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<td>020-2088310, 020-2338146/8</td>
<td><a href="mailto:info@mku.ac.ke">info@mku.ac.ke</a></td>
</tr>
<tr>
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<td>P.O. Box 13495-00100 GPO NAIROBI,</td>
<td>0202528803, 0729 256 979, 0734667731</td>
<td><a href="mailto:nairobicenter@mku.ac.ke">nairobicenter@mku.ac.ke</a></td>
</tr>
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<td>020 2102963, 0700-912353, 0702 041 042</td>
<td><a href="mailto:distance.learning@mku.ac.ke">distance.learning@mku.ac.ke</a>, <a href="http://www.mkuvirtualcampus.com">www.mkuvirtualcampus.com</a></td>
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<td>020 24020238144, 0705669811/0789729561</td>
<td><a href="mailto:nkurucampus@mku.ac.ke">nkurucampus@mku.ac.ke</a></td>
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<tr>
<td>MOMBASA CAMPUS</td>
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<td>020-8002096/78</td>
<td><a href="mailto:coastcampus@mku.ac.ke">coastcampus@mku.ac.ke</a></td>
</tr>
<tr>
<td>ELDORET CAMPUS</td>
<td>P.O. Box 2591-30100 Eldoret,</td>
<td>020-2641361, 0724426327, 0733 361 061</td>
<td><a href="mailto:eldoretcentre@mku.ac.ke">eldoretcentre@mku.ac.ke</a></td>
</tr>
<tr>
<td>NKUBU CENTRE (MERU)</td>
<td>Majani Sacco Plaza, Nkubu</td>
<td>020 202629462, Fax:06451437</td>
<td><a href="mailto:nkubucampus@mku.ac.ke">nkubucampus@mku.ac.ke</a></td>
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<tr>
<td>Kakamega Campus</td>
<td>P.O. Box 553-50100, Kakamega</td>
<td>05631772, 0706 135 160</td>
<td><a href="mailto:kakcampus@mku.ac.ke">kakcampus@mku.ac.ke</a></td>
</tr>
<tr>
<td>KITALE CENTRE, Teachers</td>
<td>P.O. Box 1869-30200 Kitale,</td>
<td>025 202330682, 0717 815 755</td>
<td><a href="mailto:kitalecampus@mku.ac.ke">kitalecampus@mku.ac.ke</a></td>
</tr>
<tr>
<td>LODWAR CAMPUS</td>
<td>P.O. Box 69 Lodwar,</td>
<td>0706 278 852, 0789 399751</td>
<td></td>
</tr>
<tr>
<td>WEST CO-ORDINATING OFFICE</td>
<td>Alwali House, Lumino Road</td>
<td>0754 728 460 337</td>
<td><a href="mailto:westcentre@mku.ac.ke">westcentre@mku.ac.ke</a></td>
</tr>
<tr>
<td>KISII EXTRA-MURIAL CENTRE</td>
<td>Umoja Complex, Opposite KCB, Ogembo Street</td>
<td>0707 891899</td>
<td></td>
</tr>
<tr>
<td>RWANDA CAMPUS</td>
<td>P.O. Box 5826, Kigali, Avenue-Del-la-paix, Opp. Belgium School,</td>
<td>+250 078579824 / 0728551199</td>
<td><a href="mailto:rwanda@mku.ac.ke">rwanda@mku.ac.ke</a></td>
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1.0 FOREWORD

I take this opportunity to congratulate you on your admission and welcome you to Mount Kenya University. Your admission to Mount Kenya University will definitely mark an important phase in your long academic journey that will finally be fruitful for the rest of your life.

Mount Kenya University aims at providing science and technology education for they are a major vehicle for attaining and sustaining industrial development in Africa and the world. The University admits students from diverse backgrounds regardless of their race, creed, tribe, religion and political affiliation.

The University provides all its students and faculty an enabling environment to improve their academic and social well-being to lead productive and fulfilling lives. We promise to make each and every member of the larger Mount Kenya University experience a sense of belonging as they go about their academic activities.

It is our intention to ensure an interactive and stimulating environment that will enable all students achieve the highest intellectual growth and prepare them for further science and technology education. All we expect of our students is mutual respect of University regulations and respect of other students and staff personal rights and freedoms in order to live harmoniously to achieve personal academic aspirations.

