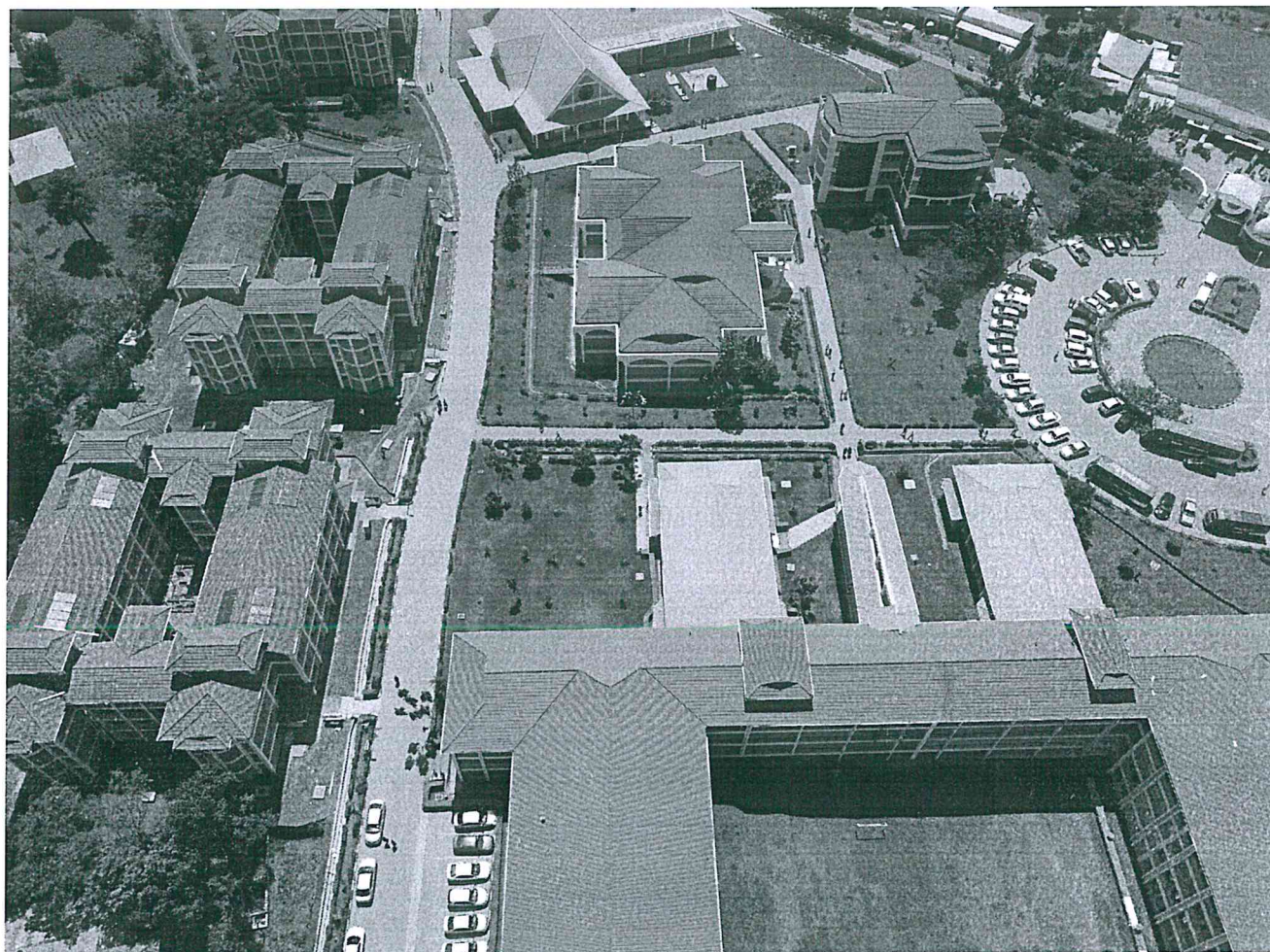




**KIBABII UNIVERSITY**



**STUDENT HANDBOOK**

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*Revision 2*

KIBABII UNIVERSITY – ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS		
ISSUE FOR USE ON:	MAIN TITLE: STUDENT HANDBOOK	REF: KIBU/ACA/DOC/005

## STUDENT HANDBOOK

<b>Approved by:</b> Prof. Donald N. Siamba Management Representative	<b>Sign:</b> 	<b>Date:</b> 22/9/23
<b>Authorized by:</b> Prof. Isaac Ipara Odeo Vice-Chancellor	<b>Sign:</b> 	<b>Date:</b> 22/09/23



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## PHILOSOPHICAL FOUNDATIONS

### 1. Philosophy

Kibabii University embodies the view that Science, Technology and Innovation are critical for sustainable utilization of material and human resources for the prosperity of the universe.

### 2. Vision

To be a global and dynamic University of excellence in Science, Technology and Innovation.

### 3. Mission

To achieve excellence in generation, transmission and enhancement of new knowledge in Science, Technology and Innovation through quality Teaching, Research, Training, Scholarship, Consultancy and Outreach programmes.

### 4. Core value

Kibabii University is anchored on six (6) Core Values whose acronym is EASIIA.

To operationalize the core values, 'KIBU aspires to produce scholars who embody Excellence, Accountability and Transparency, Social responsibility, Innovation and are of Integrity while utilizing their Academic freedom in performing their duties.'

The six (6) core values are:

- i. Excellence;
- ii. Accountability and Transparency;
- iii. Social responsibility;
- iv. Innovation;
- v. Integrity and
- vi. Academic freedom



**Foreword**

This handbook is a valuable resource manual to students of Kibabii University and contains information that guides students on their social and academic life at the University. It is a road map communicating policies and procedures that direct student life in a vibrant community of scholars. The Student Handbook contains the University Rules and Regulations Governing the Conduct and Discipline of Students and the Rules and Regulations for Examinations. All students should read and familiarize themselves with these Rules and Regulations and individually append their signature as a commitment to these ordinances that govern student communal association and student academic discipline.

It is hoped that students of Kibabii University will exemplify a life of honorable character, dignity and self-worth both on and off the University Campus. If in need of help with regards to the Handbook the offices of the Registrar (Academic Affairs), the Dean of Students, Deans of Faculties /Schools, Directors and Heads of Departments are available for consultation.

The Student Handbook is therefore expected to promote excellence and provide knowledge as a way of nurturing students on virtue, professionalism, intelligence, integrity and soft skills adaptive to harmonious interaction in a dynamic world. It is in this way that all stakeholders will be confident of our products exemplified by qualifying graduates.

It is my hope that students will find this publication helpful, leading to an enjoyable experience in the duration of their studies at the University.



Prof. Isaac Ipara Odeo

**Vice Chancellor**

## **Acknowledgement**

This is to acknowledge the enormous contribution made by stakeholders in the review of the Student Handbook. Our gratitude goes to University Management Board for offering a conducive environment for the development of this Handbook and for their spirited efforts towards a successful review of the Handbook. We appreciate the effort made by the Division of Academic and Student Affairs and specifically to the Senate and the Deans Committee for their input in the various stages of the process of review of the Handbook.



Prof. Franklin Wabwoba  
**Ag. Deputy Vice Chancellor (Academic and Students Affairs)**

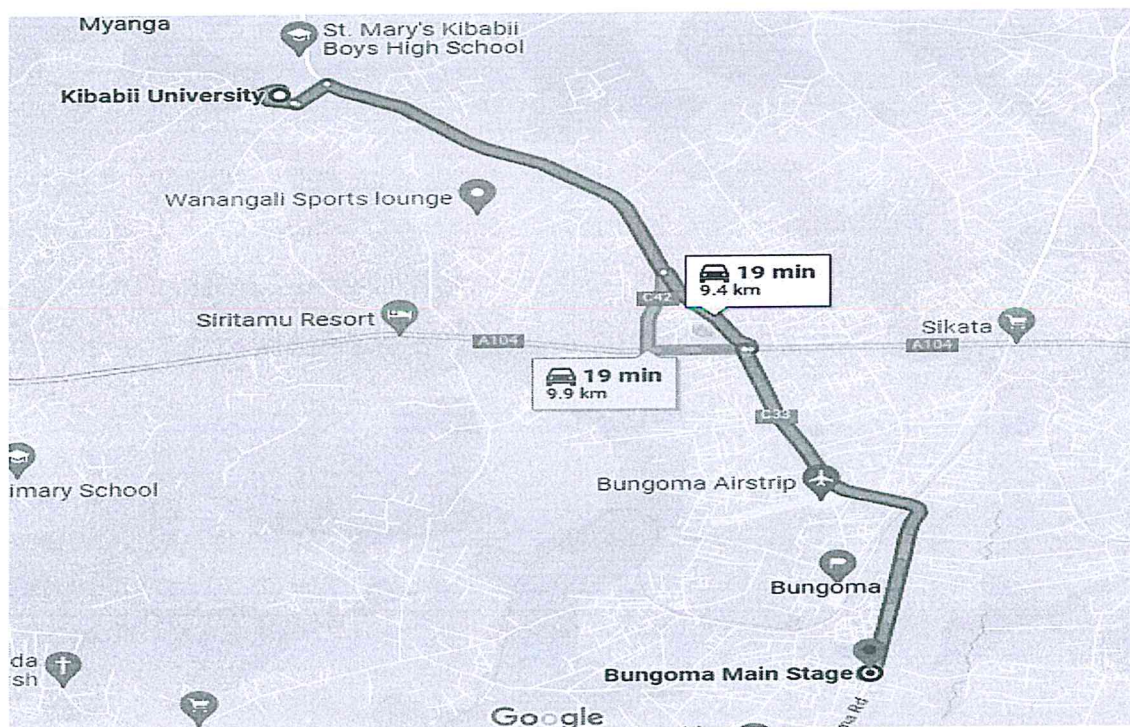


## PART 1: INFORMATION AND INSTRUCTIONS TO NEW STUDENTS

### 1.0 Travelling to Kibabii University

Kibabii University is situated in Bungoma County, 417.7 kilometers from Nairobi. It is along the Bungoma – Chwele Road, Opposite Kibabii Primary Boarding School. The University is served by public transport (*matatus*) from the Bungoma Town Centre Bus Station. You may alight at a place commonly referred to as Kanduyi, take a matatu heading to Chwele then ask to alight at the Junction leading to Kibabii University. Those travelling by air can use flights from Nairobi-Kisumu-Eldoret International Airports.

### DIRECTION MAP TO KIBABII UNIVERSITY



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## 2.0 Arrival and Registration

Students are expected to arrive between 8:00 a.m. to 5:00 p.m. on the opening day for registration. Any student arriving after 5:00 p.m. will not be **registered** nor be given **accommodation** until the following day.

## 3.0 Immigration

All international students must be in possession of **VALID PASSPORTS AND RELEVANT MEDICAL CERTIFICATES BEFORE** arriving in Kenya. Temporary travel documents are not acceptable to the Immigration Authority in Kenya. In addition, all non-citizens must obtain re-entry permits from their own territorial Immigration Department to cover the duration of the programme and must bring their passports with them when they come to register at the University.

## 4.0 Admission Letter

4.1 Admission of candidates to the University for Degrees, Diplomas, Certificates or other awards shall be open to all persons accepted as being qualified by the Senate in accordance with the Kibabii University Charter Section 6(2).

