

# **STUDENTS HANDBOOK**

# **RULES AND REGULATIONS GOVERNING CONDUCT AND DISCIPLINE OF STUDENTS**

## **1. PREAMBLE**

- 1.1 These rules and regulations shall apply to all students of Great Lakes University of Kisumu and its college campuses and centers. The students shall be required to observe and abide by the rules and regulations contained herein.
- 1.2 The rules and regulations shall be binding upon every student of the university on registration and so long as such a student remain so registered.
- 1.3 All students shall be required to abide by these regulations together with the GLUK Statutes in general and particularly statutes VIII.
- 1.4 Every student shall be required to read these rules and regulations and to sign the declaration appended hereunder, that the contents and meaning here of have been understood and shall be adhered to.
- 1.5 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.
- 1.6 Such bond, assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.
- 1.7 The University reserves the right to review and amend the contents of this code from time to time without prior notice, provided that such revisions will be communicated to the students' body, through issuance of the revised edition.

## **2. DEFINITION OF STUDENT**

For purposes of these rules and regulations the term 'student' means and includes:

- 2.1 Any person who has duly signed the nominal roll and is registered into a programme of study for a diploma, undergraduate, postgraduate degree or any other programme of study duly and expressly recognized by the Senate and Council and offered by Great Lakes University of Kisumu.
- 2.2 Any student from another university who is registered for a study programme in the University.
- 2.3 All occasional students who are registered students of another University but are admitted to a course of study within Great Lakes University of Kisumu.

## **3. GENERAL CONDUCT OF STUDENTS**

- 3.1 The university therefore aims at providing an environment that is conducive for teaching, learning and research in order to achieve academic excellence and spiritual growth.
- 3.2 In order to realize these objectives, the students and the rest of the university community have a responsibility to create and safeguard an organized and orderly atmosphere. Consequently, all students shall conduct themselves within and outside the university in accordance with the highest standards of integrity, personal discipline, morality
- 3.3 The following provisions shall apply with respect to the conduct of students within and outside the University.

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

- a) Respect and adhere to the Administrative and Academic rules, procedure and structure established by the Great Lakes University of Kisumu Act for the control, governance and operations of the University.
- b) Respect the rights and privileges of the members of the University community and the general public at all times.
- c) Refrain from any conduct that might bring the University or any section of programme thereof into disrepute or public odium.
- d) Carry themselves in all public places with humility and dignity as benefits their status as mature and responsible citizens.
- e) Wear acceptable and appropriate attire at all times.

### **3.3.1 Channels of Communication**

The University has laid out channels and procedures for communications all

aimed at maintaining peace and tranquility.

For efficient communication and good management, students shall be expected to go through the laid down channels and procedures as follows:

- a) Academic matters: Class representatives, Chairperson of Department, Dean of Schools, Registrar Academic Affairs, Dean of Students and Deputy Vice-Chancellor, Academic Affairs & Research in that order.
- b) Welfare matters
  - (i) Residents: (Hostel Representative) Housekeepers, Cateresses/Caterers, Hostel/Catering Officers, and Dean of Students in that order.
  - (ii) Non Residents: Student Representative, Dean of Students.
  - (iii) Clubs & Associations: Representative, Dean of Students.
  - (iv) Sports & Entertainment: Representative, Sports and Games Tutor and Dean of Students.
  - (v) Health & Benevolent: Representative, Dean of Students.
- c) The hierarchy of the Students Organization shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful processing in dealing with student matters.
- d) Failure to adhere to the above procedures shall be a violation of University Rules and Regulations.

#### **4. CONDUCT WITHIN RESIDENTIAL AREAS**

Whereas the university is not obliged to provide accommodation to any student, the university may at its discretion accommodate student on application, subject to availability of rooms in the halls of residence and on first come first serve basis.

Students who are so permitted to have accommodation in the university halls of residence shall strictly conduct themselves with responsibility and maturity, and in particular shall:

- 4.1 Adhere to the laid-down guidelines for obtaining such accommodation and pay all charges as may be stipulated from time to time by the university. Such charges shall include refundable room key deposit.
- 4.2 Share rooms and other facilities for common use, as may be stipulated from time to time.
- 4.3 Host visitors in their rooms only between 10 a.m. and 10 p.m.

Non Residents are not allowed in the residential rooms after 10.00 pm. If this happens, then the legal occupant of the room will be made a non-resident. They are to abide by the rules and regulations of hostels.

- 4.4 Not remove furniture or equipment or fixture from the halls of residence or any other university premises except with a written permission from the housekeeper.
- 4.5 Not destroy or damage, deface or vandalize any university property/structure.
- 4.6 Immediately report any loss, missing or misplaced items, or breakages in the rooms to the housekeeper or the janitor of the respective hall.
- 4.7 Surrender all room keys and any other university property to the janitor/housekeeper at the end of every semester or academic period, or as may otherwise be required by the university.
- 4.8 Ensure that their rooms are clean, tidy and devoid of any form of defacement at all times.
- 4.9 Under no circumstance interfere or tamper with electrical installations and fittings in university buildings.
- 4.10 Only use such electrical facilities as provided for, and authorized by the University, and not cause or expose any property or person to risk by connecting extraneous electrical gadgets.
- 4.11 Not accommodate visitors in their rooms for whatever period of time, be they students on vacation, relatives or otherwise without authority from the office of Dean

##### **4.12 Vacations Residence**

- 4.12.1 Students are prohibited from residing in the university during the period of closure of vacation except with the written permission of the Halls Officer upon advice of the Senate or University Management Board through the Dean of Students.
- 4.12.2 Students on such authorized vacation residence shall be housed in a specified Hall of Residence for which they shall pay in advance.

