 Re-marking of examination**

- a) A candidate shall be allowed to appeal to the Dean of School through the chief internal examiner for remarking of examination papers, on payment of non refundable remarking examination fees per paper, to be determined from time to time.
- b) The School students disciplinary committee shall deliberate on the appeal cases and make recommendations to School Board Of Examiners which shall decide on the merit of each on behalf of the Senate
- c) Remarking shall be done by an examiner (or Examiners) other than the original one.

**LAIKIPIA UNIVERSITY**

**STUDENT'S BOND OF GOOD CONDUCT**

(All students should sign two copies of this document. One copy should be returned to the Dean of Students)

I, understand

1. That Laikipia University's Student Disciplinary Process is not negotiable and will therefore, not be sympathetic to students who may be called upon for disciplinary action or interfere with the due process of disciplining students.
2. That rules and regulations governing the association conduct and discipline are not designed to prohibit interaction and other activities by students but instead to regulate and guide so that the interaction and activities are carried out in a manner that is socially and morally acceptable and facilitative of an environment in which the University's academic endeavors can thrive.
3. I undertake to be of good behavior as stipulated in the said rules and regulations failure on my part to fulfill this requirement will result in the University taking any action it deems necessary against me.
4. I understand that if disciplinary action is taken against me the University will communicate the same to my parents, guardians and sponsors including HELB. HELB will be at liberty to consequently withdraw my support.

Name.....

Reg.No.....NationalID.No.....

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

Permanent address:.....

Witnessed (*parent/Guardian*).....

Signature.....

## PERSONAL DETAILS

(All students should sign two copies of this document. One copy should be returned to the Dean of students)

School.....Degree.....  
Programme.....

Registration  
No.....

Surname.....Middle-Name.....First.....

Sex (Tick appropriately) Male ( ) Female ( )

ID.NO.....Home County.....Email.....

Date of Birth.....Nationality.....Religion.....

## RELATIONSHIP

Family Details (Tick appropriately)

Both parents alive ( ) One parent alive ( ) Single parent ( ) both parents dead ( )

Father/Guardian's Name.....Tel. No.....

Occupation.....

Physical Address.....

Nearest Primary School.....

Post Office Box.....Town.....

Division.....Sub location.....

Mother.....Name.....  
Tel. No.....

Occupation.....

## NEXT OF KIN

Name.....Relationship.....Tel. No.....

## ON CAMPUS ADDRESS

Hall of residence: e.g Nyando, White House, Malewa etc.

Block:Mombasa,  
Nairobi.....

Room.....

**This document is updated and Proof read yearly by Dean of students in consultation with all departmental heads at Laikipia University.**