



**GREAT LAKES UNIVERSITY OF KISUMU**

*... your community partner...*

**2016-2017 STUDENTS' HANDBOOK**

**Our Campuses**

*... your community partner...*



**GREAT LAKES UNIVERSITY OF KISUMU**

*... your community partner...*

**2016-2017 STUDENTS' HANDBOOK**

*... your community partner...*

## **Our Campuses**

Milimani Campus -Kisumu

P.O Box 2224-4010, Kisumu

Tel: 0736550505

Nairobi Campus, Westlands Centro House near Sankara Hotel,  
4<sup>th</sup> and 5<sup>th</sup> Floor,

P.O. BOX 60827 – 00200, Nairobi

Tel: 0723-686443, Email: [nairobicampus@gluk.ac.ke](mailto:nairobicampus@gluk.ac.ke)

Main Campus

Off Miwani Rd.

P.O Box 2224-4010, Ksm

Tel: 0736550505

Our Website: [www.gluk.ac.ke](http://www.gluk.ac.ke)

### **Our Vision**

The vision of GLUK is to be a centre of excellence bridging academics with community and institutional based development.

### **Our Mission**

The mission of GLUK is the development of effective, concerned managers/leaders with a vision for the transformation of situations in the African Context.

### **Our Core Philosophy**

GLUK believes that all people and communities have capacities to undertake and are fully engaged in individual, collective, and collaborative actions to solve their own problems.

### **Our Core Values**

- ü Excellence
- ü Respect for dignity of every person

- ü Result oriented
- ü Accountability and prudent stewardship of resources
- ü Integrity and honesty
- ü Mutual Respect
- ü Inclusive participation

**GREAT LAKES UNIVERSITY OF KISUMU 2016- 2017 handbook**

Great Lakes University of Kisumu reserves the rights to amend the handbook without prior notification. It is inevitable that some changes in the faculty, curricula, or policy may occur before the next issue of the handbook is published.

This handbook has been produced by the Communications Department, Marketing Department and Admissions Office.

Admissions office is at all times prepared to answer queries and describe current academic rules and regulations.

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**GLUK ALMANAC**

STUDENT’S ORIENTATION PROGRAMME

(FULL TIME & PART TIME PROGRAMMES)

**VENUE: MAIN CAMPUS – MIWANI ROAD**

**DAY 1**

**DVC ACADEMIC AFFAIRS & DEANS’ DAY**

**Activities: 09:00 a.m. – 1:00 p.m.**

1. **Morning Devotion** (9.00 – 9.30am)
2. Registrar Academic – (introduction & welcome) (9.30 – 9.45a.m)
3. **DVC AA’s Introductory Speech**
  - a) Deans
  - b) Directors
  - c) Librarian
  - d) Heads of Departments

**BREAK 11.00 a.m – 11.20a.m**

(11.20 – 1.00pm)

**a) SYSTEM 1 Demonstration**

**b) Breaking up students into Faculties & Departments for Course Registration / Allocation and Distribution of Semester Timetables**

- i) Deans' introduction of Heads of Departments & staff
- ii) Faculty & Departmental orientation
- c) Faculty & Departmental course registration

**DAY 1 AFTERNOON**

**Activities: 2:00 p.m. – 4:00 p.m.**

**d) DVC Finance & Administration**

- a. Registrar Administration
- b. Finance Office
- c. Internal Auditor
- d. GLUK Clinic
- e. Transport
- f. Security & Estates Maintenance

**e) Student Leader's Speech**

- a. GLUKSO Chair
- b. ACU -

**DAY 2 MORNINGVICE CHANCELLOR'S DAY**

**Time: 9.00am – 12.30 pm -**

**Activity:**

- 1. Opening prayer

2. DVC (AA) to introduce the VC
3. Vice – Chancellor’s speech

**Time: 2.00pm – 5.00pm -**

**LIBRARY Tour: Librarian**

**DAY 3.**

**Activities: 9:00 a.m. – 1:00 p.m.**

4. TICH Partnership orientation

## **MESSAGE FROM THE VICE CHANCELLOR**



**PROF. ATIENO A. NDEDE-AMADI[PIC]**

**[NAME]**

The vision, mission, and strategic focus of the Great Lakes University of Kisumu (GLUK) have inspired me in fundamental ways and continue to inform my own vision and priorities for the University. Following are some vital areas that guide the University's focus and help it strive towards success.