##### **4.13. Dining Hall Conduct**

To facilitate satisfactory and efficient services in the dining hall, students shall conduct themselves in an orderly manner and shall be courteous to the catering staff and fellow students.

In particular, students who utilize the dining hall shall:

- 4.13.1 Take all the scheduled meals in the dining hall.
- 4.13.2 Not remove utensils or crockery from the dining hall
- 4.13.3 Refrain from taking away food or beverages from the dining hall without prior arrangements with and/ or permission from the Catering Officer.
- 4.13.4 Desist from entering the kitchen, servery or store or any restricted part of the dining hall except when authorized by the Catering Officer.
- 4.13.5 Otherwise present and conduct themselves in an orderly, mature and acceptable manner during meals.
- 4.13.6 Be served with meals only within the specified times unless prior arrangements has been made with the Catering Officer.

## **5. UNIVERSITY PROPERTY**

5.1 All students shall take reasonable care of the University properties and shall individually or collectively be held responsible for loss or damage to any such University property where it is deemed to have been caused by a student or a group of students.

- 5.1.1 Not possess keys to rooms or buildings on the campus other than those obtained through the official channel.
- 5.1.2 Avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever.
- 5.1.3 Not engage in fund raising activities without written authority from the University administration.
- 5.1.4 Not engage in/or use University property for political purposes.
- 5.1.5 Not either as individuals or through the students' societies uses the University telephone, printing or mailing facilities for unauthorized purposes.
- 5.1.6 Not remove furniture or equipment from rooms/buildings in which they are meant to be used without written permission from the relevant authorities.
- 5.1.7 Not use the name of the University, either as an individual, club, society or student Organization without prior written permission from the Vice Chancellor.

### **5.2 Furniture and Fittings**

- 5.2.1 All students are expected to make good use of University furniture and fittings within and outside the University premises.
- 5.2.2 Students shall not remove any furniture and equipment from classrooms, lecture halls, or any other part of the Halls or premises within the University except by permission from the University Administration and must undertake to return the items to the original places after use.  
  
Any replacement or repair of furniture or any fittings due to loss or damages caused by negligence of students(s) or of persons connected with him/her /they shall be made good at the student's expense.
- 5.2.3 Vandalizing/damaging University property like lights and other fittings will be penalized.

### **5.3 Fire Fighting Equipment**

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

## **6. SECURITY OF STUDENTS PROPERTY**

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

## **7. MOTOR VEHICLES**

A student shall not keep a motor vehicle on University premises without prior written permission from the Registrar in charge of Administration. Permission can be granted or rejected at the discretion of the Registrar.

Where the permission is granted, the University shall not be responsible for the security of the vehicle.

Such Permission shall be granted only on proof of a log book, valid insurance cover, a current driving license and a valid road license.

Members of the University community who operate vehicles shall be assigned specific parking spaces

## **8. NOISE AND NUISANCE**

8.1. It shall be an offence against the University to create an unreasonable noise or engage in acts of hooliganism and harassment to the disturbance or annoyance of users of University premises, staff members and those in the surrounding community.

### **8.2 Sound and Musical Instruments**

Use of Radio, Television Sets, Videos, Musical Instruments and Percussion Instruments are restricted and at no time shall the sound be so loud as to cause disturbance to others.

8.2.1 Video/disco entertainment shows are restricted to Friday and Saturday evenings

only, provided they are approved by the Dean of Students.

8.2.2 Educational shows are accepted throughout the week but shall not go beyond midnight.

## **9. HAWKING**

9.1. All students who want to do business on campus as individuals or groups must get the permission from the Dean of Students.

9.2 The University may allow students to sell items in designated areas only.

9.3 Hawking shall exclude items that are a danger to safety, health, and morality of the public.

## **10. PROCESSIONS, DEMONSTRATIONS AND CEREMONIES**

10.1 It shall be an offence for any student to organize or participate in any demonstration, precession, ceremony, picketing or any other meeting for which permission has not been granted by the University Administration or government authority.

10.2 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 copied to the Head of University Security Services.

10.3 It shall be an offence for any student or group (s) of students to engage in any form of violence, demonstrations that do not follow lawful procedures.