4.2 The letter of admission shall be sent to the student in soft or hard copy.

## 5.0 Form of Acceptance by the Candidate- KIBU/1

The student shall accept admission by signing the Form of Acceptance referred to as (KIBU/1).

## 6.0 Students Personal Details

### 6.1 Student Regulation Declaration Form KIBU/2

The student must read Document B on the Rules and Regulations Governing the Conduct and Discipline of Students before signing the declaration Form KIBU/2. You are required to submit a completed copy during admission.





## 6.2 Students Personal Details Form - KIBU/3

- i. You are required to complete the **Students Personal Details Form - KIBU/3** and attach a colored passport size photograph on the form. The photograph should bear the name of the student and admission/registration number in **FULL and NO INITIALS ARE ACCEPTED** on the reverse side. This information is important in the event of the photograph being misplaced.
- ii. Submit the completed Students Personal Details Forms - KIBU/3 to the Registrar Academic Affairs on the day of registration. Students **MUST** fill the KIBU/3 online forms on the Kibabii website <http://academics.kibu.ac.ke/admission-requirements/> before reporting to the University.
- iii. Please note that information in the Students Personal Details KIBU/3 form is intended to help the Office of the Registrar, Academic Affairs to understand you better. In subsequent years any change of Home Contact Address and Telephone number should be forwarded to the Registrar's Office in writing to enable them update your records.
- iv. A student changing their Official Names while at the University should submit a sworn affidavit for the purpose of updating their Personal File records.

## 7.0 Entrance Medical Examination Form KIBU/4

7.1 Admission into the University is subject to receipt of a satisfactory Medical Report from a medical practitioner in a recognized Government medical facility.

7.2 Students are therefore, required to undergo medical examination after which the attached KIBU/4 form shall be filled before coming to the University.

7.3 The KIBU/4 Form is enclosed in this Student Handbook for this purpose and should be filled, signed and presented in person on the day of Registration

## 8.0 Fees

Subject to provisions of Section 45(1) (b) of the University ACT 2012 and Section 18 (12) (h) of the University statutes, the University Council shall determine after considering the recommendation of the Senate all fees payable to the University as follows:



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## 8.1 Kenyan Students

Fees is payable at the beginning of every Semester. However, a student may pay fees for a whole Academic Year/whole program.

## 8.2 Non-Kenyan Students

All international students must produce evidence of adequate financial support before admission to the University. This evidence **must be** in the form of a letter from a sponsoring body guaranteeing adequate financial support for the entire duration of the Programme.

The University annual fees structure is available on the University Website **www.kibu.ac.ke**.

- a) No money should be paid to anyone purporting to be an agent of the University.
- b) Students are advised to pay the fees in the official University bank accounts provided on the fee structure.
- c) The University shall have the right to preclude any student from attending classes, sitting examinations, participating in any academic activity or enjoying any other University facilities unless such a student shall have paid all fees and other dues.
- d) **No** student shall be allowed to sit University examinations with fees arrears for the semester involved. Examinations taken under such circumstances shall be cancelled and the students required to sit supplementary examination upon payment of all required fees.
- e) **Graduating students:** To be eligible for graduation students must have fulfilled the following:
  - i. Done and passed all courses in their respective programmes;
  - ii. Paid all requisite fees;
  - iii. Cleared with all relevant offices; and
  - iv. Paid mandatory non-refundable graduation charges as determined by the Senate from time to time.



## 9.0 Medical Services

The University shall offer medical services to registered students as detailed below:

### 9.1 Medical Attention at the University

9.1.1 **On-Campus Health Care:** The Health Center is opened to all students at the University. The University provides Outpatient services only to students who are in session except in cases of medical emergencies.

9.1.2 The University does not provide health services as detailed below:

- i. Students in need of in-patient services; and
- ii. Students who need specialized treatment such as dental, optical surgery, gynecological /obstetric, dermatology and others as determined by the health services department.

9.1.3 All costs for in-patient and specialized health care shall be met by the parent /guardian/sponsor/medical insurance company.

9.1.4 Parent/Students are advised to have a medical cover preferably National Health Insurance Fund (NHIF). Those without cover are advised to acquire one before admission.

9.2 In case of an accident or injuries that require Hospitalization the student shall be admitted at a Public facility (GoK Hospital) in consultation with the parent/guardian and the parent /guardian shall settle the bill.

9.3 Students who may get injured/fall sick while participating in official co-curriculum activities within or outside the University shall be offered emergency services by the University. Any medical cost arising from the complication as a result of the injury shall be borne by the parent/guardian.

## 10.0 Co-curricular Activities

10.1 Co-curricular activities are essential for the total human mental and physical development. It is the policy of the University that all students should be encouraged to participate in at least one relevant co-curricular activity registered in the Student Affairs office.





**10.2** The University offers a wide variety of sporting activities to all students. These include among others but not limited to:

	Activity	Recommended Sports Gear
a)	Soccer/Football/Rugby	Uniforms and boots
b)	Basketball/ Volleyball/ Handball/Netball	Uniforms and footwear
c)	Hockey	Uniforms, footwear and hockey stick
d)	Tennis/Badminton/Table tennis	Uniforms, rackets, or bats and foot wear
e)	Athletics -	Track suits, foot wear
f)	Karate/Tae-kwon-do	Ghee suits
g)	Lacrosse	Uniforms and footwear
h)	Swimming	swimming costumes

**10.3** Students are encouraged to carry their own sportswear relevant to the sporting activity of their choice as recommended above in 10.2.

**10.4** Students participate in these activities for recreation or competition. At competitive level, the University accords students' opportunities to travel widely subject to availability of funds to compete at Inter-University sports, bi-annual championships and tournaments organized at local, national and regional levels.

**10.5** The University encourages all students to come with their own training and practice kits and appropriate playing equipment for games and sports of their choice. The University has an **“official competition kit”** which will be provided **ONLY** during **Competitions**.

**10.6** The University provides an opportunity for students to nurture their talents; students are encouraged to join groups of their interest.



### 11.0 Student Advisory Services

The student advisory services are handled under the Office of Career Services. The Office of Career Services also handles Career mentorship, job placement and Academic advisory services as provided in the Career Services Policy.

### 12.0 Student Association

- a) The Student Association is constituted as per Section 41 of the Universities Act 2012, Section (18) of Universities (Amendment) Act, 2016 and Section 20 of the Kibabii University Charter 2015.
- b) All students are automatic members of the Student Association run by and for students. Students are advised to familiarize themselves with the SOKU Constitution, pay membership and annual subscription for the smooth running of the Association.

### 13.0 Clubs & Societies

- a) All students are encouraged to register in clubs & societies recognized/registered in the Students' Affair Department.
- b) Clubs and Societies are self-supporting in all financial matters and shall operate within their Constitutions.

### 14.0 Instruments, Equipment and Protective Clothing for Students

Students in the following programmes are required to bring the listed instruments and clothing:

#### 14.1 Computer Science/Information Technology Students

- i. One White Laboratory Coat.
- ii. A laptop
- iii. Other requirements as may be advised from time to time



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**14.2 Agricultural related Programmes**

- i. Laboratory coat/dust coats/aprons/Overalls
- ii. Other requirements as may be advised from time to time

**14.3 Nursing and Medical related Programmes**

- i. Digital thermometer
- ii. Stethoscope
- iii. Nursing Watch
- iv. White dust coat
- v. Nurse Uniform-Low black shoes and Apron/Scrubs
- vi. Other related medical equipment necessary as may be advised from time to time

**14.4 Science and related Programmes**

- i. Laboratory coat/dust coats/aprons/Overalls
- ii. White Gum Boots for students in Biological Sciences
- iii. Dissecting Kit for students in Biological Sciences
- iv. Other related equipment necessary for training as advised from time to time.

**15.0 Registration on the Student Portal**

A student shall register for every new semester on their student portal within the first three weeks of the semester for purposes of selecting courses, generating fees statement and generating examination cards.

**15.1 Change of Programme (Inter/Intra Faculty/School Transfer)**

- a) The University allows students to change programme within three weeks (20%) after commencement of lectures in the first semester of the first year.
- b) Students who would like to change/transfer into other programmes are to apply during the first three weeks of the first semester by completing an inter/intra-faculty/school Transfer Form.





## 15.2 Deferments, Withdrawals and Readmissions

Students unable to register in the academic year may **Defer** their studies or take an **Academic Leave** for that academic year. This should be done by filling a **deferment/readmission form** and submitting it at the office of the Registrar (Academic Affairs), stating reasons for deferment. The deferment period shall be one (1) academic year renewable continuously up to a maximum of three (3) academic years. Reasons for deferment shall normally be due to: Financial reasons; compassionate reasons; medical reasons (provide medical documents) or any other reason acceptable to Senate.



**PART II: RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF KIBABII UNIVERSITY**

Subject to the Provisions in the Universities amendment Act 2016, Kibabii University Charter 2015, KIBU Statutes 2021 and any other governing laws, Kibabii University hereby establishes what is to be referred to as Rules and Regulations Governing the Conduct and Discipline of students of Kibabii University. This refers to all matters affecting education, welfare and discipline of the students.

These rules are meant to help the University function effectively for ALL its students. Students are required to sign a form referred to as KIBU/2 to confirm that they have read and understood and will abide by the rules and regulations as stipulated.

**16.0 Preliminary**

- 16.1 These regulations are made by the University Senate and approved by the University Council in accordance with the provisions of KIBU Charter 2015 and KIBU Statutes 2021 whose objective and purposes are among others, to provide for the control, governance and administration of the University.
- 16.2 The Senate as per the KIBU Charter 2015 and KIBU Statutes 2021 shall be responsible to the Council for the general conduct and discipline of the students.
- 16.3 These regulations shall apply to ALL students of Kibabii University subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with the Statutes in general.
- 16.4 (a) These regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay in **the University**.
- (b) Such bond, assurance or undertaking shall be executed when required.



### 17.0 Disciplinary Authority of the Vice Chancellor

For the purposes of these regulations the Vice Chancellor, acting on behalf of Council, is the disciplinary authority of the University and may in that capacity:

- i. Vary or add to the list of disciplinary offenses specified herein;
- ii. Suspend any student(s) suspected of committing an offence under these regulations, from the University pending further disciplinary measures; and
- iii. Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

### 18.0 Definition of a Student

- a) In these regulations the term **student** means a person who is fully paid up and registered during a current academic year for a first or higher degree, diploma, certificate or such other qualifications or courses of the University as may be approved by the Senate as qualifying a person for status of a student, and includes a student of an affiliated institution who is registered for examinations leading to degrees or other academic awards of the University.
- b) A **BONA FIDE student** will be considered to be one who has fully paid-up fees and registered in the University in the current academic year.

### 19.0 The Conduct of Students

The following provisions shall apply with respect to the conduct of students within and outside the University precincts.

#### 19.1 General Conduct

All students shall:

- a) Conduct themselves with the highest standards of integrity and personal discipline;
- b) Respect and adhere to the administrative and academic rules, procedures and structures established by the Kibabii University Charter and Statutes for the control, governance and operations of the University;





- c) Respect the rights and privileges of the members of the University community at all times;
- d) Refrain from any conduct that might bring the University or any Section or Programme thereof into disrepute or public odium;
- e) Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens;
- f) Wear acceptable, decent and appropriate attire at all times and in particular while attending lectures, practical sessions or at any University functions; and
- g) Adhere to all Rules and Regulations by various Sections of the University at all times.