The mission of the Great Lakes University of Kisumu is to offer strategic and competitive opportunities for education, learning, and discovery of new knowledge that are valuable to a diverse population of students in a real-world setting and that are recognized locally, nationally, regionally and globally. The University offers a full range of degree and other programmes at the undergraduate, graduate, post-graduate and professional levels. In addition, it embraces a broad research and consultancy agenda hinged on strategic and collaborative partnerships with key stakeholders. Our partners include, but are not limited to, other educational institutions - both na-



tional and international; government agencies; the private sector; non-governmental agencies; civil society; and community-based organizations - among others.

The objectives of our partnerships are to serve society and to impact the world. Stakeholder Values.

The University's primary goal is to become a globally recognized institution that is responsive to global challenges at the local level – thinking globally while acting locally. The University will deploy its resources in identifying and responding to the social, economic, and cultural challenges affecting the quality of life in local and world communities through education, training, research, and service. Strategic Focus.

Towards Institutional Excellence - GLUK will continually strive towards academic excellence in all its undergraduate, graduate, post-graduate, research, professional and other programmes.

Towards Inclusive Diversity – The University will continually strive to attract, recruit, and retain a diverse body of both students and staff that mirrors its own global citizenship.

On Research - Towards achieving the goals of responding to social, economic, and cultural challenges, GLUK will maintain its focus on creation and dissemination of new knowledge through research, through which it will enrich the educational experiences of its students and the academic goals of its faculty.

On Partnerships - GLUK will continue to pursue collaboration with its alumni, the local business community, local and national governments, development agencies, and other educational institutions - among other stakeholders.

On Faculty and Staff - GLUK will foster a proactive faculty and staff recruitment, training, and retention strategy that recognizes the pivotal role of this most valuable resource. The focus will be to provide them with enhanced access to globally competitive career opportunities.

- On Accountability - GLUK will continue the culture of administrative efficiency that fosters integrity through prudent use of resources.

### ***Strategic Goals***

- To become a nationally and globally competitive research university as measured by some of the world's most credible evaluators;
- To produce a student profile consistent with the world's competitive private research university by creating and maintaining an environment conducive to student success; The University will strive towards fulfilling local, national, and regional workforce needs as it also endeavours to become the primary engine for social, economic, cultural, and intellectual development;
- Athletic Competitiveness - GLUK will continue to provide a comprehensive educational experience that includes strong athletic programmes;
- Resource Competitiveness - In recognition of resource as the key driver of success, GLUK will continually strive to build a strong resource base that will enable it to accomplish its stated mission and strategic objectives and to realize its vision.

GLUK therefore promises immeasurable students' growth.

## ABOUT GREAT LAKES UNIVERSITY OF KISUMU

The Great Lakes University of Kisumu is a product of Tropical Institute of Community Health and Development (TICH) in Africa - a non-profit community based training, research and development trust which has been operating since 1998.

The University was established in accordance with Rule 9 (1) – (3) of the Universities (Establishment of Universities) (Standardization, Accreditation and Supervision) Rule 1989; and given a Letter of Interim Authority by the Commission for Higher Education on 30<sup>th</sup> June 2006 and on the 19<sup>th</sup> September 2012, GLUK was chartered.

GLUK offers a wide range of academic programmes and is highly regarded in its unique methods of programme delivery and research both linked to problem solving and community service. Therefore the main aim of GLUK is to develop effective managers in the Africa Region. This is done by bridging training with service delivery programs, focusing on the needs of the most vulnerable communities in the society.

It develops, tests and disseminates hand-on innovative and effective models of development through action research.

GLUK brings together regional and international academics, professionals and practitioners in Community health and development of diverse backgrounds to pool their skills, expertise and experience in addressing issues of livelihood and for policy development.

Great Lakes University of Kisumu is a chartered University with its main campus located in Kisumu county, Kibos, along Mamboleo-Miwani Road. It has other campuses at Milimani area of Kisumu city, and in Nairobi (Westlands).

GLUK admits students to all levels of programmes including; Certificate, Diploma, Degree and Postgraduate.