## **11. DISCIPLINARY AND CRIMINAL OFFENCES**

All crimes and other offences under the law of Kenya including but not limited to the ones listed below shall be dealt with in accordance with the laws of the land and the provisions of these rules and regulations:-

11.1 Aiding /concealing crime or any of the offenses above.

11.2 Aiding suicide and attempted suicide

11.3 Arson, attempts to commit arson or attempts to destroy or injuries to property

11.4 Assault causing bodily harm or indecent assault

- 11.5 Authorship, publication and/distribution of anonymous letters or any other literature of a malicious or libelous nature including placards.
- 11.6 Being drunk and disorderly
- 11.7 Boycott of scheduled lectures, practical, other courses of instruction or Examinations
- 11.8 Commandeering, hijacking or misuse of university or private, public vehicles
- 11.9 Concealing birth, killing of unborn and abortion
- 11.10 Corruption
- 11.11 Cyber-crime and cyber bullying
- 11.12 Drug abuse/possession of illegal brew
- 11.13 Drug trafficking
- 11.14 Fighting/Affray
- 11.15 Forgery, fraud, counterfeiting
- 11.16 Inciting fellow students, staff or other members of the university community
- 11.17 Illegal/unlicensed trade e.g. hawking
- 11.18 Impersonation and false pretenses
- 11.19 Intimidation of or issuance of threats, written or verbal, to students with intent to disrupt academic activities or other process
- 11.20 Involvement in demonstrations, gathering, processions or public ceremonies for which permission has not been obtained from the university administration or government authorities.
- 11.21 Kidnapping/abduction, detentions. Sexual harassment, indecent assaults, defilement
- 11.22 Malicious or willful damage to university property, that of other student or members of the public
- 11.23 Misuse of social media
- 11.24 Murder, manslaughter
- 11.25 Organizing demonstrations/processions/incitement
- 11.26 Perjury (False Testimony)
- 11.27 Picketing, rioting, obstructions to perform duty
- 11.28 Possession of dangerous weapons e.g. daggers, arrows, guns etc.
- 11.29 Raising False alarms
- 11.30 Rape or attempted rape
- 11.31 Subversion/Treason
- 11.32 Terrorism and promotion of terrorist activities
- 11.33 Theft and other related offences e.g. robbery and extortion
- 11.34 Trespass
- 11.35 Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the university

Thus it is recognized that some types of misconduct may constitute violations of both civil and the University authorities without constituting double jeopardy. While enforcement of rules and regulations is of subsidiary concern to this institution, the primary concern is to maintain the integrity of its educational functions by upholding the principles upon which it was founded

## **12 CORRESPONDENCE**

- 12.1 All Correspondences to the press or any other media by an individual or official of the students' organization shall bear their individual names and signatures.
- 12.2 No student shall make any public statement on behalf of the University or other societies on matters affecting the University.  
  
It shall be an offence to publish, write and or distribute anonymous literature of malicious nature, including placards.
- 12.3 Display of advertising notice within the University premises shall be subject to approval by the Dean of Students.

- 12.4 Invitation to personalities who are not members of the University to visit the University shall require prior authorization by the Vice-Chancellor.

**13. ACADEMIC RESPONSIBILITY**

- 13.1 All students are expected to comply with lecture attendance, tutorials, seminars, practical, registration, assigned work, examinations and other scheduled activities
- 13.2 It is an offence to interfere with or block normal scheduled academic activities.
- 13.3 Students shall be expected to comply with all other regulations by Departments, Schools, and Faculties or any other such units of the University.

**14. MEDICAL**

- 14.1 All students who have paid medical fees are entitled to free outpatient care in the University clinic prescribed by our staff.
- 14.2 Dental problems and spectacles. Also excluded is pregnancy which is treated as all other illnesses. Nutritional supplementation in pregnancy is excluded. In-patient care in our sick bay is free.
- 14.3 In-patient care at any other hospital will be met by the parents/guardians.
- 14.4 Investigation done outside our lab also will be met by patients. This includes X-rays and other specialized investigations not offered by our units.
- 14.5 In all cases absence from Classes on account of illness, a medical note must be submitted to the Clinical Officer of the University through the office of the Dean of Students.

**15. LEAVE OF ABSENCE**

- 15.1 The University shall grant leave of absence from the University on the following grounds only:
- (a) Sickness
  - (b) Maternity/confinement
  - (c) Compassionate
  - (d) Any other reasonable grounds.
- 15.2 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 to the Dean of relevant School and the Dean of Students. Where a student has been treated by a private Medical Practitioner, the medical certificate shall be submitted to the University Medical Officer for approval.
- 15.3 Leave application forms available from the Dean of Students office must be signed by the applicant before leave begins. The University shall not entertain any claim where a student leaves without prior official permission.
- 15.4 A student who seeks leave to be absent for more than two weeks shall be advised to defer studies.

**16. FIELD ATTACHMENTS' AND TEACHING PRACTICE**

- 16.1 Students on Field Attachment or Teaching Practice shall be subject to the supervision and disciplinary authority of the mandated university staff and of the officers of the host organization under whom they have been placed by the University. For avoidance of doubt, the University staff in case of teaching practice shall mean a zone co-coordinator or supervisor, and the officer of the host school shall mean Head teacher or Vice-Chancellor
- 16.2 In the event of a breach of these rules and regulations on field attachment or teaching, and depending on the nature and severity of the offence, the staff and officers responsible shall take the following actions:
- a) Report the student in writing to the Dean of Students and Director of Field Attachment enclosing all documentary evidence.
  - b) In all cases, invite the student to make a written statement on his/her behalf in response to the charges raised. The officer of the host organization should also make a written statement.

c) After receiving documentary evidence the Dean of Students shall proceed as per procedures indicated under Disciplinary Procedures and Penalties.