## 19.2 Channels of Communication

In the redress of grievances, students shall be expected to go through the laid down channels and procedures as follows:

### a) Academic Matters

Class representatives, Academic Advisers, Chairpersons of Departments, Deans of Faculties/Schools and Registrar (Academic Affairs), Deputy Vice Chancellor (Academic and Students Affairs) and the Vice Chancellor in that order.

### b) Non-Academic Matters

#### i. Residential Students Matters:

Student leadership, Housekeepers/janitor, Hostel/Catering Officer, Wardens and Dean of Students, Deputy Vice Chancellor (Academics and Student Affairs) and the Vice Chancellor in that order.

#### ii. Non-Residents Students Matters:

Student leadership, Wardens and Dean of Students Deputy Vice Chancellor (Academic and Students Affairs) and the Vice Chancellor in that order.



**iii. Welfare Matters:**

Class Representatives, Students Leadership, Wardens and Dean of Students Deputy Vice Chancellor (Academic and Students Affairs) and the Vice Chancellor in that order.

**iv. Security/Emergency Matters**

Students to report any security matters to the Security Office or contact an emergency security number.

**19.3 Students and their organizations** shall be expected to adhere to the Procedures in 19.2 (a) and (b) above to ensure prompt processing of their grievances.

**20.0 Communal Living**

The University provides limited shared accommodation for students.

**20.1 Residential Conduct**

All students shall comply with the rules and regulations governing conduct in the University Hostels and conduct themselves with responsibility and maturity while in residence at the University and in particular shall strictly observe the following:

- a) Share rooms in addition to other facilities of common use. However, it shall be an offence to illegally stay in a room in the University Hostels.
- b) Adhere to the list of allocation of rooms determined by the Hostels Officer. Change of rooms, halls or hostels once allocation has been made shall not be allowed without written permission of the Hostels Officer.
- c) Admit visitors/students to their rooms only between the hours of 10.00 a.m. and 10.00 p.m. and in so doing shall pay due consideration and regard to the conveniences of their roommates.
- d) Report any absence from residence from the halls to hostels officer responsible for that particular hall.
- e) Not remove or damage any facility or equipment in their rooms or any other part of the halls.
- f) Not cook or sell food in the hostels.
- g) Not conduct business or trade in the halls.



- h) Not cohabit or accommodate an illegitimate member in the room while in the University halls of residence.
- i) Not enter/remain in opposite sex halls of residence/rooms between 10.00 p.m. and 10.00 a.m.
- j) Not keep pets.
- k) Shall use video tapes, radios or any musical instruments in the residence so long as the sound does not interfere or cause disturbance to other residents.

### 20.2 Clearance from Halls of Residence

Each student shall be required to clear with the respective housekeepers and surrender room keys at the end of the academic year promptly if and when required.

### 20.3 Vacation Residence

All students shall leave the University premises at the end of every academic year. A student requesting accommodation in the University Hostel during a vacation must seek permission in writing from the Hostel Officer through the concerned Chairperson of Department to which the student will be attached. Such permission should be communicated to the Chief Medical Officer and other relevant authorities.

**20.4** Vacation residence shall be in a specified hall and paid for in advance at least two weeks before the start of the vacation.

### 20.5 Registration of Non-Resident Students (KIBU/5)

Non-Resident students shall register with the Dean of Students at the beginning of every semester or when they relocate in the course of the semester by duly filling in a prescribed form marked **KIBU/5**

### 21.0 University Property

- a) A student shall take reasonable care of properties of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been





caused by negligence, willful destruction or misuse of such property by the student or group of students.

- b) Where student(s)/club has/have rented University premises for business purposes, he/she/club is/are expected to pay the agreed rent in full.

## 22.0 Music and Musical Instruments

- a) Radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between 7:00 a.m. and 10.00 p.m. and at no time should the sound be so loud as to cause disturbance to others.
- b) 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.
- c) Discos, other dances and parties shall be held on Friday and Saturday evenings upon approval by the Dean of Students.

## 23.0 Noise and Nuisance

Students are not allowed to create unreasonable noise, or engage in unruly and rowdy behavior to the disturbance or annoyance of other occupants of University premises.

## 24.0 General Security of Students

### 24.1 Personal Security

Students are advised to take full responsibility of their personal security and safety.

### 24.2 Fire-fighting Appliances

It shall be an offence against University regulations to interfere with, damage or remove other than for fire- fighting purposes any of the firefighting appliances.



### 24.3 Fire Breakouts

On discovery or suspicion of fire, the student shall follow this procedure:

- a) Sound an alarm by calling other students and informing the hostel officer;
- b) evacuate the building if necessary;
- c) While leaving the building, leave quickly but calmly through the nearest exit.
- d) Remember not to stop for your personal belongings even if they are precious.
- e) Gather at the designated fire assembly point or as directed.

The following can help to cut down the risks of fire:

- a) Do not smoke.
- b) Do not use candles and leave them unattended.
- c) Switch off power supplies from your radio, iron box or any other equipment before you sleep or leave your room even if it is shortly.
- d) Avoid putting any hot electrical equipment on a timber surface.
- e) Avoid cooking in your room.

### 24.4 Student Property

Students are advised to take reasonable care to ensure safety of their personal effects. While reasonable security shall be provided, the University is not liable for losses of or damage to students' personal property while on University premises.

### 24.5 Motor Vehicles/ Motor Cycles/Drones and Bicycles

- a) A student shall not keep a motor vehicle, motor cycles, drones and bicycles on University premises without prior written permission from the Deputy Vice Chancellor (Administration, Finance and Development) and / or designated officer;
- b) Permission shall not be given without proof of a valid insurance cover, and a current driving license where applicable. Permission may be denied or withdrawn at the discretion of the Deputy Vice Chancellor (Administration, Finance and Development) and / or designated officer.



- c) Parking shall only be allowed at designated areas at the owners **RISK**.
- d) National Traffic rules and regulations shall apply.

## 25.0 Offences

### 25.1 Criminal Offences

The University has no 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 the Police. These shall include but not limited to the following:

- a) Being drunk and disorderly.
- b) Drug abuse/possession of illegal brew
- c) Drug trafficking/Possession of Drugs
- d) Affray (Fighting).
- e) Possession of dangerous weapons e.g., daggers, arrows, guns, etc.
- f) Assault causing bodily harm.
- g) Arson, attempts to commit arson or attempts to destroy or damage property.
- h) Theft/robbery with violence.
- i) Extortion /blackmail
- j) Unauthorized picketing, rioting, obstruction to perform duty.
- k) Organizing unlawful demonstrations/ processions/ incitements.
- l) Rape or attempted rape/Sodomy.
- m) Kidnapping/ abduction, detentions.
- n) Sexual harassment, indecent assaults, defilement.
- o) Impersonation and obtaining by false pretense.
- p) Forgery, fraud, counterfeiting.
- q) Illegal/unlicensed trade e.g., hawking.
- r) Trespass.
- s) Aiding suicide and attempted suicide.
- t) Concealing still birth/induced abortion.
- u) Subversion/treason.





- v) Murder, manslaughter.
- w) Terrorism activities.
- x) Possession of explosive devices, fireworks or dangerous chemicals.
- y) Hijacking vehicles.
- z) Misuse and abuse of Social Media.

## 25.2 Civil Offences

- a) Failure to pay fines.
- b) Failure to honor summons.
- c) Failure to settle debts.
- d) Deviant/ Queer behavior

## 25.3 Cyber Offences

Misuse of internet or management information systems or electronic devices to:

- a) Hack examination questions.
- b) Manipulate examination results.
- c) Defame others in the social media or send abusive text messages.
- d) Falsify admission records.
- e) Promote ethnic hatred/incitement.
- f) Transfer unauthorized information/materials.
- g) Access unauthorized information.
- h) Steal cash from ATMs or other accounts through internet.
- i) Manipulate fee balances.

## 26.0 Leave of Absence

26.1 The University shall grant a student(s) leave of absence from the University on the following grounds only:

- (a) Sick leave.
- (b) Maternity leave.



- (c) Compassionate leave.
- (d) Special leave.
- (e) Paternity leave.
- (f) Deferment of studies e.g., on financial grounds etc.
- (g) Sick-Off

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

**26.3** 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 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.

**26.4** Leave application forms are available at the Dean of Students Office and the applicant shall fill the application form before the leave begins.

**26.5** Other applicable regulations that govern studentship at the University shall be taken into consideration.

## **27.0 Processions, Demonstrations and Ceremonies**

**27.1** It shall be an offence for any student while on campus to organize or participate in demonstrations, processions, ceremonies, incitements, picketing or any other meetings for which, permission has not been granted by the University and or a government authority.

**27.2** In addition to any other permits which may be required by the law, permission to hold meetings in the University precincts shall be given by the Dean of Students and a report made to the Head of University Security Services.

**27.3** Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

## **28.0 Correspondence**

**28.1** Official communication from the University to the Media shall be by the Vice Chancellor.



- 28.2 Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear their individual names and signatures, and shall not bear any reference to the University.
- 28.3 It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students Association.
- 28.4 Publishing, writing and/or distributing anonymous literature of a malicious nature, including placards and gutter press shall be subject to disciplinary action.
- 28.5 Advertising notices must be on 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.
- 28.6 Correspondence through letters by individual students or by officials of the Students Association (including Student Societies) on matters pertaining to the University shall be sent through the Office of the Dean of Students who will forward as may be appropriate to:
- Government Officers.
  - Foreign governments.
  - Cabinet Secretaries and Members of Parliament or other dignitaries.
  - Sponsoring bodies and such other bodies.
- 28.7 Invitations to Cabinet Secretaries, Government Officials and Politicians, Representatives of foreign governments or any other important VIP persons to visit the University in their official capacities shall be channeled within adequate time to the Vice Chancellor through the Dean of Students.

### 28.8 Social Media Restrictions and Exclusions

It shall be deemed an offence for a student to abuse or misuse internet and social media (e.g., Facebook, Twitter, and WhatsApp, among others). Such abuse or misuse is prohibited by state law and University Policy. Students should demonstrate maturity in the use of social media and must adhere to the following:

- Ensure comments posted in the social media are constructive and devoid of abusive, obscene and vulgar language in accordance with the University Social Media Guidelines.





- b) Ensure that content(s) directed at individual fans or page users should never be written in a manner that can be interpreted as combative, threatening, demeaning or otherwise negative. A legal disclaimer may be required for such posts.
- c) Desist from posting content that shows someone getting hurt, attacked, humiliated or depict(s) an activity considered illegal, racist and bigoted, demeaning or portraying the University in negative light.
- d) Desist from posting any content that might be embarrassing to an individual or that could be construed to portray an individual negatively or assassinate an individual's image or character.
- e) Desist from posting content that might cause someone to believe that his/her name, image, likeness or other identifying aspects of his/her identity is being used without permission for commercial purposes.
- f) Desist from creating and using email or social media accounts to misinform or incite members of the University Community or the general public.