**Modes of delivery includes** Full-time, Part-time **and** School-based. **Intakes are in** January, May **and** September; April, August **and** December **for School-based programmes**

### **Functions of the university**

- (a) To provide and advance university education and training to qualified candidates leading to the award of degrees, diplomas and certificates and such other qualifications as the Governing Council and the Senate may from time to time determine;
- (b) To confer degrees and grant diplomas and other awards;
- (c) To determine who may teach, whom may be taught, what may be taught and how it may be taught in the University in accordance with the University philosophy, vision and mission;
- (d) To conduct examinations, to confer degrees, to grant diplomas, certificates and other awards of the University;
- (e) To provide adequate equipment and facilities necessary for providing a high quality education, for carrying out research and innovation, and for extracurricular activities;
- (f) To conduct research and to encourage research

## GLUK CAMPUSES

### **1. Main Campus**

The main campus is located in Kisumu, off Miwani Rd. It is situated at the edge of Nandi Hills and approximately 12 KM from the CBD area. The campus lies on a 500 acre piece of land thus providing an ample space for extensive growth of its infrastructure. The campus is well supplied with water. The university provides accommodation to 200 students in the campus hostels. Meals are served at the university's eating area. Recreation facilities include soccer, netball, basket ball and handball fields. For indoor games there is pool game. Other recreational facilities include the music room, TV room.

### **2. Milimani Campus**

The campus is located in Milimani area of Kisumu. It is about two kms from the CBD and is well served with public transport. The campus is next to World Vision Ksm. The campus has a library, clinic, computer laboratory, skills laboratory and it is well piped with water. On this campus, the university offers health science courses e.g. clinical medicine, physiotherapy, nursing, community health and development,

### **3. Nairobi Campus**

Nairobi Campus was recently relocated to Westlands Centro House near Sankara Hotel, 4<sup>th</sup> and 5<sup>th</sup> Floor, from Sun-view Estate.

The campus is a state-of-the-art facility that meets the Commission for University of Education

standards and guidelines. The campus has a well equipped library, computer laboratory, clinic, lecture rooms. It also provides eatery area and ample parking slots for its students and staff.

Some of the programmes offered at this campus include community health and development, nutrition, Public Health and business studies..

## **STUDENT FINANCES**

All students are hereby notified that 50% tuition fees plus the mandatory fees charged per semester should be paid by the 1<sup>st</sup> month of every semester.. However, students who can afford to pay upfront the whole fees are encouraged to do so.

The other 50% of tuition fees should be fully paid two weeks before the final semester exams

All students are further advised that they should at all times ensure that they are registered for respective semester's course units for effective billing.

### **Financial Aid**

The university has set up a work study programme that will deliberately raise funds for needy students to pay up their fees.

Other non-GLUK scholarship funds include: HELB funds for self sponsored students, KUCCPS scholarships for Government sponsored students

## DEAN OF STUDENT OFFICE

### Rules and Regulations Governing the Conduct and Discipline of Students of The University

#### I. Preamble

These rules and regulations are made by the Senate in accordance with the provision of the proposed **GREAT LAKES UNIVERSITY OF KISUMU** hereinafter the “University” whose objective and purpose inter alia is to provide for the control, governance and administration of the proposed University.

These regulations shall be binding upon any person who is registered or enrolled in a course of study or programme of the proposed University, or any other person determined by the Senate to be a student.

The interpretation of these terms shall rest with the Vice Chancellor subject to appeal to the Governing Council.

4. a) Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration that he/she has read and understood the contents and meaning hereof and that he/she shall undertake to abide by them.

b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration.

5. a) The University may require a student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.

b) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.

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

Any person who is registered or enrolled in a course of study or programme of the proposed University or any other person determined by the Senate to be a student.

All occasional students who are registered students of another University but are admitted to a course of study within Great Lakes University of Kisumu.

## **II. *Organization of Students (Great Lakes University of Kisumu - GLUKSO)***

1. a) There shall be established in the University an organization of students whose objective and purpose shall be:

i. To promote the academic and social welfare of the students of the University.

ii. To act as a link between students, the university academic staff and other university administration.

iii. To promote the academic welfare of the students of the university.

iv. To represent students' opinion in matters affecting their welfare in the Senate and Governing Council.

v. To promote the development, establishment and encouragement of worthy traditions of social and academic life on the University Campus.

vi. To establish and enhance co-operation with such other student organizations within the University.

vii. Membership of the students' organization shall be open to all bonafide students registered in the University on payment of such fees as may be prescribed by the Organization.

The students' organization established in accordance with these regulations shall not be dissolved save by the Senate after consultation with the Governing Council.