## **ENFORCEMENT OF REGULATIONS**

The responsibility of maintaining student discipline at the University is vested in the office of the Dean of Students, which investigates misconduct. Hostel Officers, Security Officers, Catering Officers have authority to ensure that the rules and regulations of the University are adhered to by all students at all times.

### **17. DISCIPLINARY ACTION**

17.1 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.

#### **17.2 Disciplinary Authority**

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

- (a) Vary or add to the list of disciplinary offences specified herein.
- (b) Suspend any students suspected of committing any offence under these rules and regulations from the University, pending disciplinary measures.
- (c) Take any other measure necessary for the proper operation of disciplinary procedure and maintaining order.

#### **17.3 Officer in Charge**

17.3.1 The responsibility of maintaining discipline at the University is vested in the Vice-Chancellor who may from time to time propose investigation and enforcement.

17.3.2 Administration and Academic staff of the University have authority to ensure that rules and regulations are adhered to by all students as provided for by the relevant sections of the University rules and regulations.

17.3.3 Students on field/industrial attachment and teaching practice shall be subject to the supervision of the officers under whom they are placed by the University.

17.3.4 Students going out for official trips must be accompanied by University staff that shall ensure that they adhere to the University Rules and Regulations.

#### **17.4 Enforcement of Rules and Regulation**

17.4.1 In the event of a breach of the rules and regulations and depending on the nature of the offence, the officers referred to above shall adopt the following procedures:-

- (a) Warn or caution the student either verbally or in writing.
- (b) Report the student to the Dean of Students in writing, enclosing all documentary evidence if any.
- (c) Take any other action that may be deemed appropriate.
- (d) Invite the student to make a statement on his/her behalf in response to the charge.

#### **17.5 Disciplinary Procedure**

17.5.1 All disciplinary cases shall be reported to Dean of Students

17.5.2 The Dean of Students shall consider all the cases and prepare all the charges and forward to the Secretariat who will convene a Disciplinary Committee Meeting.

17.5.3 There shall be a Student Disciplinary Committee of the Senate constituted as per Statute 4.4 (iii) of Great Lakes University of Kisumu.

17.5.4 Except in cases dealt with under statute xv (5) (a) i, the Chairman/Lady of the Students Disciplinary Committee shall normally call a meeting of the disciplinary committee to be held within one month of the report being received by him/her.



#### **17.5.5 Notice of Meeting**

The Secretary (Registrar, Academic Affairs) shall notify the students and the complainants of the date and time of the meeting and inform the student and the complainant of the right to be present and call a witness or witnesses.

The notice shall be served within fifteen days of the meeting except under special circumstances (Refer to 17.2.1). The secretariat shall notify the students served with a letter either by hand delivery or registered mail.

#### **17.5.6 Membership and Quorum**

The Students disciplinary committee shall be a standing committee of Senate.

##### **Membership:**

- i. Deputy Vice-Chancellor, Academic Affairs & Research- Chairperson
- ii. Two (2) Members representing Senate
- iii. Dean of Students
- iv. Dean of relevant School/Faculty
- v. Head of relevant Department
- vi. Chairperson and Secretary General of the GLUK Student Organization
- vii. Legal Officer
- viii. Registrar Academic Affairs (Secretary)

#### **17.5.7 Terms of Reference and Procedures**

- a) The Chairman of the Students Disciplinary Committee shall call a meeting within one month of receipt of a report or complaint
- b) The secretary of the committee shall notify the student and complainant of the date, time and venue of meeting and of the rights to be present and to call a witness or witnesses.
- c) If upon notification, the accused fails to appear before the committee without any reasonable explanation, the committee shall proceed with the case nonetheless.
- d) The committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in court of law. In particular, the committee shall ensure that both sides are heard and the witnesses required in the case do not act as members of the committee.
- e) At all meetings of the committee before which a student is summoned, the procedure adopted shall be determined by the committee and the student alone shall be entitled to appear in person. For avoidance of doubt, the committee shall not entertain the audience of advocate or to the legal agents on behalf of the student.
- f) The committee's decision shall be arrived at either by consensus or by simple majority vote through secret ballot. The chairman shall have a casting vote in addition to his ordinary vote

#### **17.5.8 Powers of the Student Disciplinary Committee:**

Subject to the ratification of the Senate, the committee shall have the power to take any one or a combination of the following measures.

- i) To dismiss the case against the student.
- ii) 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.
- iii) To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.
- iv) To suspend the student from the University for a specified period.
- iii) To expel the student from the halls of residence.
- iv) To impose any other penalty or penalties a
  - a) Acquit the student
  - b) Give a written disciplinary warning to the student