## 29.0 Academic Conduct

- 29.1 All students shall apply themselves diligently to the programmes of study approved by Senate and for which they are registered.
- 29.2 Except for reasonable cause, attend all lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction. It is therefore an offence for a group or class to boycott lectures/ practical/fieldwork. Such an action shall lead to disciplinary action.
- 29.3 Refrain from any conduct whose object or logical consequence is to disrupt the operations of academic programmes of the University.
- 29.4 Must not miss more than 20% of scheduled lectures, tutorials, seminars, practical sessions and other instruction. A student who does not adhere to this shall NOT be allowed to sit end of semester examinations and subsequently shall repeat the year or semester as shall be recommended by the University Senate.
- 29.5 A student who fails to attend 80 % of coursework in a semester shall be discontinued to show cause.



- 29.6** A student shall NOT be permitted to proceed to the next year of study without having satisfied the entire examinations requirements of the current academic year.
- 29.7** In case of dissatisfaction against the published examination results a student shall make a written appeal addressed to the Registrar (Academic Affairs) through the respective Chairperson of Department and Dean of Faculty/School within 30 days after publication of results.

### **30.0 Students' Leadership**

- 30.1** The students' leadership election shall be governed by the provisions of Section 41 of the Universities Act 2012, Section 18 of Universities (Amendment) Act 2016, Section 20 of Kibabii University Charter, Statutes (XL 68) and SOKU constitution.
- 30.2** a) A student Association shall be governed by a Students' Council comprising of:
- i. Chairperson.
  - ii. Vice Chairperson who shall be of opposite gender with the Chairperson.
  - iii. Treasurer.
  - iv. Secretary General who shall be the secretary to the Students Council; and
  - v. Three other members to represent special interests of students.
- b) Every Students' Council shall be elected in accordance with legal requirements in 30.1 above and its membership shall:
- i. Reflect national diversity; and
  - ii. Have not more than two thirds of its members being of the same gender.
- c) For purposes of conducting the election of the members of the Student Council referred to in subsection 30.2 (a), the students' association shall constitute itself into electoral colleges based on academic departments, schools or faculties, as may be appropriate.
- d) The students of each electoral college constituted under subsection 30.2 (c) shall elect three representatives:



- i. From amongst persons who are not candidates under subsection 30.2 (a); and
  - ii. Of whom not more than two thirds shall be of the same gender.
- e) The representative of each Electoral College shall elect the members of the student council within thirty days of the election under subsection 30.2 (d).
- f) A member of the Student Council shall hold office for a term of one year and may be eligible for re-election for one final term.

**30.3** To be eligible for leadership, a student shall comply with the following:

- a) His/her participation in the contest for any elective post in the Students' Organization of Kibabii University (SOKU) will not compromise his/her academic performance.
- b) Should demonstrate that class work will not suffer by obtaining at least an average mean mark of 60% in the previous academic year of Kibabii University examinations or has an average Continuous Assessment (CAT) Mark of 60% of Kibabii University examination for newly joining students and must have completed at least one semester at Kibabii University. The fulfillment of the above requirements shall be confirmed by the Dean of the respective Faculty/School/Centre/Institute.
- c) Be a bonafide student who has cleared payments of ALL University fees that are due at the time as shall be confirmed by the Finance Officer.
- d) Be an ordinary member of the student association.
- e) Be of sound mind.
- f) Be fluent in spoken and written English and Kiswahili languages.
- g) Be well conversant with the Associations' Constitution.
- h) Have at least two academic semesters remaining for completion of studies.
- i) Possess both National Identity Card and KIBU Student Identity Card.
- j) Should not have been found guilty in a Kibabii University disciplinary case.
- k) Should not have a pending disciplinary case.
- l) Be cleared by KIBU Electoral Commission.





- 30.4** No student shall be allowed to contest:
- If one has been found guilty in a Kibabii University disciplinary case.
  - If one has a pending Kibabii University disciplinary case.
  - If one is found to be of unsound mind.
  - If there is evidence of receiving sponsorship from external groups e.g., Politicians.
  - If there is evidence of threatening, intimidating and insulting colleagues on social media.
  - If there is evidence of a pending criminal case before a court of law.
  - If there is evidence of forged documents.
  - If one has held office as a member of student's council for two terms.
- 30.5** Students shall be represented in Senate by the SOKU Chairperson and academic secretary. In the event that both are of the same gender, then the Vice Chairperson shall be included for gender balancing.
- 30.6** Students shall be expected to comply with all the applicable laws governing the University and other regulations made by Departments, Faculties, Schools, Centers, Institutes and College or any other such units of the University. During elections students shall not be allowed to invite politicians into the University premises.
- 30.7** The Dean of Students and Chairperson of Kibabii University Electoral Commission shall be responsible to the Vice Chancellor through the Deputy Vice Chancellor (ASA) in the overall maintenance of discipline during Students' leader's elections.
- 31.0 Miscellaneous Provisions**
- 31.1** A student shall not use or have in his/her possession harmful chemicals, weapons, knives, sticks, metal bars or any other objects/articles which might endanger other members of the University community.
- 31.2** A student shall not use vulgar language or abusive language while on or out of the University precincts.
- 31.3** A student shall not threaten or hold hostage extort or strike or physically harm any other student, or a member of staff or other employees of the University, or a member of public.



- 31.4** It shall be an offence for a student to interfere with movement of university vehicles or cause traffic obstruction in or outside the University.
- 31.5** Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided. Failure shall result in removal of the student from the hostel.
- 31.6** University facilities like halls, lecture theatres and common rooms may not be used by Students for business, meetings and parties without written approval from the Dean of Students.
- 31.7** 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 areas as notified from time to time.
- 31.8** Students on academic or social trips shall be accompanied by an officer of the University.
- a) A list of names of students on the trip shall be prepared by the University officer accompanying the students and submitted to the Dean of Students, Dean of Faculty/School, Directors, Transport officer and Security officer as may be appropriate.
  - b) No student shall travel on a trip without prior approval by the Dean of Students/Deans of Faculties/Schools
  - c) Students on a trip shall be required to strictly observe the trip itinerary and where students need to be away, they shall seek permission from the Officer in Charge.
- 31.9** Students/Clubs operating business at the Students Centre shall adhere to all statutory requirements of running such businesses and comply with the Public Health Act where relevant.

## **32.0 Jurisdiction and Disciplinary Actions**

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





### 32.1 Disciplinary Authority of the Vice Chancellor

32.1.1 For the purposes of the Charter and the Statutes the Vice Chancellor acting on behalf of the University Council is the disciplinary authority of the University and shall in that capacity:

- a) Vary or add to the list of disciplinary offences therein.
- b) Suspend any student suspected of gross misconduct under the rules and regulations governing the conduct and discipline of the students and the laws of the land pending further disciplinary measure. Take any measures necessary for the proper operation of the disciplinary procedure and maintaining of law and order.
- c) The Vice Chancellor through the various organs, committees and the offices of the Deputy Vice Chancellor (ASA) and the Dean of Students shall be responsible of all students in the University.
- d) Where a student is involved in a grave disciplinary matter that in the option of the Vice Chancellor, the operations of the University or section of it is endangered, the Vice Chancellor shall have the prerogative of suspending the involved student pending his/her appearance before the Students Disciplinary Committee.
- e) The Dean of Students shall be responsible to the Vice Chancellor through the Deputy Vice Chancellor (ASA) in the maintenance of discipline among students and may recommend suspension of a student or students.
- f) Where a student is involved in grave misconduct in the University halls of residence, the Dean of Students may upon recommendation of the Hostels Officer, through the responsible Warden suspend/exclude the said student(s) from the University's halls of residence pending appearance before the Students Disciplinary Committee.
- g) The responsibility of maintaining discipline at the University is vested with the Office of the Vice Chancellor who may from time to time delegate such power to other Officers of the University for the purpose of investigation and enforcement.

32.1.2 Administrative and Academic staff of the University have authority to ensure that the rules and regulations are adhered to by all students.





**32.1.3** Students on field trips, industrial attachments, and school practice shall be subject to the supervision of the Officers under whom the University places them.

### **33.0 Enforcement of Regulations**

**33.1** In the event of breach of the regulations, and depending on the nature of the offence the Officers referred above shall adopt the following procedures:

- a) Shall require the student to make a written statement in response of 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.
- d) The Dean of Students shall:
  - i. Initiate investigation 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 (Academic and Students Affairs); or
  - iii. Take any other action that may be deemed appropriate at the time.

### **34.0 Disciplinary Procedures**

**34.1** The Chairman of the Students Disciplinary Committee shall convene a meeting of the Disciplinary Committee at least twice a Semester.

**34.2** The Student Disciplinary Committee shall comprise of the following Officers who shall serve for such period as shall be prescribed in the regulations:

- a) Deputy Vice Chancellor (ASA).
- b) Registrar Academic Affairs, Secretary of Students Disciplinary Committee.
- c) Dean of Students.
- d) Three members of the academic staff appointed by Senate.
- e) Security Officer.
- f) Legal Officer.
- g) Two representatives from Student Association.



h) Dean of the respective Faculty/School.

### 34.3 Notice of Meeting

**34.3.1** The Registrar, Academic Affairs shall notify both student and the complainant of the date and time of the meeting fourteen (14) days prior to the disciplinary meeting and inform them of the requirement to attend and right to call witnesses.

**34.3.2** The formal notice shall consist of:

- a) A copy of the allegation of the misconduct;
- b) The date, time and venue of the inquiry;
- c) Details of where help and advice may be sought;

**34.3.3** The formal notice shall be deemed to have been received by the student if a copy of the document is sent by email, posted on notice board, University website and recorded delivery to the student's last known contact address.

**34.3.4** The student shall be required to attend the hearing in person and accompanied by the registered Parent or guardian. Summons to attend shall take precedence over all other students' commitments.

### 34.4 Procedure of the Committee

**34.4.1** 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 namely: That

- a) No one shall be a judge of his/her own cause.
- b) Each party shall have the right to be heard and call witnesses.
- c) The accused has a right of appeal.

**34.4.2** The Committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular, the Committee shall ensure



that both sides are heard and that persons required to be WITNESSES in the case do not sit as members of the Committee.

- 34.4.3** These proceedings are of management nature internal to the administration of the University and therefore shall not involve legal representation. However, if a student wishes to be legally represented, he/she must give notice to the secretariat to enable the University to instruct its lawyers appropriately.
- 34.4.4** If the student is unable to attend, they can submit a written statement of the case to the Registrar, Academic Affairs which will be considered at the disciplinary meeting.
- 34.4.5** If a student fails to attend the disciplinary hearing without good reason, the Committee shall proceed in his/her absence.
- 34.4.6** The Committee will determine its findings in relation to the evidence they have seen and heard on the balance of probabilities except where the offence is such that the student may be excluded, temporarily or permanently, where the Committee needs to be convinced beyond reasonable doubt that the allegation is proven. The Disciplinary Committee shall take account of any mitigation by the student when determining the penalty.
- 34.4.7** As soon as possible after the determination of the allegation, the Registrar, Academic Affairs shall issue the Decision Notice that shall consist of the following:
- a) A summary of the major points made during the Disciplinary Inquiry;
  - b) A concise rationale of its findings;
  - c) A concise statement of the Disciplinary Committee's findings in relation to the allegation of Misconduct;
  - d) In case a student is responsible for misconduct, the penalty to be applied;
  - e) An explanation of the student's right of appeal.