2. The student Organization shall determine its own organs and procedures and, in particular, shall develop a constitution setting out clearly:



- i. The officers of the Organization
- ii. The duties and powers of such Officers
- iii. The frequency of and procedures at meetings
- iv. The possible sources of funds of the Organization
- v. The purpose to which the funds of the Organization are to be applied
- vi. The manner and form in which such student' organization shall be represented in the Senate and the Governing Council, respectively.

3. For the purpose of Section II of these regulations, the University Senate recognizes the Students' Organization as being an organization representative of the students of the University.

4. In addition to any other permits required by law, all meetings and other activities of the University students' Organization (whether professional, academic or otherwise) shall not take place until permission is first obtained from the relevant University authorities.

### **III. The Conduct of Students**

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

#### **1. a) General Conduct**

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

- i. Respect and adhere to the administrative and academic procedures and structures established by the University for the governance and operation of the University.
- ii. Respect the rights and privileges of the members of the University Community at all times.
- iii. Refrain from any conduct that might bring the University or any section or program thereof to disrepute, ridicule or public odium.

- iv. Carry themselves in all public fora or places with such humility and dignity as befits their status as mature and responsible members of the society.
- v. Refrain from all acts of violence, hooliganism, unruly or rowdy behavior, or any other conduct likely to cause a breach of peace and disturbance to others within or outside the University campus.
- vi. Wear acceptable and appropriate attire at all times and in particular while attending lectures, practicals, field attachments, in the dining hall or at any other University functions.
- vii. Not keep Motor Vehicles on the University premises without prior written permission of the Registrar. Such permission will not be given without proof of a current driving license, a valid road license and certificate of insurance.
- viii. Desist from tampering with fire fighting appliances wherever installed and shall use such appliances for fire fighting purposes only.
- ix. Desist from misuse or willful damage to or destruction of the University property.
- x. Refrain from/and avoid drunkenness or drunken behavior in all parts of the University.
- xi. Refrain from creating noise that may cause disturbance or annoyance to the University Community.
- xii. Desist from abuse of drugs and totally refrain from the use of drugs, the possession of which is prohibited by law, in all parts of the University.
- xiii. Not possess keys to rooms or buildings on the campus other than those obtained through the official channel.
- xiv. Avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever.
- xv. Not engage in fund raising activities without written authority from the University administration.
- xvi. Not engage in/or use University property for political purposes.
- xvii. Not either as individuals or through the students' societies uses the University telephone, printing or mailing facilities for unauthorized purposes.
- xviii. Not remove furniture or equipment from rooms/buildings in which they are meant to be used without written permission from the relevant authorities.
- xix. Not use the name of the University, either as an individual, club, society or student Organization without prior written permission from the Vice Chancellor.

**b) Conduct with the Public**

In addition to any other liability that may be attached thereto, students shall remain accountable to the University in respect of their relationship with members of the general public and of conduct and utterances in matters that lie in the public domain whereof:

All correspondences to the press or other mass media by students or officials of the University students' Organization in their individual capacities shall bear their names and private addresses.

All public statements affecting the University, which are intended to be issued on behalf of any association of students, must receive prior written approval of the Vice Chancellor.

Invitation(s) to Government Ministers, representatives of foreign governments or other public personalities to visit the University in their official capacity shall be channeled through the Dean of Students' Affairs then through the relevant University authorities.

#### **c. Academic Conduct**

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

- i. Except for good cause, attend all lectures, tutorials, practicals and other scheduled sessions of instructions.
- ii. In case of absence from class for good cause e.g. on account of illness, such absence must be authorized retroactively or in advance by the head of the relevant faculty on the production of certified evidence e.g. a medical certificate.
- iii. Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University.
- iv. Abide by all other regulations made by the department and faculties for the proper conduct of specific programmes.
- v. Not engage in plagiarism, cheating or any other academic irregularity, which may undermine the academic standing of the University.
- vi. In case of any academic irregularities, the same shall be referred to the Senate for appropriate action.