- c) Place the student on Disciplinary probation
  - Probation-Level I  
A serious form of reprimanding the student that is fitting for the type of violation as designated for a certain period of time.
  - Probation-Level II  
The student remains enrolled in the University under circumstances defined by the Disciplinary Committee. The student may not represent the University in an official capacity or hold office in any student organization. Example of representing the University in an official capacity includes participation in Sports and Games, recognized student organizations including GLUKSO among others. This probation level indicates to the student that further violation of University regulations will result in more stringent disciplinary action, including but not limited to expulsion or suspension.
- d) Refer the student for counseling
- e) Restitution Fines require the student to make good any loss or damage to the student or property commensurate with the nature and gravity of the offence committed.
- f) Require the student or the organization to make payment to the University or another specified person(s) or group(s) for damage incurred as a result of violation of any provision of the student code of conduct. The University in addition to any other disciplinary measure may demand restitution fines. Restitution fines may include an administrative fee for processing.
- g) Suspend the student from the University for a stated period of time.
- h) Suspend group recognition  
This disciplinary sanction consists of the withdrawal for such a period as the committee may deem fit of all or part of the official recognition of a group or an organization.
- i) Exclude the student from the Halls of residence for such a period as the committee may deem fit.
- j) Exclude the student from the attendance of lectures or other sources of instruction and use of library and other facilities for such a period as the committee may deem fit.
- k) Expel the student.
- l) Revocation of group recognition  
This disciplinary measure is a permanent cancellation of the official University recognition and privileges of a group and results in complete suspension of the group.
- m) Any other measures deemed necessary.

### **17.5.9**

#### ***Communication of Student Disciplinary Committee Decisions***

Subject to statute viii (4) the committee's decision shall be communicated to the student by the Registrar, Academic Affairs within fourteen (14) days from the date of the conclusion of the proceedings and such decisions shall take effect immediately.

#### **17.5.10 Appeal**

The student shall have the right to appeal to the Vice-Chancellor against the decision of the Students Disciplinary Committee and to the University Council the decisions of Students Disciplinary Appeals Committee of the Senate.

#### **17.5.11 Appeals Committee**

Subject to these Statutes and the Regulations, a student may, within a period which shall be specified in the Regulations, appeal to the Vice-Chancellor against the decision or recommendation of the Disciplinary Committee and to Chairperson of Council against the decision or recommendation of the Vice-Chancellor.

- i. Vice-Chancellor or his/her appointed representative who shall be the Chairperson
- ii. Three members of the Senate appointed by the Vice-Chancellor provided that the members shall not be members of the Student's Disciplinary Committee
- iii. Registrar in charge of Academic Affairs as the secretary
- iv. The Legal Officer and the Dean of Students shall be in attendance in all meetings of the Disciplinary Appeals Committee.

#### **17.5.12 Council Appeal Board**

On receipt of an appeal by a student, the Chairperson of Governing Council shall appoint an Appeal Board consisting of not less than two and not more than four members and the Chairperson of Governing Council who shall be an *ex-officio* member. The decision of the Appeal Board shall be final.

### **17.6 Notice of Appeal**

17.6.1 Notice of appeal in these cases shall be given in writing within fourteen (14) days of the communication or the committee's decision to the Vice-Chancellor.

### **17.7 Procedure of Appeal**

17.7.1. Notice of appeal against the Students Disciplinary Committee's decision must be given in writing and addressed to the Vice-Chancellor within fourteen (14) days of the communication of Committee's decision.

17.7.2. Notice of appeal against Vice-Chancellor's Appeal Committee decision must be given in writing to the Chairperson of Council through the Vice-Chancellor within fourteen (14) days of the date of communication of the decision.

17.7.3. On receipt of a copy of notice of appeal, the Chairperson of the Disciplinary

Committee shall send to the Vice-Chancellor a copy of all the relevant minutes and documents pertaining to the hearing of the case.

17.7.4. On receipt of a copy of notice of appeal the Secretary of Council shall send to the Chairperson of Council a copy of all relevant minutes and documents pertaining to the case.

17.7.5. The decision of Council shall be final.

## **18. STUDENT WELFARE**

### **18.1 THE UNIVERSITY DRESS CODE**

The university encourages students to adopt high standards of personal grooming and to dress in simple, decent, modest and appropriate attire. This dress code helps maintain an atmosphere conducive to study and work. Clothes worn in university should be practical and comfortable. See through clothes, short skirts above knee and tight clothing or Wearing hats in classrooms, offices are not acceptable

#### **18.1.2 Dressing for women**

Hemline on skirts must cover the knees.

Shirts, blouses, and top gear must cover the waist area at all times.

All shirts and top wear must have sleeves.

Fit should be slightly loose.

Fabric of clothing must not be sheer or flimsy.

Design must not include foul language and/or graphics.

Students may wear footwear of choice except bedroom slippers.

#### **18.1.3 Dressing for men**

Shirts must have sleeves.

Trousers must reach the ankle.

Fabric should not be sheer or flimsy.

Design must not include foul language and/or graphics.

Fit should be slightly loose.

Students may wear footwear of choice except slippers and slipper-like sandals.

Tracksuits are not allowed except during games and sports

### **18.3 STUDENTS IDENTIFICATION CARDS**

Every registered student shall be issued with an identification card. New students will receive their ID cards after registration. They will use the ID card for their entire stay at the University. A student is expected to produce the ID card at all times upon request, particularly during examination, in the library and to access the gates of the University

### **18.4 UNIVERSITY BUSES**

Bus transport is for both staff and students and they are required to queue for the bus and behave in an orderly manner. Any instructions given by the Bus Conductor should be followed.

All students boarding the bus must purchase tickets and present them when alighting.

Standing passengers should not crowd near the door.

A student who does not follow these rules may be prevented from using the University transport facilities for the remainder of the semester.

### **18.5 NOTICE BOARDS**

Notice boards are placed in strategic places in the University. Students should check the University Website and boards regularly for any for announcements concerning lectures, changes of timetable, activities etc.