### 35.0 Powers of the Students Disciplinary Committee

35.1 The Committee shall have powers to impose any one or more of the following measures, subject to ratification by the Senate:

- a) Dismiss the case against the student.
- b) Warn or caution the student either verbally or in writing.
- c) Put the student on probation for a specified period.
- d) Require the student to make good any loss or damages commensurate with the nature and gravity of the offence committed or impose a cash fine.
- e) Forfeit bursary or goods to the University.
- f) Exclude the student from the Halls of Residence for such a period as the Committee may deem fit.
- g) Exclude the student from attendance of lectures or other course(s) of instruction for such a period as the Committee may deem fit.
- h) Suspend the student from the University for a specified period.
- i) Expel the student.
- j) Mete any other penalty that the committee may deem fit.

### 35.2 Communication of Disciplinary Decisions

The Deputy Vice Chancellor (Academic and Students Affairs) shall communicate the Committee's decision to the student and the guardian. Such decisions shall take effect immediately.

### 36.0 Appeal Against the Decision of the Student Disciplinary Committee

36.1 A student shall have the right of appeal against the findings of the Students' Disciplinary Committee and/or against the penalty imposed.

36.2 An appeal should be lodged by the submission of a signed and dated statement from the student to the Vice Chancellor within ten (10) working days of the date of issue of the written decision.

36.3 The Vice Chancellor will within three days of receipt of a student appeal, constitute an appeals Committee to consider the appeal together with documents considered by the original



hearing. Members of the Appeals Committee should not have had previous involvement with the matter.

**36.4** The Appeals Committee shall consist of:

- a) A University Professor as Chair;
- b) A senior Faculty Representative;
- c) Legal Officer.
- d) Secretariat.

**36.5** The Appeals Committee shall within fourteen (14) days after constitution by the VC, convene, consider and determine the student's appeal. The Committee can uphold, amend or rescind the decision of the original hearing.

**36.6** Within seven (7) days of submission of the Appeals Committee's decision to the Vice Chancellor, the student shall be informed of the Appeals Committee decision in writing together with the reasons for the decision.

### **37.0 Appeal to the University Council**

**37.1** The student shall have the right to appeal to the Chairman of the University Council against the decisions of the Vice Chancellor.

**37.2** Notice of appeal against the decision of the Vice Chancellor must be given in writing and addressed to the Chairman of the University Council within fourteen (14) days of the communication of the Vice Chancellor's decision.

**37.3** On receipt of a copy of notice of appeal the Secretary of Council shall send to the Chairman of Council a copy of all relevant minutes pertaining to the case.

**37.4** The Chairman of Council shall subsequently communicate to the students through the senate the results of the appeal which shall be final and irrevocably binding.

### **38.0 Saving Clause**

The provision of these regulations and any decisions made by the Disciplinary Committee shall not derogate 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 state of facts against any student in a Court of Law, nor shall anything herein preclude the State from taking any action which it may deem necessary against any student.



**39.0 Offences/Student Misconduct and Respective Penalties**

S/N	OFFENCE/STUDENT MISCONDUCT	PENALTY
1.	Being drunk and disorderly.	1. Warning letter for the first offence.
2.	Possession of illegal brew.	2. Suspension for one (1) academic year for the second offence.
3.	Affray (Fighting).	
4.	Illegal/unlicensed trade e.g., hawking.	
5.	a) Assault. b) Assault causing bodily harm. c) Assault causing grievous harm.	Suspension for one (1) academic year. Suspension for one (1) academic year. Suspension for two (2) academic years.
6.	Participation in an illegal or unauthorized procession/demonstration/meeting within or outside the University.	Suspension for one (1) academic year.
7.	Rioting, obstructing staff from performing a duty or obstructing students from performing a duty or from attending lectures, practical or other learning processes.	Suspension for one (1) academic year.
8.	Threatening or insulting KIBU staff, student(s) visitors or members of the public going about their business within or outside the University.	Suspension for one (1) academic year.
9.	Organizing/planning unlawful demonstration/ procession /incitement within or outside the University.	Suspension for two (2) academic years.
10.	Boycotting lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction.	Suspension for one (1) academic year.
11.	Drug and substance abuse.	Suspension for two (2) academic years.
12.	Using the University Name or Logo on a document in	Suspension for two (2) academic years.





	attempt to disparage the University.	
13.	Participating in ejecting students or staff from a university premise.	Suspension for two (2) academic years.
14.	Preventing access to a university venue.	Suspension for two (2) academic years.
15.	Stealing or extorting from a member of staff, student or University visitor.	Suspension for two (2) academic years.
16.	Forgery, Fraud, Counterfeiting.	Suspension for three (3) academic years.
17.	Possession of dangerous weapons e.g., daggers, arrows, guns etc.	Expulsion from the University.
18.	Leading other students to eject staff or students from a university premise.	Expulsion from the University.
19.	Giving false information to the media or public about the University.	Expulsion from the University.
20.	Storming a university meeting.	Expulsion from the University.
21.	Attempt to burn or damage University property.	Expulsion from the University.
22.	Sexual harassment, indecent assault, defilement, Rape or attempted rape.	Expulsion from the University.
23.	Kidnapping/abduction, detentions.	Expulsion from the University.
24.	Killing of unborn child and abortion. Aiding suicide and attempted suicide.	Expulsion from the University.
25.	Robbery, Drug trafficking.	Expulsion from the University.
26.	Murder, manslaughter.	Expulsion from the University.
27.	Arson or damage of university property or that of staff or visitors within or outside the University.	Pay for the damage and expulsion from the University.
28.	Terrorism activities.	Expulsion from the University.
29.	Cyber-crimes.	Suspension for two (2) academic years.
30.	Civil cases.	Surcharge and warning. Suspension for one (1) academic year.



31.	Misuse and abuse of Social Media such as defamation of character, sending inappropriate images and emojis, making slanderous and/or derogatory statements in the media about the University or Staff and students, offensive social media publications/sms, colluding and conspiring to commit a misdemeanor.	Suspension for one (1) academic year.
32.	Trespass	Warning for 1 <sup>st</sup> offence and suspension of one (1) year for repeated offence

#### 40.0 Rules for Clubs and Societies

- 40.1
- a) Clubs and Societies may be formed for the advancement of the functions and objectives of the University in accordance with the University Statutes and other relevant national requirements
  - b) Formation of clubs and societies shall adhere to the requirements of national values with regard to cohesion and integration.
  - c) Formation of clubs and societies shall not be based on tribal or ethnic inclinations.
  - d) Clubs and Societies shall be self-supporting in all financial matters.
  - e) Only registered religious organizations shall be admissible.

#### 40.2 Procedure for forming Clubs and Societies

- a) The students proposing to form a club or a society shall prepare a draft proposal, which must include the following:
  - i. Justification;
  - ii. Objectives;
  - iii. Interim office bearers and patron;
  - iv. An indication of likely membership; and
  - v. Possible sources of funding.



- b) The students shall then:
- i. Discuss the proposal with the Dean of Students;
  - ii. Draw up the proposed club or society's constitution;
  - iii. Seek approval for the registration of the Club/Society from the Deputy Vice Chancellor (Academics and Students Affairs) through the Dean of Students;

#### 40.3 Management of Clubs and Societies

- a) All clubs and societies shall be managed in accordance with their approved constitution.
- b) All scheduled activities must have prior approval of 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.

#### 40.4 General Conduct of Clubs and Societies

- a) Topics of discussion by external guests shall be approved by Vice Chancellor through the Dean of Students.
- b) University Facilities may not be used for sub county, county 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 Vice Chancellor through the Dean of Students.
- d) Clubs and Societies shall not use the University logo on their documents (e.g., Certificates) without the approval of the Dean of Students.

#### 41.0 Protection of Name and Logo of Kibabii University

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







## **PART III: UNIVERSITY EXAMINATIONS RULES AND REGULATIONS**

### **42.0 Preamble**

The Kibabii University (KIBU) Examination Rules and Regulations define, amongst other things, the matters, the requirements, the time, and the procedure and process of examinations. The Examination Rules and Regulations have been formulated with a view to putting into place a credible and efficient system for the conduct of examinations subject to the provisions of Section 23 (1) of the Universities Act 2012, Section 6 (1)(r) of the Kibabii University Charter, the Kibabii University Statutes, Statute XLV and the Examinations Handbook.

Examinations are an important part of University experience and KIBU takes this process seriously. The University determines when, where and how examinations take place and students must attend examinations as required. Candidates for University examinations must read, and will be assumed to have read, these rules and regulations which apply to all examinations conducted by the University. Students and staff are required to familiarize themselves with these rules and regulations.

These Examination Rules and Regulations may be amended from time to time by Senate as deemed necessary.

### **43.0 Purpose**

KIBU Examination Rules and Regulations exist in order to ensure that assessment sessions provide an opportunity for students to demonstrate what they have learned in their courses. The Rules and Regulations cover different aspects of the evaluation process, and are to ensure the smooth and orderly exercise as well as to safeguard the security and integrity of all examinations.



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A person who commits a breach of any item contained in these Rules and Regulations shall be guilty of a breach of academic integrity or misconduct for the purposes of the KIBU Examinations Policy. Nothing in these Rules and Regulations, or any action taken under them, shall deprive the University of any other action or right it may have in the circumstances, nor prevent the University from taking any other action.

### 43.1 Types of Examinations

There shall be continuous assessments (CA), regular examinations, special examinations, supplementary examinations, repeat of examination internally, which shall be held as Senate may prescribe.

#### 43.1.1 Mode of Assessments

There shall be two modes of assessment: Physical and Online. The Physical and Online examination regulations contained in the Examinations Handbook shall apply.

### 43.2 Assessment Requirements

- a) All students must attend end of semester examinations, and/or any other examinations for which they are registered during their course/programme.
- b) All students must also hand in required coursework assignments. If a student has extenuating circumstances, they believe may affect their performance in assessed course work or examinations, or causes them to miss an examination, they should fill in the “KIBU Extenuating Circumstances Form” (See Appendix 12).
- c) A student who, with sufficient cause, misses an assessment will have their circumstances taken into account by the course lecturer and Department. If the student is offered an alternative assessment, the timing and form of this evaluation will be at the discretion of the respective student's Department and Faculty/School/Centre in consultation with the course lecturer and subject to the approval of Senate.





- d) A student will be regarded as missing an assessment with sufficient cause if the student can prove with circumstantial evidence that it would be unreasonable to expect the student to have attempted the assessment. Senate will determine, on the basis of recommendations made by Departments and Faculties/Schools/Centres, and on evidence submitted by the student, whether or not sufficient cause existed to warrant opportunity for an assessment.
- e) If a student has registered for a course but fails to take the examination for which they are eligible to sit without sufficient cause, the student shall be deemed to have failed the course.
- f) A student who fails to submit continuous assessment assignment(s) without sufficient cause shall not be allowed to sit Regular examinations.
- g) All students are required to be present for scheduled examinations unless authorized otherwise.
- h) Examinations will be conducted during the allocated times shown in the Examination Timetable. Examinations will normally start at 9.00 am and end at 5.00 pm from Monday to Friday. Senate may, with justifiable cause, vary these times and days.
- i) Where a student is unable to sit a continuous assessment/examination on medical grounds he/she shall be required to provide a sick off certificate or a letter of medical examination and treatment from the University medical officer or from a recognized medical practitioner as approved by the University Chief Medical Officer or designated officer from the University health centre.
- j) It is candidates' responsibility to ensure that they know the correct course, date, time and location of all their examinations.
- k) Students must be prepared to identify themselves through the presentation of a relevant KIBU photo-identification card or any other legally recognized identity document accepted by the University.
- l) Missing an examination may affect a student's progression to the next year of study, their eligibility for a degree, or the classification of a degree.
- m) Examination offences are extremely serious. The University takes a serious view of





cheating. All students are expected to take note of the written examination instructions issued to them as well as the announcements made during examinations.

