

FORWARD

Dear Student

Find herein the rules and regulations that will govern your conduct and discipline while you are in Multimedia University of Kenya. These rules and regulations are meant to create an atmosphere of peace, tranquility and mutual co-existence in the institution.

Please remember that ignorance is no defense. You are, therefore, expected to read, understand and abide by these rules and regulations to avoid the consequences that would arise from breach of any of them.

Be your "brother's" keeper.

I wish you a pleasant stay at Multimedia University of Kenya.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Prof. Douglas Shitanda
Deputy Vice Chancellor (Academic Affairs)



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

INTRODUCTION

1. These regulations are made by the Council in consultation with the Senate in accordance with the provision of Section 21 of the University ACT 2012 **THE MULTIMEDIA UNIVERSITY OF KENYA**, and whose objective and purpose inter alia is to provide for the control, governance and administration of the Multimedia University of Kenya (hereinafter referred to as the University).
2. The regulations shall be binding for every student of the University upon registration and so long as such a student remains registered.
3.
 - (a) Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration appended hereunder that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
 - (b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration.
4.
 - (a) Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.
 - (b) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.
5. For purpose 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. Diploma or a Certificate within the University.
 - (b) All occasional students who are registered students of another University but are admitted to a course of study within the University.
 - (c) All postgraduate students who are registered within the University for Higher Degree, Diploma or other qualifications as may be approved by the Senate.
 - (d) Any other person who is determined by the Senate to be a student.

II ORGANIZATION OF STUDENTS

1. The University Council recognizes the Multimedia University of Kenya Students’ Association (MUKSA) as being an organization representative of the students of the University.
2.
 - (a) There shall be established in the University an Association of Students

(Hereinafter referred to as the Multimedia University of Kenya Students' Association (MUKSA) whose objective and purpose shall be:

- (i) To promote the academic and social welfare of students
 - (ii) To act as a link between students, the academic staff and other University administration.
 - (iii) The development, establishment and encouragement of worthy traditions of social and academic life in the University.
 - (iv) 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 Senate.
- (b) Membership to MUKSA shall be open to all bonafide students registered in the University on payment to the University of such fees as may be prescribed by the Association.
- (c) MUKSA. Established in accordance with these regulations, shall not be dissolved save by the Council after consultation with the Senate.
3. MUKSA shall determine its own organs and procedures and, in particular, shall develop a constitution setting out clearly:
- (a) The Officials of the Association.
 - (b) The duties and powers of such Officials.
 - (c) The frequency of and procedures at meetings.
 - (d) The possible sources of funds of the Association.
 - (e) The purposes for which the funds of the Association are to be used.
 - (f) The manner and form in which such students' organization shall be represented in the Senate and the Council respectively.
4. **Requirements for Prospective Officials of MUKSA**
- (a) (i) No student shall be allowed to contest for any elective post in the Students' Governing Council (S.G.C) of the Multimedia University of Kenya Students Association (M.U.K.S.A) if by so doing it will compromise academic performance
 - (ii) To contest, a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of B grade (60%) in the cumulative University examinations.
 - (iii) A first year student intending to contest should have obtained an average mean of B grade (60%) of cumulative C.A.T. marks.

The fulfillment of the above requirements shall be confirmed by the Dean of the respective Faculty/School.

- (b) No student shall be allowed to contest if:
- (i) One has been suspended from the university at any one time.
 - (ii) One has suffered from mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.

- (c) Eligible candidates for elective posts in Students Governing Council (S.G.C) shall be limited to bona fide students who have cleared payments of ALL University fees that is due at that time as shall be confirmed by the Finance Officer
 - (d) The tenure of service in the Students Governing Council shall be restricted to one term of one academic year only and no such students shall be eligible to serve in any other capacity.
 - (e) Representation in Senate will be restricted to two elected students who may not necessarily be the Chairperson of MUKSA in each forum and elections to these posts will be annually on a rotational basis between campuses and such representatives shall be elected as per the University Statutes and these Regulations.
5. In addition to any other permits required by law, all meetings and other activities of the MUKSA (whether professional, academic or otherwise) to be held within the University precincts shall not take place until permission is first obtained from the relevant authorities.