Students are asked not to disfigure the notices in any way.

### **SECURITY**

Security officers are assigned to various parts of the University. However, security is the responsibility of all members of the University community; we therefore ask you to co-operate with the security team at all times to ensure a safer campus. The University requires its students and staff to have their University ID at all times while in the University.

### **18.6 LOST PROPERTY**

While every effort will be made to keep safe any item found, students are reminded that the University cannot take responsibility for any item lost or misplaced in the University.  
Students should take care of their belongings and not leave them unattended or lying around in the University.  
Any item found in the University should be left at the Help Desk. If someone has lost anything in the University, he/she should enquire at the Help Desk the Dean of Students will dispose of unclaimed items at the end of each semester

## **18.6 CHAPLAINCY SERVICES**

The office of the Chaplaincy is located next to the Dean of Students office at the main campus, Kibos and run the activities of the Chaplaincy. The following are the functions of the office:

Spiritual Health care support, Behavior Change, Spiritual distress, Mediation and reconciliations, Design religious ceremonies, Community Development, Educative role in religious studies, Theology and Christian Education

It shall be opened all through at normal working hours for consultations.

All students are encouraged to worship every Wednesday in Garang Hall, Main Campus

Any suggestions regarding Chaplaincy activities are welcome but should first be discussed with the Chaplain.

## **18.7 GUIDANCE AND COUNSELING SERVICES**

The office of the Chaplaincy is located next to the Dean of Students office at the main campus, Kibos. 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.

Counseling services are offered to enhance students' emotional, behavioral and social wellness. There are services offered to individuals and groups. The office adheres to the principle of confidentiality. The services range from professional support, guidance counseling and psycho education a wide range of issues. They also offer trainings on peer counselors, mentorship, peace ambassadors and disaster response.

## **18.8 Games and Sports**

The section organizes various games and sports activities for students and provides both indoor and outdoor games and sports facilities. Students are facilitated to take active part in these activities for purposes of recreation and physical well-being.

## **18.9 Student Association**

The University allows various clubs or Associations which operate under rules and regulations of the University. All students enrolled are encouraged to become members of at least one Club or Association. Each Club of Association is required to register with the Dean of Students' office.

### **18.9.1 Clubs and Societies**

The University offers a variety of co- curricular activities aimed at providing the student with an opportunity for personal development and the opportunity to socialize. 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.

#### **18.10 Non-academic discipline.**

Students are to conduct themselves responsibly and refrain from any conduct that disrupts order and peace in the University.

Any student convicted of a crime in accordance with the laws of the Republic of Kenya shall be subject to full consequences of the law.

NO Smoking is allowed in the University premises – lecture halls, toilets, corridors, and library

Mobile phones should be put off during lectures, in library and examination rooms. No calls should be made or received in these places.

#### **19. POWERS OF THE VICE-CHANCELLOR**

For the purpose of expediting disciplinary processes, the Vice-Chancellor shall have authority to take appropriate action against the breach of these regulations upon recommendations by the Dean of Students and the Deputy Vice-Chancellor (AAR), pending appearance before the Students Disciplinary Committee in accordance with these rules and regulations. Such an action shall be ratified in the subsequent Students Disciplinary Committee meeting.

#### **20. SAVING CLAUSE**

The provision of these rules and regulations and any decisions made by the Disciplinary Committees 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.

#### **21. REVIEW**

These rules and regulations may be reviewed from time to time at the sole discretion of Great Lakes University of Kisumu.

### **UNIVERSITY EXAMINATIONS RULES AND REGULATIONS**

#### **1.0 Trimester Registration**

A student registers each trimester by selecting and paying for the courses he/she wishes to take.

New students will register within the first three weeks of the trimester.

Continuing students select courses and finalize registration before the start of the classes. Failure to register within this period is considered as an option to be away for that trimester. The student is expected to defer studies

Any student who for whatever reason is unable to obey the 50% at registration and 100% fee rule before exams shall be required to defer the semester.

A student who fails to register for courses at the prescribed time, as per the 25% period rule shall defer the semester.

A student shall be required to register for such number of courses that give a unit total of between 42 units and a maximum of 48 units per academic year to qualify to be graded for purposes of award of degrees unless otherwise approved by Senate.

Students shall be eligible to register for examinations provided they have complied with the course requirements: paying requisite amount of fees, complying with 25% rule on class attendance and sitting the requisite number of CATs in the courses registered.

Candidates shall be required to register for University Examinations at least five (5) weeks before the start of the examinations.

A list of candidates registered for examinations shall be released by the Registrar, Academic Affairs or officer responsible for such a function at least two (2) weeks before the beginning of the examinations

Each candidate shall be issued with an examination card by the Registrar, Academic Affairs or officer responsible for such a function two weeks before the beginning of examinations.

An examination card shall be required before one is allowed to sit for examinations. In addition, invigilators will be served with list of candidates registered for each paper for the purpose of examination attendance.

Candidates who sit examinations which they have not registered for shall have their examinations cancelled

## **2.0 Conduct of Examinations**

University Examinations shall take precedence over external or any other examinations.

A candidate who has missed 25% or more of the required course attendance in a given course shall not be allowed to sit for University Examinations.