- n) A candidate who is suspected of cheating in examinations is liable to disciplinary action including, but not limited to, cancellation of results, suspension or expulsion from the University.
- o) All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.
- p) A student will not be allowed into an examination room if the student has not completed payment of semester fees to the University.
- q) A student shall not commit a breach of academic integrity or misconduct during the course of an examination. A person, whether a student or not, shall not do anything intended to assist a student sitting for an examination to commit a breach of academic integrity.
- r) KIBU operates a zero-tolerance policy in relation to cheating in examinations.
- s) In case of re-examination of script(s) of a candidate who has appealed for remarking, an independent examiner who is qualified in the field and who did not teach the candidate in the course or the paper under examination shall be appointed.
- t) A final mark shall be awarded after moderation by an external examiner and Senate Board of Examiners.

### 43.3 Powers of the Invigilator

- a) Students sitting an examination must obey instructions given by an examination invigilator for the proper conduct of an examination.
- b) Invigilators will be present at all examinations and are responsible for their proper conduct.
- c) On the authority of Senate, invigilators will ensure strict adherence to all examination rules and regulations. It is an offence to disregard a legitimate instruction given by an invigilator. Candidates violating such instructions will be liable to disciplinary action.



- d) Examinations will start and finish on the instruction of the invigilator. Students shall not open examination papers or start writing until instructed to do so.
- e) A student shall comply with all instructions set forth on the examination booklet and/or the examination paper, and with any examination notice displayed in the examination room, and with any instruction given by an invigilator.
- f) An invigilator may require that any candidate in the examination room show by such means as the invigilator may specify and as are appropriate to the circumstances, that they do not possess any unauthorized material, or that they are not committing, or attempting to commit, a breach of any policy, procedures and rules relating to the conduct of examinations.
- g) The invigilator shall confiscate any unauthorized material brought into the examination room. The confiscated material, together with a statement of the circumstances from both the invigilator and the student, shall be handed to the Chairperson of Department who will forward to the Registrar (AA) to be used during disciplinary proceedings for examination irregularity.
- h) The invigilator shall question any person, student or not, on matters related to the person's behaviour in the examination room.
- i) An invigilator shall require any person, whether a student or not, to leave the examination room if their behaviour is such as to disturb or distract students sitting an examination.
- j) Any person present in an examination room shall comply with any requirements of an invigilator and answer any question(s) asked.
- k) The invigilator shall have, and exercise, such other powers as are necessary for the proper and efficient conduct of an examination.
- l) In case of an examination irregularity the invigilator will record the irregularity and allow the candidate to continue until the end of the examination. The statement of the circumstances from both the invigilator and the student, shall be handed to the Chairperson of Department who will forward to the Registrar (AA) to be used during disciplinary proceedings for examination irregularity.





#### 43.4 Admission in Examinations

- a) Only authorized persons shall enter an examination venue.
- b) Only the following people may enter or remain in an examination room during and for purposes of an examination:
  - i. Students registered and have met all course requirements;
  - ii. Examination invigilators;
  - iii. Members of academic staff;
- c) Security officer(s) authorized by the University;
- d) Other persons authorized by the Registrar (AA).
- e) The examination venue will be open for admission 30 minutes before the time scheduled for the Commencement of the examination.
- f) All students are expected to be at the designated venue at least thirty (30) minutes before the commencement of the examination. Misreading the examination timetable will not be accepted as a reason qualifying one for a special examination.
- g) Students are responsible for arriving on time for scheduled examinations.
- h) Students shall be required to present a valid KIBU photo identification card or other acceptable form of photo identification to be allowed to enter the examination venue. Where the identification provided is not clear, additional forms of identity verification may be requested.
- i) A student who fails to produce a student identification card and an examination card on request shall be denied admission to the examination room.
- j) A student who fails to present a student identification card and an examination card, but is admitted into the examination room on the basis of having cleared fees, shall be required to produce it within 24 hours to the relevant invigilator. If the student fails to do so, his/her results for that examination shall be cancelled.
- k) A student who arrives late for any written examination paper but before thirty (30) minutes have elapsed from the start of the examination shall be permitted to sit the paper, but such student shall not be allowed any extra time, whatever the reason for lateness.
- l) A student who arrives after thirty (30) minutes have elapsed shall not be permitted to sit





the examination.

- m) Unless authorized by the invigilator, no reference materials or electronic devices shall be allowed in the examination venue. Unauthorized materials include, but are not limited to:
  - i. Books;
  - ii. Class-notes or reference sheets or clothing with written notes;
  - iii. Unauthorized electronic or communication devices but not limited to cell phones, laptops, tablets, kindles, palm pilots or pagers.
- n) Students having and/or using electronic devices other than those authorized and approved by the course lecturer during an examination will be considered examination misconduct.
- o) All personal belongings and any unauthorized material must be kept as directed by the invigilator at a designated area outside the examination venue.
- p) The University will not be responsible for any loss of personal belongings in or outside the examination venue.
- q) The invigilator will have an ERP generated examination attendance register and ensure only candidates listed are admitted into the examination venue.

### 43.5 Candidates Conduct in Examinations

- a) Candidates will check the correctness of their registration details and sign the attendance register for the examination.
- b) Candidates sitting an examination must not give or attempt to give any form of assistance to any other candidate, unless the same is expressly approved by the invigilator.
- c) No candidate shall accept any assistance from another candidate during an examination, unless such assistance has been expressly approved by the examination invigilator.
- d) A candidate who permits another candidate to read, copy from or use their examination question paper and answer booklet shall be committing an academic misconduct.
- e) During an examination, candidates shall be permitted to have access to only those materials or aids specifically approved by the course lecturer for use in that examination



- paper and sitting.
- f) Where regulations permit a student to bring their own texts into the examination venue, the texts must be completely un-annotated.
  - g) If students are allowed to use electronic calculators in an examination, they must be compact, hand-held, and quiet in operation.
  - h) Devices with internet connection shall not be permitted in the examination venue.
  - i) Bringing unauthorized material and the use or attempted use of the same in an examination constitutes cheating and shall result in disciplinary action being taken against a candidate.
  - j) Candidates are not permitted to wear attire that compromises examination integrity, except where exemption applies for religious and/or health reasons, during examinations. Invigilators will request that students remove any clothing such as hats/caps, coats, sweaters and such type and to place it in the area reserved for storage of personal items for the duration of the examination.
  - k) Food and drink are not permitted in the examination venue with the exception of water which, if required, should be in a clear bottle with no label.
  - l) Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report of examination misconduct made to the Registrar (AA).
  - m) Students may not speak or communicate by any means, manner or device with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
  - n) Students should read the instructions on the question paper and follow them carefully.
  - o) Students should conspicuously display their identification document(s) for the marking of attendance and verification of identity during the examination.
  - p) All examinations scripts are anonymous and no student should write their name on the answer booklet. They should write only their admission number, correctly and legibly, in the space provided on every page of each answer booklet. Providing incorrect/illegible registration number or not writing a number could risk an answer





- booklet being considered void.
- q) Students must provide all other required details on the answer booklet.
  - r) Draft work must be written in the answer booklets or on other examination stationery provided in the examination room by the University. A student shall not carry any paper to the examination venue for draft work.
  - s) A student who becomes ill during an examination must submit all examination materials to the invigilator and request their examination to be cancelled. If this information is not passed to the invigilator and a request is not made, the unfinished script will still be marked and graded.
  - t) It is the responsibility of every student to ensure that all their answer booklets are firmly secured.

#### 43.6 Student Exit from Examinations

- a) No student shall be permitted to leave the examination venue until one hour has elapsed from the beginning of the examination. A student who leaves the examination room during the first one hour will not have their Regular examination graded.
- b) A student will not be allowed to leave the examination room during the last 30 minutes of the scheduled examination.
- c) Besides the reasons stated in (i) and (ii) above, a student who wishes to leave the room should raise their hand to attract the attention of the invigilator. Students may leave an examination room only if granted permission to do so by an invigilator.
- d) A student permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Invigilator will provide a report to the Registrar (AA), in such cases.
- e) No answer booklet or part of an answer booklet, whether used or not, may be removed from the examination venue.
- f) At the end of an examination, all candidates must stop writing, remain seated quietly. Throughout for invigilators to properly account for all answer scripts to be collected and





counted. Students must remain in their seats until all examination materials are collected and the Examination Invigilator has given permission to leave.

- g) A student wishing to leave an examination venue early must inform the invigilator and must remain in their seat until their script has been collected. They must leave the examination venue quietly with minimum disturbance both inside and immediately outside the examination venue.
- h) Candidates are responsible for ensuring that their answer scripts are submitted at the end of the examination. If a candidate is present for an examination and does not submit their answer script, they will be deemed to have sat for and failed the examination concerned.
- i) Students must ensure that they take all their personal belongings with them when they leave at the end of an examination.
- j) In the event of an emergency evacuation, students must follow the invigilator's instructions at all times.

### **43.7 Examination Misconduct**

**43.7.1** Any act that violates the KIBU Examinations Policy, KIBU Guidelines and Procedures, and these Rules and Regulations shall constitute examination misconduct.

**43.7.2** Examination misconduct shall include, but not limited to:

- a) Writing on examination question papers.
- b) Unauthorized absence from the examination venue.
- c) Having unauthorized material in an examination venue.
- d) Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.
- e) Reading answer scripts belonging to another candidate.
- f) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.
- g) Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- h) Permitting another candidate to copy from or make use of one's papers.



- i) Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.
- j) Destroying evidence which may be used as proof of an examination irregularity.
- k) Threatening/intimidating invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
- l) Assault to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.
- m) Refusing to write a statement after being asked to do so by the invigilator.
- n) Committing a subsequent offence after serving a suspension.
- o) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.
- p) Impersonating or attempting to impersonate another candidate or being impersonated knowingly.
- q) Forgery of examination documents.
- r) Bribery so as to compromise examination credibility.
- s) Possessing, while in the examination venue any device that permits communication with others or receive communication from others.
- t) Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned.
- u) Failure to produce an examination card and or student identification card during the examination session.
- v) Sitting for examination without payment of fees.
- w) Proceeding to the next academic year without fulfilling the requirements of the previous academic year.
- x) Any emerging evidence of cheating, falsification of examination results, being awarded certificate, diploma or degree of KIBU fraudulently or falsely.
- y) Sitting an examination without appearing on the official ERP generated attendance register or clearance by the Registrar, Academic Affairs.





- z) That a student will not be eligible to sit for the main examination before sitting for a continuous assessment test (C.A.T.).

**43.7.3** Any allegation of examination misconduct should be raised initially by the invigilator to the candidate involved.

**43.7.4** If the invigilator is convinced that a misconduct has been committed by a student, they shall document that and forward the concern to the Registrar (AA) through their relevant Chairpersons of departments.

**43.7.5** The student must be made aware of the allegation against them and of any evidence to be considered.

**43.7.6** A student shall be required to write and sign a statement about the examination misconduct at the end of the examination.