III THE CONDUCT OF STUDENTS

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

1. (a) General Conduct

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

- (i) Respect and adhere to the administrative and academic procedures and structures established by the Universities Act, 2012 and the University Statutes for the control, governance and operations of the University.
- (ii) Respect the rights and privileges of the members of the University community at all times.
- (iii) Refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium.
- (iv) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.
- (v) Refrain from all acts of violence, hooliganism, unruly or rowdy behaviour, or any conduct likely to cause a breach of peace and disturbance to others within or outside the University.
- (vi) Wear decent, acceptable 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.
- (vii) Not keep motor vehicles on the University premises without prior written permission of the Deputy Vice Chancellor (Administration & Finance). 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.
- (viii) Desist from tampering with fire fighting appliances whenever installed and use such appliances for fire fighting purposes only.
- (ix) Desist from misuse or willful damage to or destruction of the University property in default of which such student or group of students shall bear full responsibility thereof.

- (x) Refrain from and/or avoid such drunkenness or drunken behaviour as would constitute a disturbance to other students and staff of the University.
- (xi) Refrain from creating noise that may cause disturbance or annoyance to the University community.
- (xii) Desist from abuse of drugs and totally refrain from the use of drugs, the possession and use of which is prohibited by law.
- (xiii) Not possess keys to rooms or buildings on the campus other than those obtained through the official channel.
- (xiv) Avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever.
- (xv) Not engage in/or use University facilities for political purposes.
- (xvi) Not either as individuals or through the students' societies use the University telephone, printing or mailing facilities for unauthorized purposes.
- (xvii) Not remove furniture or equipment from rooms/buildings in which they are meant to be used, without written permission from the relevant authorities.
- (xviii) Not use the name "Multimedia University of Kenya (MMU)" either as an individual, club, society or student association without prior written approval from the Vice Chancellor.
- (xix) In addition to other permits which may be required by law, permission to hold meetings in the University precincts shall be given by the Dean of Students and a report made to Head of University Security Services.
- (xx) Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University campuses in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.
- (xxi) University facilities like halls, lecture theatres and common rooms may not be used by students for business, meetings and parties without approval from the Dean of Students.
- (xxii) Students shall not be permitted to enter places on campus designated as 'Out of Bounds' or 'No Through Way' such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works and other such areas as notified from time to time.
- (xxiii) It shall be an offence for any student while on campus to organize or participate in demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the University or a government authority.
- (xxiv) Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

Students shall be expected to comply with all other regulations made by Departments, Faculties, Schools and or any other such units of the University.

(b) **Conduct with the Public**

In addition to any other liability that may be attached thereto, students remain accountable 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:

- (i) All correspondence to the press or other mass media by students or officials of the MUKSA in their individual capacities shall bear their names and private addresses.
- (ii) All public statements affecting the University which are intended to be issued on behalf of an association of students must receive prior written approval of the Vice chancellor.
- (iii) It shall be an offence to make slanderous and / or irresponsible statements about matters affecting the University or Students Organization.
- (iv) It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students' Organization.
- (v) Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- (vi) Advertising notices must be in approved designated notice boards and shall be subject to approval by the Dean of Students' Office. However, those who are responsible shall remove such notices within one week after the advertised event takes place.
- (vii) Correspondence through letters by individual students or by officials of the Students Organizations (including students societies) to the following in matters pertaining to the University shall be sent through the Dean of Students who will forward as may be appropriate.
 - (a) Government officers
 - (b) Foreign governments
 - (c) Ministers and members of Parliament or other dignitaries
 - (d) Sponsoring bodies
 - (e) Other such bodies
- (viii) Invitations to Government, Ministers, Government Officials, Politicians, Representatives of foreign governments or any other important persons to visit the University in their official capacities shall be notified in writing within adequate time to the Vice Chancellor through the Dean of Students.

2. **Academic Conduct**

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

- (i) Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses for instructions.
- (ii) In case of absence from class for good cause e.g., on account of illness, such absence must be authorized by the Dean of the relevant Faculty on production of certified evidence e.g., a medical certificate.

- (iii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University.
- (iv) Abide by all other regulations made by the departments and faculties for the proper conduct of specific programmes.
- (v) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University.