University Examinations shall normally be conducted from Monday to Friday, and on any other day approved by Senate.

All courses shall be examined within the semester in which they are taken, unless approved by Senate.

### **2.1 Continuous Assessment Tests (CATs)**

There shall be a minimum of two (2) Continuous Assessment Tests (CAT) per course per semester.

The scheduling and administration of Continuous Assessment Tests shall normally be spaced as follows:

1st CAT - 4th to 6th week of the Semester

2nd CAT - 8<sup>th</sup> to 10<sup>th</sup> week of Semester

Continuous Assessment Tests shall take the form of sit-in examinations, practical, field work, oral presentations, technical field studies and reports, laboratory exercises, group discussions and reporting, among others as deemed fit by the course instructor. The course instructor is encouraged to use a combination of at least one mode of examining CATS.

The results of the Continuous Assessment Tests shall normally be available to students at least 1 week prior to sitting their final examinations

### **2.2 TYPES OF EXAMINATIONS**

University Examinations take different forms and include coursework assessments; written final examinations; Special Examinations; and Supplementary Examinations.

#### **2.2.1. Special Examinations**

Special Examination shall normally be offered on medical grounds and compassionate grounds only. Candidates shall apply to the Registrar Academic Affairs for special examination before the date of the ordinary examinations in a given semester subsequent to the one in which the candidate missed the examinations.

Special Examination must be taken and passed before proceeding to the subsequent academic year. Requests for special examinations shall be submitted to the Registrar AA, with supporting documentation.

#### **2.2.2 Supplementary Examinations**

A candidate who fails in LESS than 50% of all courses taken in an Academic Year shall be required to sit for Supplementary Examination(s).

Candidates sitting for Supplementary Examination(s) shall be required to clear any outstanding fee balance.

A candidate shall apply for Supplementary Examination to the Dean of Faculty/School through their respective Heads of Departments upon payment of such fee as shall be determined by Senate

Supplementary Examination(s) shall be marked out of 100% (excluding CATs) and the highest mark awarded shall be a pass mark (40% or 50% as the case may be for undergraduate and 50% postgraduates) unless otherwise approved by the senate.

#### **2.2.3 Repeat course**

Any candidate who fails a Supplementary examination shall repeat the course(s) externally, and shall only proceed to the subsequent year after passing repeat course(s)

A candidate who fails course(s) in Supplementary Examination(s) shall be required to retake failed units before proceeding to the next year of study.

A candidate who fails Supplementary Examinations in the final year of study shall be allowed to retake the course(s) failed when the course is next offered. No candidate shall be allowed to graduate with any failed unit.

#### **2.2.4 Repeat Year**

A candidate who sits examinations for the first time and fails in between 25% and 50% of the total Units in the academic year shall repeat the year. No candidate shall be allowed to repeat on academic grounds any one year more than once.

A candidate who repeats more than a sixth of the units in any stage shall not qualify for the award of a degree with honors on completion of the programme.

A candidate who fails to attain the pass mark in more than 50% of units sat in any year shall be required to repeat the failed unit (s) and cannot register for any additional units.

#### **2.2.5 Discontinuation**

A candidate who sits examinations for the first time and fails in more than 50% of the total Units in the year shall be discontinued.

A candidate who repeats and fails more than half the number of units in any year of study shall be discontinued from the programme

### **3.0 Cheating in Examinations**

Cheating in an Examination is a serious offence which will be dealt with severely in accordance with the examination rules and regulations of the University.

3.1 Examination Irregularities shall include, but not limited to:



- Writing on examination question papers.
- Unauthorized absence from the examination venue.
- Having Unauthorized material in an examination venue
- Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.
- Reading answer scripts belonging to another candidate
- Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.
- Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- Permitting another candidate to copy from or make use of one's papers.
- Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.
- Destroying evidence which may be used as proof of an examination irregularity.
- 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.
- Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.
- Refusing to write a statement after being asked to do so by the invigilator.
- Committing a subsequent offence after serving a suspension for three (3) Academic Years.
- Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.
- Impersonating or attempting to impersonate another candidate or being impersonated knowingly
- Forgery of examination documents
- Bribery so as to compromise examination credibility
- Possessing, while in the examination venue any device that permits communication with others or receive communication from others
- Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage)

### 3.2 Examination Irregularities and Respective Penalties

S/NO.	IRREGULARITY	PENALTY
1.	Writing on examination question papers.	• Stern Warning letter to the candidate
2.	Unauthorized absence from the examination venue.	• Stern Warning letter to the candidate
3.	Sitting for examination with a fee balance	• Stern Warning letter to the candidate
4.	Having Unauthorized material in an examination venue	• Cancellation of examination results for that course • Suspension of the candidate from the University for one (1) Academic Years.
5.	Copying, reading or writing from written walls, toilets, tables,	• Cancellation of examination results for that