#### **d. Conduct while in Residence.**

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

- i. Adhere to the list of allocation of rooms determined by the Halls Administration. No student shall be allocated a room except upon production of evidence that he/she has made prior payment for the same to the appropriate authority.
- ii. Share rooms in addition to other facilities of common use as deemed appropriate.
- iii. Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls and catering service except by permission from the head of the department concerned.
- iv. Take care of furniture, fittings and any other items in the halls of residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him / her shall be made good at the student's expense.
- v. Surrender all keys issued in respect of the rooms to the halls Administrator before proceeding on vacation. Loss of any key(s) so issued shall be replaced at the student's expense.
- vi. Use video tapes, radio or any musical instruments in the halls of residence only on condition that the sound does not cause any disturbance to the other residents and that they are played between 8.00a.m and 10.00p.m
- vii. Except with the written permission of the Halls administration, vacate their rooms during vacation.
- viii. Report all absence from residence in the Halls to the Halls administrator. Any students absent from residence for a continuous period of two weeks without prior permission from the Halls administrator shall be deemed to have forfeited his/her residence.
- ix. Forfeit all monies paid to the University if he/she decides to vacate his/her room during the term unless it is on medical grounds.
- x. Except with written permission of the Halls Administration, not to keep unauthorized persons in their rooms.

**e. Conduct in relation to the Catering services.**

To facilitate satisfactory and efficient services in the Catering department, students shall be required to conduct themselves in an orderly manner, and to be courteous to the catering staff.

In addition, all students shall observe the following:

- i. Appear for all meals at the prescribed times only.

- ii. All meals shall be served in the Dining halls only. Any student seeking to remove meals from the dining halls must first seek permission from the Catering Manager and if necessary support such request with a certificate from the Medical Officer in charge of the students Health Services.
- iii. No crockery, cutlery or any other utensils shall be removed from the dining halls.
- iv. No student shall enter the servery, kitchen or stores without prior permission from the Catering Manager.
- v. Meals shall be paid for in advance or at the point of service.
- vi. Students will be required to queue and observe civil and orderly manner for all services in the dining halls at all times.

#### **IV. Student Welfare Services.**

##### **a) Health**

- i. Apart from complying with the general law of Health, all students shall be required to comply with health requirements as may be laid down by the University from time to time.
- ii. Students shall seek medical attention for all clinical conditions, including pregnancy, requiring such services at the University Health services.
- iii. All cases of emergency of serious illness in the hall of residence requiring medical attention must be reported at once to the Halls Administrator.
- iv. Except in emergency cases, whenever a student wishes to seek medical services outside the University, he/she shall notify the University Medical Officer. The University will not pay medical bills incurred by a student without authority, and prior referral by the University Medical Officer.
- v. The family planning services are available at the University for all students. The University recommends that all students avail themselves of such services, as they may need, in order to avoid pregnancy while they are still pursuing their courses of study.
- vi. In the event that a students gets pregnant the student must report to the University Medical Officer before the end of her first three (3) months of pregnancy for professional advise, guidance and counseling.
- vii. Students shall avail themselves for Medical examination as and when required by the University administration.

##### **b) Counseling**

The counseling office will provide services aimed at improving the well being of students. Students with individual problems or group concerns are advised to avail themselves for these services.

All matters presented on a personal level to the guidance and counseling office shall be treated in strict confidence.

### **c) Sports and Recreation**

Students shall be expected to participate in as many of the University sporting activities, as they are able to.

Observation of such rules as may be enacted by the Games and Sports department will be obligatory.

### **d) Clubs and Societies**

No clubs or societies shall operate in the University unless they are registered by the University authorities.

Students preparing to form such club or society within the University shall observe the following procedures: -

Prepare the following particulars:

The objectives of the intended club or society.

The names and designation of the interim office bearers and patron.

An indication of likely membership.

Possible sources of funding

The interim office bearers shall discuss the proposal with the Dean of Students' Affairs.

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

Upon registration, the club or society shall operate strictly in accordance with the provisions of the approved constitution.

All scheduled clubs/societies' activities must be approved by the Dean of Students' Affairs. For these purposes a list of scheduled activities shall normally be forwarded to the Dean of Students' Affairs at the beginning of each semester.

The University may refuse and/or cancel the registration of a club or society without giving any reason thereto.

## **V. Channels of Communication**

In order to redress grievances, students shall be expected to go through the laid down procedures and in particular the following:

### **a) Academic Matters**

The students shall go through their Academic advisers, Heads of Departments, Heads of Faculties and the Deputy Vice Chancellor (Academics) in that order.

### **b) Welfare Matters**

The students shall go through their House keepers, Halls administrators, Cateresses/Caterers, Catering Manager and Dean of Students' affairs in that order.