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

3. **Conduct while in Residence**

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

- (i) Adhere to the list of allocation of rooms determined by the Dean of Students. Change of rooms, halls or hostels once allocation has been made will not be allowed except with the written permission of the Dean of Students. All applications for change of rooms, halls or hostels shall be made to the Dean of Students 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/she has made prior payment for the same to the appropriate authority.
- (ii) Share rooms in addition to other facilities of common use.
- (iii) Admit visitors to their rooms only between the hours of 10.00am and 10.00pm. and in so doing shall pay due consideration and regard to the conveniences of their roommates. Any extension of these times will be made with the approval of the Dean of students and Halls doors will be closed at 10.30pm. This applies to both students and non-students.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) Use video tapes, television sets,, radios musical instruments and percussion instruments or any musical instruments in the Halls of Residence only on condition that the sound does not cause any disturbance to the other residents and that they are played between 6.00am and 11.00pm.
- (viii) Except with the written permission of the Dean of Students, vacate all rooms during vacation. Such permission will only be granted on advice from University authorities and vacation residence and board will be in specified hall and paid for in advance.
- (ix) Students shall vacate University grounds immediately they are asked to on disciplinary or other grounds.

- (x) Video entertainment shows are restricted to Friday and Saturday evenings only and at no time should the shows run past 2.00 a.m. On Sundays, the shows shall run until midnight.
- (xi) Discos and other dances shall be held on Friday and Saturday evenings only.
- (xii) 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/her residence.
- (xiii) A student who intends to be absent from the Halls of Residence for more than seven days shall obtain written permission from the Dean of Students and leave his/her contact address.
- (xiv) No student shall cohabit while in the University Halls of residence.
- (xv) Forfeit all monies paid to the University if he/she decides to vacate his/her room during the term unless it is on medical grounds in which case the Chief Medical officer will notify the University authorities in writing.
- (xvi) Operation of any unauthorized business is illegal in the halls of residence.
- (xvii) Cooking is not allowed in the Halls of residence at all except in the kitchenette if provided.

4. **Conduct in Relation to the Catering Services**

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:

- (i) Appear for meals at the prescribed times only. The said meal times shall be as follows:

Breakfast	-	6.45am	-	8.30am
Mid morning tea	-	10.00am	-	11.00am
Lunch	-	12.30pm	-	2.30pm
Dinner	-	6.00pm	-	8.30pm

Or at such times as shall be notified to the students by the Catering Department from time to time. The meal times must be adhered to strictly.

- (ii) All meals shall be served in the dining halls only. Except for good cause, no meals or beverages shall be carried out of the dining halls. Any student seeking to remove meals from the dining hall must first seek permission from the Catering Manager of his/her dining hall and if necessary support such request with a certificate from the medical officer in charge of the student health services.
- (iii) No crockery, cutlery or other utensils shall be removed from the dining halls.
- (iv) No student shall enter the servery, kitchen or stores without prior permission from the Catering Manager.
- (v) All students shall be required to produce identification before they are allowed entry into the dining halls.

- (vi) No visitors, either of the students or other shall be allowed to dine in the University dining halls. Meals are served in the said dining halls 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.

- (vii) The following shall be the prescribed procedure regarding the Pay As You Eat (PAYE) system of service in the dining halls:
 - (a) A notice of the items on the menu for every meal shall be posted at appropriate and strategic notice boards near the dining halls at the time of the meal prior to it being served or at least early enough, but in any event not less than three (3) hours before the said meal is served.
 - (b) Each student shall peruse the itemized menu before proceeding to the cashier to pay for the items he has selected, or any of them, and obtain an item pre-coded receipt for the same from the said cashier.
 - (c) He/she shall then proceed towards the exit where he/she presents the receipt to an awaiting officer who will check it against the food served.
 - (d) The student shall then go through the last turnstile and proceed to the dining tables.

PROVIDED nothing in these rules shall be needed 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.

- (viii) Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times.
- (ix) 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 Dean of Students through the Catering Manager.

IV STUDENT WELFARE SERVICES

- (a) **Health**
 - (i) Apart from complying with the general Law of Health, all students shall be required to comply with health requirements as may be laid down by the University from time to time.
 - (ii) Students shall seek medical attention on all cases requiring such services at the University Dispensary.
 - (iii) All cases of emergency of serious illness in the Hall of Residence requiring medical attention must be reported at once to the Halls Administrator.
 - (iv) In all cases of absence from classes on account of sickness, the University Medical Officer will submit a report to the Dean of Students, Dean of the relevant Faculty, Academic Registrar and Chairman of the Department concerned respectively.
 - (v) Except in emergency cases, where a student wishes to seek medical services outside the University, he/she shall notify the Medical Officer.