	desks, parts of the body, or any other material	course •Suspension of the candidate from the University for one (1) Academic Years.
6.	Reading answer scripts belonging to another candidate	•Cancellation of examination results for that course •Suspension of the candidate from the University for one (1) Academic Years.
7.	Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.	•Cancellation of examination results for that course Suspension of the candidate from the University for one (1) Academic Years.
8.	Possessing, while in the examination venue any device that permits communication with others or receive communication from others	•Cancellation of examination results for that course •Suspension of the candidate from the University for one (1) Academic Years.
9.	Sitting examinations with a fee balance	• Cancellation of examination results for that course • Suspension of the candidate from the University for one (1) Academic Years
10.	Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.	•Cancellation of examination results for that course •Suspension of the candidate from the University for two (2) Academic Years.
11.	Permitting another candidate to copy from or make use of one's papers.	•Cancellation of examination results for that course •Suspension of the candidate from the University for two (2) Academic Years.
12.	Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.	•Cancellation of examination results for that course •Suspension of the candidate from the University for two (2) Academic Years.
13.	Destroying evidence which may be used as proof of an examination irregularity	•Cancellation of examination results for that course •Suspension of the candidate from the University for two (2) Academic Years.
14.	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.	•Cancellation of examination results for that course •Suspension of the candidate from the University for two (2) Academic Years.
15.	Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.	•Cancellation of examination results for that course •Suspension of the candidate from the University for three (3) Academic Years.
16.	Refusing to write a statement after being asked to do so by the invigilator.	•Cancellation of examination results for that course •Suspension of the candidate from the University for three (3) Academic Years.
17.	Assisting or attempting to give assistance to another candidate by impersonation or being impersonated knowingly	• Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years. • If the imposter is not a GLUK student, the

		University shall be at liberty to file a criminal charge of impersonation in a court of law
18.	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>
19.	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>
20.	Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage)	<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>
21.	Any other action that may be construed to constitute breach of any other examination rule or regulation which may be communicated to the candidates from time to time including use of mobile handset	Any one of the following: <ul style="list-style-type: none"> <li>• Warning letter</li> <li>• Cancellation of results</li> <li>• Suspension of the candidate from the University for a minimum of one (1) academic year and to a maximum of three (3) Academic Years</li> </ul>
22.	Committing a subsequent examination irregularity	<ul style="list-style-type: none"> <li>• Expulsion from the University</li> </ul>
23.	Sitting for examinations when on suspension	<ul style="list-style-type: none"> <li>• Expulsion of the candidate from the University</li> </ul>
24.	Where there is no clear evidence that an irregularity was committed but cannot be ruled out	<ul style="list-style-type: none"> <li>• Stern Warning</li> </ul>
25.	Presenting oneself for an examination in a unit he/she has not duly registered.	Cancellation of the candidate's results in that unit(s). A written warning

### 3.3 APPEALS

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

An appeal should be lodged by the submission of a signed and dated statement from the student to the Vice Chancellor within ten working days.

The decision of the Appeals Committee shall be final and there shall not be any other appeal

### 4.0 Graduation Requirements

For conferment of a University degree or award of any certificate, the candidate must have:

- ✓ Paid all outstanding fees to the University.
- ✓ Completed the clearance form and submitted it to the office of the Registrar on or before the latest date for applying for graduation as indicated in the Academic Calendar
- ✓ Satisfactorily fulfilled all academic requirements of the department in which he/she is enrolled.
- ✓ Students are required to indicate in the Award of Certificate Form the order their names to appear on the degree/diploma certificate and transcripts within the period indicated by the Registrar, AA.
- ✓ Students are NOT allowed to indicate names other than those that appear on the application documents used during admission Change of names MUST be supported with official documentation.



**GREAT LAKES UNIVERSITY OF KISUMU  
OFFICE OF THE REGISTRAR ACADEMICS**

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**Tel:** +254 736550505/7704100698

**E-mail:** [registraracademics@gluk.ac.ke](mailto:registraracademics@gluk.ac.ke) or [admissions@gluk.ac.ke](mailto:admissions@gluk.ac.ke)

P. O. Box 2224  
Kisumu  
Kenya

**DECLARATION**

I \_\_\_\_\_

National Identity Card Number \_\_\_\_\_

Do hereby declare that I have read the Rules and Regulations governing the Organization and Discipline of Students at Great Lakes University of Kisumu, have understood their content and meaning and undertake to abide by them.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**ADMISSION NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**AND WITNESSED IN THE PRESENCE OF PARENT/GUARDIAN**

**NAME:** \_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_

**NATIONAL IDENTITY CARD NO:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Please make a Photocopy of this form and fill in quadruplicate (Fill in 4 copies)



**GREAT LAKES UNIVERSITY OF KISUMU**  
**Students' bond of good conduct**  
(Two copies of this document should be signed by all students)

I, ..... Understand that;

1. Great Lakes University of Kisumu Students' Disciplinary process is not negotiable.
2. Rules and regulations governing the association conduct and discipline are not designed to prohibit interaction and other activities by students but instead to regulate and guide so that the interaction and activities are carried out in a manner that is socially and morally acceptable and facilitative of an environment in which the University's academic endeavors can thrive.
3. I undertake to be of good behavior as stipulated in the said rules and regulations. Failure on my part to fulfill these requirements will result in the university taking any action it deems necessary against me.
4. If disciplinary action is taken against me the university is at liberty to communicate the same to my parents, guardians and sponsors. [Whichever is applicable]

Name.....

Reg. No. ....National ID No. ....

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

Permanent address:.....

.....

Witnessed: .....Date .....

(Dean of Students)

Cc: Registrar Academic Affairs  
Dean of students