**43.7.7** If the invigilator believes that a misconduct has been committed and should be dealt with as an examination irregularity, they shall submit a signed and dated 'Allegation of Examination Offence' (see KIBU Examination Handbook Appendix 8) statement in writing to the Registrar (AA), through their relevant Chairperson.

**43.7.8** The invigilator must set out clearly the name of the student and registration number against whom the allegation is made, the nature and full details of the offense alleged and all the supporting evidence to be presented.

**43.7.9** Any misconduct shall be reported to Senate for action by the Registrar (AA) after the examination period ends in accordance with Senate almanac.

**43.7.10** A Senate Student Examinations Misconduct and Disciplinary Committee shall be constituted and seize of the matter and institute proceedings within two (2) weeks after Senate deliberations and recommendations.

- 43.7.11** a) The Senate Student Examination Misconduct and Disciplinary Committee shall comprise the following:
- i. A Professor or an Associate Professor who is a member of Senate as Chair;
  - ii. Dean of the relevant Faculty/School/Centre;
  - iii. Chairperson of relevant Department;





- iv. Two members of Senate;
  - v. Registrar (AA);
  - vi. Legal officer;
  - vii. Any other co-opted member
- b) Either gender must be represented on the Committee.

**43.7.12** The Registrar (AA), shall within fourteen (14) days of Senate's decision give formal notice of impending disciplinary action relating to misconduct to each student named.

The formal notice shall consist of:

- a) A copy of the allegation of examination misconduct;
- b) The date, time and venue of the inquiry;
- c) Details of where help and advice may be sought.

**43.7.13** The formal notice shall be deemed to have been received by the student if a copy of the document is sent by email, posted on notice board, university website and recorded delivery to the student's last known contact address.

**43.7.14** If the student is unable to attend, they can submit a written statement of the case to the Registrar (AA) which will be considered at the disciplinary meeting.

**43.7.15** If a student fails to attend the disciplinary hearing without good reason, the University committee shall proceed in his/her absence.

**43.7.16** The Committee will determine its findings in relation to the evidence they have seen and heard on the balance of probabilities except where the offence is such that the student may be excluded, temporarily or permanently, where the Committee needs to be convinced beyond reasonable doubt that the allegation is proven. The Disciplinary Committee shall take account of any mitigation by the student when determining the penalty.



**43.7.17** As soon as possible after the determination of the allegation, the Registrar (AA) shall issue the Decision Notice that shall consist of the following:

- a) A summary of the major points made during the Disciplinary Inquiry.
- b) A concise rationale of its findings.
- c) A concise statement of the Disciplinary Committee's findings in relation to the allegation of Misconduct.
- d) In case a student is responsible for misconduct, the penalty to be applied.
- e) An explanation of the student's right of appeal.

**43.7.18** A student shall have the right of appeal against the findings of the Disciplinary Committee and/or against the penalty imposed.

**43.7.19** An appeal should be lodged by the submission of a signed and dated statement from the student to the Vice Chancellor (VC) within fourteen (14) working days of the date of issue of the written decision from the Senate Student Examination Misconduct and Disciplinary Committee.

**43.7.20** The VC will within seven (7) days of receipt of a student appeal, constitute an appeals Committee to consider the appeal together with documents considered by the original hearing. Members of the Appeals Committee should not have had previous involvement with the matter.

**43.7.21** The Appeals Committee shall consist of:

- a) A University Professor as Chair;
- b) A senior Faculty Representative;
- c) A member nominated by the Academic Staff Union;
- d) A student nominated by the Student Council;
- e) The Registrar AA or their Nominee
- f) Legal Officer



**43.7.22** The Appeals Committee shall within fourteen (14) days after constitution by the VC, convene, consider and determine the student's appeal. The Committee can uphold, amend or rescind the decision of the original hearing and shall report its decision to Senate for consideration and ratification.

**43.7.23** The decision of Senate after the Appeals Committee shall be final. Within one (1) week of Senate ratification, the student shall be informed of the Appeals Committee decision in writing together with the reasons for the decision.

**43.7.24** Senate shall name and shame students who engage in academic misconduct by publishing and publicizing a list of all those found guilty.

### **43.8 Penalties for Examination Misconduct**

**43.8.1** KIBU Senate takes serious view of any breach of the Examinations Rules and Regulations and Examinations Procedures and Guidelines as they apply both to continuous assessment and final Regular assessment and shall impose such a penalty as it deems fit.

**43.8.2** Having considered the evidence presented at the Disciplinary meeting, the Senate Committee shall determine the allegation. If the allegation is proven, the Committee will then determine an appropriate decision from the list below guided by the table of 'Examination Irregularities and Respective Penalties'.

- a) Warning letter to the candidate
- b) Cancellation of either continuous assessment or Regular examination results or both;
- c) Cancellation of results for the whole semester;
- d) Cancellation of the results for the whole academic year;
- e) Suspension from the University for One (1) academic year;
- f) Suspension from the University for Two (2) academic years;





- g) Suspension from the University for Three (3) academic years;
- h) Expulsion from the University;
- i) Institution of criminal charges;
- j) Any combination of the penalties defined above

**43.8.3** Where the student is found guilty of more than two major counts the penalty shall run consecutively.

**43.8.4** Where the student is found guilty of two or more minor counts the penalties shall run concurrently depending on the mitigation.

### 43.9 Examination irregularities and respective penalties

S/N	IRREGULARITY	PENALTY
1.	Writing on examination question papers.	Warning letter to the candidate.
2.	Unauthorized absence from the examination venue.	Warning letter to the candidate.
3.	Having Unauthorized material in an examination venue.	Cancellation of examination results in the course & suspension for one (1) Academic Year.
4.	Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.	<ul style="list-style-type: none"> <li>• Cancellation of examination results in the course.</li> <li>• Suspension of the candidate from the University for One (1) Academic Year.</li> </ul>
5.	Reading answer scripts belonging to another candidate.	<ul style="list-style-type: none"> <li>• Cancellation of examination results in the course.</li> <li>• Suspension of the candidate from the University for One (1) Academic Year.</li> </ul>
6.	Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.	<ul style="list-style-type: none"> <li>• Cancellation of examination results in the course.</li> <li>• Suspension of the candidate from the University for One (1) Academic Year.</li> </ul>



7.	Possessing, while in the examination venue any device that permits communication with others or receive communication from others.	<ul style="list-style-type: none"> <li>• Cancellation of examination results in the course.</li> <li>• Suspension of the candidate from the University for One (1) Academic Year.</li> </ul>
8.	Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension of the candidate from the University for Two (2) Academic Years.</li> </ul>
9.	Permitting another candidate to copy from or make use of one's answer booklet or examination paper.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension of the candidate from the University for Two (2) Academic Years.</li> </ul>
10.	Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension of the candidate from the University for Two (2) Academic Years.</li> </ul>
11.	Destroying evidence which may be used as proof of an examination irregularity.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension of the candidate from the University for Two (2) Academic Years.</li> </ul>
12.	Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension of the candidate from the University for two (2) Academic Years</li> </ul>
13.	Assaulting the invigilators or those assisting in the invigilation or fellow candidates sitting for the examination.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension of the candidate from the University for Three (3) Academic Years.</li> <li>• Expulsion in case of grievous harm.</li> </ul>
14.	Refusing to write a statement after being asked to do so by the invigilator.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension of the candidate from the University for Three (3) Academic</li> </ul>





		Years.
15.	Impersonating or attempting to impersonate another candidate or being impersonated knowingly.	<ul style="list-style-type: none"> <li>• Cancellation of examination results in the course.</li> <li>• Suspension of the candidate from the University for Two (2) Academic Years.</li> </ul>
16.	Forgery of examination documents.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension of the candidate from the University for Three (3) Academic Years.</li> </ul>
17.	Bribery so as to compromise examination credibility.	<ul style="list-style-type: none"> <li>• Cancellation of examination results in the course.</li> <li>• Suspension of the candidate from the University for Three (3) Academic Years.</li> </ul>
18.	Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned.	<ul style="list-style-type: none"> <li>• Cancellation of examination results in the course.</li> <li>• Suspension of the candidate from the University for Three (3) Academic Years.</li> </ul>
19.	Committing a subsequent examination irregularity.	<ul style="list-style-type: none"> <li>• Expulsion from the University.</li> </ul>
20.	Failure to produce an examination card and or student identification card during the examination session.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Give warning letter.</li> </ul>
21.	Sitting an Examination without appearing on the ERP generated Examination attendance Register.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Give warning letter.</li> </ul>
22.	Sitting for examination without payment of fees.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension for one (1) Academic Year.</li> </ul>





23.	Proceeding to the next academic year without fulfilling the requirements of the previous academic year.	<ul style="list-style-type: none"> <li>• Cancellation of examination results for the subsequent year progressed.</li> <li>• Suspension for one (1) Academic Year.</li> </ul>
24.	Any emerging evidence of cheating, falsification of examination results, being awarded certificate, diploma or degree of KIBU fraudulently or falsely.	The KIBU Statutes Clause 39(XXXIX) shall apply.
25.	Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.	<ul style="list-style-type: none"> <li>• Warning letter.</li> <li>• Cancellation of results.</li> <li>• Suspension for between one (1) &amp; three (3) Academic Years.</li> </ul>

## 5.0 COMMENCEMENT

The Student Handbook shall be effective upon approval by the University Council.

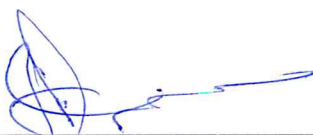
Approved this 22<sup>ND</sup> Day of SEPTEMBER, 2023

Signed for and on behalf of Kibabii University Council



**CHAIRPERSON OF UNIVERSITY COUNCIL**

Signed for and on behalf of Kibabii University



**Prof. Isaac Ipara Odeo**

**VICE-CHANCELLOR**



**Kibabii University ISO 9001:2015 Certified**  
Knowledge for Development

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Revision 2

## KIBABII UNIVERSITY

KIBU/1

## FORM OF OFFER OF ADMISSION

**NOTE:** Please read all documents provided in this admission offer before signing your Acceptance/Non-acceptance)

- **Section A** is to be completed by those **ACCEPTING** the offer.
- **Section B** to be completed by those **NOT ACCEPTING** the offer

**SECTION A**

With reference to your letter offering me a place in the Faculty/School of .....for a programme leading to a Degree/Diploma/Certificate of .....this is to confirm that **I DO ACCEPT THE OFFER;**

**PLEASE SIGNIFY YOUR ACCEPTANCE BY COMPLETING THE FORM BELOW**

Students Full Name: ..... (SURNAME) (OTHER NAMES)		National ID No/Birth Cert/Passport No.: .....
Degree/Diploma/Certificate Course Admitted to: .....		
Registration No: .....	Signature: .....	Date:.....
Parent/Guardian Name: ..... (SURNAME) (OTHER NAMES)		National ID No: .....
Tel. No: .....	Signature: .....	Date: .....



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**SECTION B**

This is to confirm that I **DO NOT ACCEPT** the offer, because of the following reasons: (*Mark X against that which is applicable*)

S.N.	Reason	Mark X
1.	Family Problems	
2.	Ill Health	
3.	I have been offered an Overseas Scholarship	

S.N.	Reason	Mark X
4.	The University has not offered me the Programme I applied for.	
5.	I have taken on employment.	
6.	Any other reason (state the reason here) ..... ..... ..... .....	