- (vi) In case of treatment required outside the University, the University will take the student to a public hospital. The costs incurred for treatment obtained in health facilities outside the University shall be the full responsibility of the parent/guardian/sponsor.
- (vii) Injuries sustained by the students during sporting activities will be the responsibility of the University.
- (viii) Students shall avail themselves for medical examination as and when required by the University administration.
- (ix) Students are informed of the availability of a Voluntary Counseling and testing (VCT) unit service at the Dispensary in case one would wish to have information or know of his/her HIV/AIDS status.

(b) **Marriage of Students**

A student who gets married and remains a student of the University shall not be allowed to stay in the halls of residence as a couple.

(c) **Counseling**

The Counseling Office 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 Guidance and Counseling Office shall be treated in strict confidence.

(d) **Sports and Recreation**

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.

The Club house and Conference hall are not part of the University recreational facilities.

(e) **Leave of Absence**

(i) The University shall grant leave of absence from the University on the following grounds only:

- (a) Sick leave
- (b) Maternity leave
- (c) Compassionate leave
- (d) Special leave
- (e) Academic leave

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

(ii) In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or any Certified Medical Practitioner to the Dean of the relevant faculty and the Office of the Dean of Students. Where a private practitioner has treated a student, the medical certificate shall be submitted to the University Medical Officer for record.

(iii) Leave application forms are available at the Dean of Students Office and must be filled by the applicant **at least one day before** leave begins. The University

shall not entertain any claims where a student leaves without prior official permission.

(f) **Clubs and Societies**

(i) Clubs and Societies may be formed for the advancement of the functions and objectives of the University in accordance with statute XIX.

(ii) Clubs and Societies shall be self supporting in all financial matters.

(iii) No clubs or societies shall operate in the University unless they are registered by the University authorities

(iv) Students proposing to form a club or society within the University shall observe the following procedures:

(a) Prepare the following particulars:

- The objectives of the intended club or society
- The names and designations of the interim office bearers and patron
- An indication of likely membership
- Possible sources of funding

(b) The interim office bearers shall discuss the proposal with the Dean of Students.

(c) The interim office bearers will then apply for registration of the club/society to the Deputy Vice Chancellor (Academic Affairs) through the Dean of Students.

(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 Dean of Students. For these purposes, a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.

(f) No tribal or ethnic based associations shall be registered, in order to enhance cohesion and national integration.

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

(v) **General Conduct of Clubs and Societies**

(a) Topics of discussion by outside guests shall be approved by the Vice Chancellor through the Dean of Students.

(b) University facilities may not be used for district or national political campaigns.

(c) Fund raising by students on campus shall not be allowed unless authorized by the appropriate Government authorities and approved by the Vice Chancellor through the Dean of Students.

(vi) **Protection of Name**

Any individual, Students Organization, Club or Society may not use the name 'Multimedia University' without the written approval of the Vice Chancellor through the Dean of Students.

V. CHANNELS OF COMMUNICATION

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**
Class Representatives, Academic Advisers, Heads of Departments, deans of Faculties, Dean of Students and the Registrar (A.A) in that order.
- (b) **Welfare Matters**
House Keepers, Halls Administrator, Cateresses/Caterers, Catering Manager, Wardens and Dean of Students in that order.
- (c) The hierarchy of Students' Association 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. PREGNANCY

(1) Reporting Pregnancy

Every expectant student must report to the University Medical Officer before the end of her first three (3) months of pregnancy for the following reasons:

- (i) Information
- (ii) Guidance and counseling
- (iii) Advice on:
 - (a) Antenatal care
 - (b) Guidance and counseling
 - (c) Her conduct during the period of pregnancy
 - (d) Special examinations in case examinations are done while the student is in confinement
 - (e) The period of absence while the student is in confinement
 - (f) Post natal care
 - (g) Child welfare
 - (h) Family planning

(2) Rules for Pregnant Students in Residence

- (a) In the event of pregnancy either before or after taking residence in the halls, one must move out of the halls of residence at least three (3) months before confinement. A pregnant student who proceeds on confinement will be allowed upto a maximum of three (3) weeks to resume her studies in the University
- (b) In view of (a) above, the Finance Officer should be advised on the exact duration the student stays away from the halls of residence for the purpose of refunding to the student any money paid to the University for accommodation/catering.
- (c) All affected students:
 - (i) Can re-apply to the Dean of Students for accommodation in the Halls of Residence three (3) months after confinement.
 - (ii) Will be expected and required to participate fully in all aspects of training/learning as contained in the University Regulations without exception or excuse of inability because of pregnancy.