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

Failure to adhere to the above procedures shall be a violation of University regulations.

## **VI. The Discipline of Students**

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

#### **a) Disciplinary Authority**

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

Vary or add to the list of disciplinary offenses specified herein but such action shall cease to have effect unless approved at the next meeting of the Senate.

Suspend any student suspected of committing any disciplinary offence under this regulation from the University pending appropriate action.

Take any measures or actions necessary for the proper operation of disciplinary procedures set out herein.

#### **b) Disciplinary Offences**

Disciplinary offences shall comprise all crimes and other offences under laws of Kenya including any violation of the rules and regulations laid down for the governance and control of the conduct of the students of the University.

Without prejudice to the generality of the above provisions, the following conducts shall constitute specific disciplinary offences under these regulations:

- i. Boycott of scheduled lectures, tutorials, field trips and other sessions of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully missed more than 20% of scheduled lecturers, tutorial, practicals and other instructions shall be barred from sitting end of semester examinations.
- ii. Assault of members of staff while discharging official duties.
- iii. Assault or harassment of a fellow student within the campus
- iv. Possession of knives, swords, sticks, metal bars, firearms or any other items or articles which might endanger the lives of members of staff in any manner whatsoever.
- v. Any form of politicking or organized obstruction of students and staff in any manner whatsoever.
- vi. Writing, publishing and/or distributing of anonymous literature of a malicious or rebellious nature including placards.



- vii. Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequences is to disrupt the due operation of academic or other program of the University.
- viii. Malicious or willful damage to or loss of University property.
- ix. Disorderly conduct and molestation of other members of the University and/or interference with or obstruction of motor vehicles within or outside the University precincts.
- x. Use of profane or foul language against any members of the University community or the general public.
- xi. Admission of unauthorized person(s) into the University premises.
- xii. Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities.
- xiii. Being drunk and disorderly and abuse of or use of drugs, the possession and use of which is prohibited by law.
- xiv. Involvement in cheating in academic matters, examination leakages or impersonation in University examinations.
- xv. Conviction in a court law for commission of a criminal offence of such nature as should in the opinion of Senate, warrant expulsion from the University.
- xvi. Notwithstanding any action that may be taken by the police or law courts under the foregoing paragraph, the University may take independent action against any affected student.

### **c) Disciplinary Procedures**

#### **i) Academic Matters.**

As per the provision of the University regulations, the Senate shall receive and approve recommendations from the faculty board and board of examiners with respect to inter alia the following matters:

- Who qualifies to sit University examinations
- Who writes supplementary examinations
- Who repeats which years
- Who has breached examinations procedures



- The committee's decision shall be arrived at either by consensus or by a simple majority of votes through secret ballot.

#### **d) Powers of the Students Disciplinary Committee**

The committee shall have powers to impose any one or more of the following measures and /or penalties depending on the nature of the offences committed and evidence called in support thereof:

- To dismiss the case against the student.
- To issue a letter of warning or reprimand and such a letter shall form part of a students' personal record and a copy thereof shall be sent to the parent or guardian of the affected student.
- To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.
- To suspend the student from the University for a specified period.
- To expel the student from the halls of residence.
- To impose any other penalty or penalties as the committee may deem fit.

The University Senate through the disciplinary committee shall have the right to expel a student who commits any or a combination of the following offences without reference to him or her.

A student who:

Boycotts or agitates for boycott of lectures, tutorials, practicals or any other courses of instruction or academic programs. Maliciously or willfully damages University property. Assaults any member of staff.

Is found in possession of any drug or drugs, the possession of which is prohibited. Is convicted by court of law of any criminal offence, which the Senate shall deem serious enough to warrant expulsion.

#### **e) Handling of Appeals**

Students appearing before the students' disciplinary committee shall be informed of the disciplinary committee's decision within 14 days from the date of conclusion of proceedings. Students have the right to appeal to the Vice

Chancellor against the decision of the disciplinary committee if he considers himself aggrieved by the said decision and such appeals will be made in writing within 14 days of the date of communication of the committee's decision.

STUDENT DECLARATION

I confirm that I have read and accept the terms and condition of the students conduct and regulation as stipulated by the University.

Name: .....

Signature: .....

Date: .....

DRAFT

DRAFT

DRAFT

DRAFT



DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

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