Students Full Name: .....		National ID No/Birth Cert/Passport No.: .....
(SURNAME)	(OTHER NAMES)	
Degree/Diploma/Certificate Course Admitted to: .....		
Registration No: .....	Signature: .....	Date:.....
Parent/Guardian Name: .....		National ID No.: .....
(SURNAME) (OTHER NAMES)		
Tel. No: .....	Signature: .....	Date:.....

**NOTE:** Please complete this page and returned it immediately to: The Registrar, Academic Affairs, Kibabii University, P.O. Box 1699-50200 Bungoma, Kenya.



**Kibabii University ISO 9001:2015 Certified**  
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**KIBABII UNIVERSITY**

**STUDENTS REGULATIONS DECLARATION**

I, ..... Reg.no.....of  
Faculty/Centre/of .....  
Department of ..... hereby declare that I have read and understood  
the Regulations Governing the Conduct and Discipline of Students at the University as spelt out in Document B.

I further **PROMISE TO ABIDE** by the regulations governing the conduct and discipline of the students of Kibabii  
University as spelt out in Document "B" and prepared in accordance with the University Statutes.

Student's Name:.....Reg. No: .....

Signature: .....Date:.....



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KIBU/3



**AFFIX  
COLOURED  
PASSPORT  
SIZE PHOTO  
HERE**

**KIBABII UNIVERSITY**

**Office of the Registrar (Academic Affairs)**

**STUDENTS PERSONAL DETAILS**

Information in this form is intended to help the Office of the Registrar understand the student better. It will be used for purposes of improving the Student's Welfare While at the University

**(To be completed in two (2) copies written in CAPITAL/BLOCK letters or TICK where appropriate.**

**Return a copy immediately to: The Registrar, Academic Affairs, Kibabii University, P.O. Box 1699-50200 Bungoma, Kenya).**

1. Name: .....

Surname	First Name	Other name
---------	------------	------------

2. National ID/Birth Cert/Passport No/:..... University Registration Number .....

County:..... Ward.....

3. Year of Study      1. First       2. Second       3. Third

4. Date of Birth:.....

Day	Month	Year
-----	-------	------

5. Religion   1. Protestant       2. Catholic       3. Muslim       4. Others (Please Specify).....

6. Nationality      1. Kenyan       2. East African       3. Others (Please specify)



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7. Home contact address (where you can be contacted during vacation)

.....

.....	.....	.....
P.O. BOX	POSTAL CODE	CITY/TOWN
.....	.....	.....
TELEPHONE (LANDLINE)	MOBILE PHONE (S)	E-MAIL ADDRESS

8. (a) Marital Status      1. Single                          2. Married   

(a) Name and Address of Spouse (if married)

.....

.....	.....	.....
(SURNAME)	(FIRST NAME)	(OTHER NAME)
.....	.....	.....
P.O. BOX	POSTAL CODE	CITY/TOWN
.....	.....	.....
TELEPHONE (LANDLINE)	MOBILE PHONE	E-MAIL ADDRESS

9. (a) Full Name of Father: .....

.....	.....	.....
(SURNAME)	(FIRST NAME)	(OTHER NAME)

Deceased                          Alive                          Occupation.....

Date of Birth:..... ID No.....

Day	Month	Year
-----	-------	------

(b) Full Name of Mother: .....

.....	.....	.....
(SURNAME)	(FIRST NAME)	(OTHER NAME)

Deceased                          Alive                          Occupation .....

Date of Birth:..... ID No.....

Day	Month	Year
-----	-------	------





10. (a) Full Name of Guardian:.....  
 (SURNAME) (FIRST NAME) (OTHER NAME)

(b). Occupation of Guardian ..... ID No.:.....

11. Address of Parent/Guardian .....  
 P.O. BOX POSTAL CODE CITY/TOWN

.....  
 TELEPHONE (LANDLINE) MOBILE PHONE E-MAIL ADDRESS

12.(a) Name of Next of Kin:.....  
 (SURNAME) (FIRST NAME) (OTHER NAME)

(b) Address of Next of Kin:.....  
 P.O. BOX POSTAL CODE CITY/TOWN

I.D. NO.:.....

.....  
 TELEPHONE (LANDLINE) MOBILE PHONE E-MAIL ADDRESS

13. Place of Birth: Village..... Location.....  
 Division ..... County.....Constituency:.....  
 Name of Chief.....

14. Place of Permanent Residence:  
 Village.....Nearest Town:.....Nearest Police station:.....  
 Location.....Name of Assistant Chief.....  
 Name of Chief:.....

15. Give names and addresses of two persons who can be contacted in case of emergency.

(i) .....  
 (SURNAME) (FIRST NAME) (OTHER NAME)

.....  
 RELATIONSHIP P.O. BOX POSTAL CODE TOWN/CITY

.....  
 TELEPHONE (LANDLINE) MOBILE PHONE E-MAIL ADDRESS



(ii) .....  
 (SURNAME) (FIRST NAME) (OTHER NAME)

.....  
 RELATIONSHIP P.O. BOX POSTAL CODE TOWN/CITY

.....  
 TELEPHONE (LANDLINE) MOBILE PHONE E-MAIL ADDRESS

16. Name and address of Secondary School attended:

	NAME	ADDRESS	TOWN	DATES	
				FROM	TO
1.					
2.					
3.					

17. KCE/KCSE or equivalent Results (Subjects & Grades)

.....  
 .....  
 .....

Mean Score/Division (where applicable):.....

18. Name and address of School attended for KCSE or KACE/"A" Level (Where applicable)

(a) Name:.....

(b) Address:.....  
 P.O. BOX POSTAL CODE TOWN/CITY

19. KACE Results/"A" Level Results (Subject and Grades)

.....  
 .....

20. Any other Institutions attended and Qualifications attained

	NAME	SPECIALIZATION	QUALIFICATIONS
1.			
2.			



21. Games/Sports: Which games and Sports do you participate in:

- 01. Soccer     02. Hockey     03. Basketball     04. Netball
- 05. Tennis     06. Badminton     07. Rugby     08. Volleyball
- 09. Athletics     10. Swimming     11. Table Tennis     12. Darts
- 13. Karate     14. Martial Arts     15. Others:.....

If you represented your school, etc. in games please give details:.....  
.....

22. Clubs and Societies: Which clubs and societies are you interested in: Please give details.

- a) First Choice:.....
- (b) Second Choice:.....
- (c) Third Choice:.....

23. Do you suffer from any physical impairment? If so, give details. No.     Yes

.....

24. Please give any information you think is useful for you to communicate to the University.

.....  
.....

I certify that the information I have provided is correct.

Signature: .....    Date: .....







**KIBABII UNIVERSITY**

**Office of the Registrar (Academic Affairs)**

**ENTRANCE MEDICAL EXAMINATION**

**IMPORTANT**

Students are requested to complete Part I of this Form. Part II should be filled by a Certified Medical Practitioner at a Government Hospital. The completed Form should be brought personally and presented to the Medical Registration Officers on the day of Registration by the student. No medical reports should be brought earlier or sent by post.

**PART I**

Name:.....  
(Surname) First Name Other name

Date and place of birth ..... Sex ..... Nationality..... Race.....  
Religion..... Marital status.....  
Faculty/School/Centre..... Registration Number.....  
Name, Address, and Telephone Number of Parent/Guardian/Next of Kin.....

Have you ever been admitted in hospital? ..... If so, state reason for admission and date.....  
(a) Have you had any of the following illness?

(i)	Tuberculosis or other chest infection?	Yes/No.....	(vi)	Allergies to food or drugs?	Yes/No.....
(ii)	Fits, Nervous disease or fainting attacks?	Yes/No.....	(vii)	Malaria?	Yes/No.....
(iii)	Heart disease or Rheumatic fever?	Yes/No.....	(viii)	Sexually Transmitted Disease?	Yes/No.....
(iv)	Any disease of the digestive system?	Yes/No.....	(ix)	Poliomyelitis?	Yes/No.....
(v)	Any disease of Genital Urinary System?	Yes/No.....			

If the answer to any of the above is Yes. Please give details with dates.....

If there are any other relevant details of your medical history not covered by the above questions, please give particulars.....

(b) Has any member of your family suffered from:



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(i)	Tuberculosis?	Yes/No.....	(iii)	Diabetes Mellitus?	Yes/No.....
(ii)	Insanity or Mental illness?	Yes/No.....	(iv)	Heart disease?	Yes/No.....

(c) Have you been immunized against any of the following diseases:

(i)	Smallpox?	Date.....	(iv)	Typhoid?	Date.....
(ii)	Tetanus?	Date.....	(v)	Hepatitis B?	Date.....
(iii)	Tuberculosis?	Date.....			

**Signature of Student:**.....**Date:**.....

**PART II**

**(To be completed by the Examining Medical Officer)**

(a) Height.....Weight.....

(b) Visual Acuity:

Without glasses: R.6/..... L./6..... With glasses R.6/.....L./6.....

(c) Hearing: Right Ear..... Left Ear.....

(d) Condition of:

Teeth: .....

Nose: .....

Throat: .....

(e) Lymphatic glands.....

Circulatory System.....

Pulse.....

Blood Pressure.....Systolic.....Diastolic.....

(f) Respiratory System.....

(g) Typhoid immunization is Mandatory – Must produce typhoid Immunization card or a letter from a government hospital indicating the immunization status of the student including the dates of the immunization.

(h) Abdomen.....

Spleen.....

Any evidence of Hernia.....

Any evidence of Hemorrhoids.....



(i) Urine... SG.....Albumin.....Sugar.....

(j) Stool (i) for Over/cyst.....

(ii) Salmonella AG/ test.....(If negative bring vaccination card)

(k) Any observable physical defects in addition to general record of observation:

If any please specify.....

(l) Is the student on any treatment?.....

If any please specify.....

(m) Blood Khan Test / VDRL.....

(n) Any other observation of importance.....

Medical Officer: .....Address:.....

Name.....Stamp & Date:.....

**PART III**

**(To be completed by the University Chief Medical Officer)**

Special Remarks.....  
.....  
.....

Is the Student fit for University Education? Yes/No

**NAME:.....Signature:.....Date:.....**







**KIBABII UNIVERSITY**  
Tel 020-2028660/0708-085934/0734-831729  
E-mail: enquiries@kibu.ac.ke  
**STUDENTS AFFAIRS DEPARTMENT**

**NON RESIDENT STUDENT RECORD FORM**

**PART A: STUDENT'S DETAILS**

Name: .....  
Reg. No: ..... Faculty/School: .....  
Phone No: ..... Email: .....  
Student's Signature: ..... Date: .....

**PART B: NEXT OF KIN**

Name: ..... Relationship: .....  
Phone No: ..... Email: .....  
Home County: .....

**PART C: ACCOMMODATION DETAILS**

Name of Hostel: ..... Zone: .....  
Landlord's Name: .....  
Phone No: .....  
Postal Address: ..... Code: ..... Town: .....

I Prof./Dr.Mr/Mrs/Ms..... being the landlord for the above named student, do commit myself to provide proper and safe accommodation for him/her during their period of tenancy.

Signature:..... Date: .....

**PART D: OFFICIAL USE**

**University Verification Officer**

Name: ..... Signature: ..... Date and Stamp: .....  
Designation: .....



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