- (iii) Should not expect any privileges eg, special diet except on recommendation from the Chief Medical Officer and where special diet is provided, the affected student shall meet the extra cost, if any, for such service.
- (iv) Will, subject to recommendation by the University Chief Medical Officer, be allowed to sit Special Examinations in case the University examinations were held while the student was admitted in hospital or in confinement.

VII DISCIPLINE OF STUDENTS

The following provisions shall apply to all disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

(a) Disciplinary Authority

- (i) The responsibility of maintaining discipline in the University is vested with the Office of the University Vice Chancellor who may from time to time delegate such powers to other officers of the University for the purpose of investigation and enforcement.
- (ii) Administrative and Academic staffs of the University have authority to ensure that the rules and regulations are adhered to by all students.
- (iii) Students on field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the University places them.

(b) Disciplinary Offences

- (1) The University has no right of exclusive jurisdiction over its students in criminal matters and other offences covered by law. All crimes and other offences under the Laws of Kenya, The Penal Code CAP 63 shall be reported to police. These shall include the following:
 - (i) Being drunk and disorderly
 - (ii) Drug abuse/possession of illegal brew
 - (iii) Drug trafficking
 - (iv) Fighting (affray)
 - (v) Possession of dangerous weapons e.g. daggers, arrows, guns, etc.
 - (vi) Assault causing bodily harm
 - (vii) Arson, attempts to commit arson or attempts to destroy or destruction of property
 - (viii) Theft and other related offences e.g. robbery and extortion
 - (ix) Picketing, rioting, obstruction to perform duty
 - (x) Organizing unlawful demonstrations/processions/ incitement.
 - (xi) Rape or attempted rape
 - (xii) Kidnapping/abduction, detentions.
 - (xiii) Sexual harassment, indecent assaults, defilement.
 - (xiv) Impersonation and false pretences
 - (xv) Forgery, fraud, counterfeiting
 - (xvi) Illegal/unlicensed trade eg. hawking

- (xvii) Trespass
 - (xviii) Aiding suicide and attempted suicide
 - (xix) Concealing birth, killing of unborn child and abortion
 - (xx) Subversion/Treason
 - (xxi) Murder, manslaughter
- (2) Notwithstanding any action that may be taken by the police under the foregoing paragraph, the University may take independent disciplinary measures.
- (3) Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences by students under these regulations:
- (a) Boycott of scheduled lectures, tutorials, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully 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 politicking or organized obstruction of students and staff in any manner whatsoever.
 - (e) Writing, publishing and/or distributing of anonymous literature of a malicious or rebellious 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 academic or other programmes of the University.
 - (g) Malicious or willful damage to or loss of University property.
 - (h) Disorderly conduct and molestation of other members of the University and/or interference with 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) Admission of visitors into the Halls of residence outside the authorized hours.
 - (l) 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 University authorities or Government authorities.
 - (m) Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by Law.

- (n) Involvement in cheating in academic matters, examination leakages or impersonation in University examinations.
 - (o) Cohabiting with another student of the opposite gender or with any other person whilst in University the Halls of Residence.
 - (p) 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
 - (q) Notwithstanding any action that may be taken by the Police or Law Courts under the foregoing paragraph, the University may take independent action against any affected student.
- (c) **Disciplinary Procedures**

1. **Academic Matters**

As per the provision of the Universities Act 2012, the Senate shall receive and approve recommendations from Faculty Board and Departmental 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 and which years.
- (d) Who has breached examination regulations?
- (e) Who should be discontinued from approved programmes of study?

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

2. **General Disciplinary Matters**

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

In the event of breach of the regulations, and depending on the nature of the offence the officers concerned shall adopt the following procedures.

- (a) Shall require the student to make a written statement in response to the charges
- (b) Shall warn or caution the student either verbally or in writing
- (c) Shall report the student to the office of the Dean of Students in writing enclosing all documentary evidence for further processing. The Dean of Students shall:
 - (i) Investigate and establish whether there is a case to answer. In this respect, the Dean of Students may warn or caution the accused.
 - (ii) Process the disciplinary offence and forward to the Deputy Vice Chancellor (AA).
 - (iii) Or take any other action that may be deemed appropriate at that time
- (d) There shall be a Students Disciplinary Committee of the Senate constituted as per statute XIX (g) Multimedia University of Kenya.
- (e) The Chairman shall convene a meeting of the Disciplinary Committee within a reasonable time after the report has been received.

Composition of the Disciplinary Committee

a) Deputy Vice Chancellor (AA)	Chairman
b) Dean of Students	Member
c) Registrar (AA)	Secretary
d) Dean of Faculty in which the affected Student is registered	Member
e) Chairperson of the Department or Warden referring the case	Member
f) Two Members of Senate Appointed by the Chair of Senate	Member
g) Chairperson of student association	Member
h) One Student who is a member of the Senate	Member

In attendance

- (a) Officer Responsible for legal matters
- (b) Officer responsible for counseling
- (c) Security officer

If the offence is of examination in nature, no student representation (including MUKSA) shall be in the committee.

MEETING OF THE DISCIPLINARY COMMITTEE

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

NOTICE OF MEETING

- (i) The Secretary shall notify the affected students 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.
- (ii) 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.
- (iii) The Committee shall hold an inquiry 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.
- (iv) The Committee's decision shall be arrived at either by simple majority of votes or through secret ballot
- (v) All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of 'Principles of Natural Justice' which are:
 - (a) No one shall be a judge of his/her own case
 - (bi) Each party shall have the right to be heard and call witnesses.
 - (ci) The accused has a right of appeal

POWERS OF THE STUDENTS' DISCIPLINARY COMMITTEE

- (a) The Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature of the offences committed and the evidence called in support thereof:
 - (i) To dismiss the case against the student.
 - (ii) 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.
 - (iii) 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.

- (iv) To suspend the student from the University for a specific period.
 - (v) To expel the student from the Halls of Residence.
 - (vi) To expel the student from the University.
 - (vii) A combination of any two or more of the above.
 - (viii) To impose any other penalty or penalties as the Committee may deem fit to impose.
- (b) The University Council shall have the right to expel a student who commits any or a combination of the following offences without reference to him or her.
- A student who:
- (i) Boycotts or agitates for a boycott of lectures, tutorials, practicals or any other courses of instructions or academic programmes.
 - (ii) Maliciously or willfully 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 by law.
 - (v) Is convicted by Court of Law of any criminal offence which the Council shall deem serious enough to warrant expulsion from the University.
- (c) In arriving at an appropriate penalty or combinations therefore, 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/her.
- (d) The record and decision of any disciplinary action taken against a student shall be furnished to his/her Warden, chairman of Department, Dean of Faculty, Dean of Students and the Vice Chancellor and shall form part of the student's records at those levels.
- (e) 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 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.
- (f) Students appearing before the Students' Disciplinary Committee shall be informed of the Committee's decision within fourteen (14) days from the date of the conclusion of proceedings.
- (g) A student has the right to appeal to the Vice Chancellor against the decision of the Disciplinary Committee if he/she considers himself/herself 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.

COMMUNICATION OF DISCIPLINARY DECISIONS

The decision of the Disciplinary Committee shall be communicated by the Registrar (A.A) of the University
Such decisions shall take effect immediately.

MISCELLANEOUS MATTERS

- (1) The University disclaims all responsibility of loss of or damage to any property belonging to students or their guests while such property is on the University premises.
- (2) The University Council in consultation with the Senate reserves the right to change, add, amend or otherwise vary these regulations at any time without notice.



OFFICE OF THE REGISTRAR – ACADEMIC AFFAIRS

Student Declaration Form

I

Of Reg/No.....

ID/No./ Passport No

taking a course in commit myself to read,
understand and abide by the regulations governing examinations and the students code of
conduct of Multimedia University of Kenya available on the university website
www.mmu.ac.ke/admission during the whole period of my stay as a student at the
University.

Signed

Date