All students of Mount Kenya University are required to have and properly keep a copy of this Student Handbook. We further expect them to thoroughly read and internalize all the contents. Students must always use this booklet for reference on all matters appertaining to discipline and academic activities.

By understanding the contents and observing the dos and don’ts of the University and observing the procedures governing the conduct of examinations and inter-personal relations, I am sure all students who graduate from Mount Kenya University will always remember their alma mater with nostalgia and pride.

If any section of the booklet is not clear to you, please do not hesitate to ask the relevant office for clarification.

Prof Stanley W Wawo, BSc, MSc, PhD
VICE-CHANCELLOR
1.1 VISION, MISSION, PHILOSOPHY AND ACADEMIC CHARACTER OF THE UNIVERSITY

1.1.1 Vision of the University
The vision of the University is to be a role model of excellence in science and technology education and training in Africa.

1.1.2 Mission of the University
The mission of the University is to provide world class teaching, research and innovative extension services for sustainable scientific and technological development.

1.1.3 Philosophy of the University
The philosophy of the University is to harness knowledge and skills in Applied Science and Technology for the service of humanity.

1.2 THE ACADEMIC CHARACTER OF THE UNIVERSITY

1.2.1 Unique basis of the academic character
The academic character the University intends to uphold is based on “African traditional values” and innovations with emphasis on total development of an individual talent, moral, rectitude and competitiveness so as to enhance student scientific and/or technological advancement.

1.2.2 Social and economic character of the University
The University produces well-trained graduates equipped with technological/scientific knowledge and abilities endowed with ethical values founded on African traditions and principles. With these variables and attributes, the University graduates will act as role models in the African society in the advancement of socio-economic affairs for development and prosperity in the larger society. The graduates are able to serve society with professional competence and ensure accountability and personal responsibility.

1.2.3 Characteristics of the Programmes
The programmes offered by Mount Kenya University are innovative and responsive to the immediate and long-term communities' scientific and
technological needs in Kenya. Described below are the unique characteristic of the programmes: Responsiveness to the changing scientific/technological needs of the country. The programmes address the changing technological/scientific needs in the country by providing training in business in clinical medicine, medical laboratory sciences, science laboratory technology, pharmaceutical science and technology, business management and produce chief executives that are ethically prepared to serve in the local, regional and international settings. Some of the programmes are designed to specifically address the scientific and technological requirements in Kenya.

1.2.4 Characteristics of the teaching and learning processes and Research.

The university programmes deploy innovative teaching, learning and assessment strategies underpinned by an evidence-based approach appropriate for qualified learners holding secondary education certificates and/or post secondary education diplomas and certificates. Students will be given support from specified professional lecturers who will facilitate the development of their competence and abilities in the settings of learning and work practice. The design and development of all the programmes will be underpinned by appropriate stakeholders’ participation.

2.0 UNIVERSITY GOVERNANCE

The governance of the University is vested on the following bodies:

2.01 The Board of Trustees;
2.02 The Chancellor;
2.03 The Pro-Chancellor;
2.04 The University Council;
2.05 The Management Board;
2.06 The Senate; and
2.0.7 Any other bodies established by the council

2.1 BOARD OF TRUSTEES

The Board of Trustees (BOT) of the University is the supreme organ of the University and is vested with the following powers:

2.1.1 Safeguard the foundational mission, aim and objectives of the university.
2.1.2 Appoint or remove any member of the University;
2.1.3 Purchase, lease, hire, acquire and hold the property and assets of the university;
2.1.4 Solicit for financial resources by itself or through its agents, as the case may be; and
2.1.5 Receive and act on University matters as within the mandates of Trustees as spelt out in Trust Deed and Certificate of Incorporation.

2.2 UNIVERSITY COUNCIL.
The University Council is appointed by the Board to govern the University and promote its fundamental aims and objectives. The membership of the University council consists of the following:-

2.2.1 The Chairman;
2.2.2 The Vice-Chairman
2.2.3 The Vice-Chancellor
2.2.4 The Pro-Chancellor
2.2.5 Not more than ten persons appointed by the Board.

2.3 MANAGEMENT BOARD
There is a University Management Board, which is responsible for management and development affairs of the University.

2.4 SENATE
There is a Senate which is an organ responsible for overseeing academic matters and students' welfare in the University.

2.5 SCHOOL BOARD
Each school in the University has a Board that is responsible for all academic matters. Its membership comprise of:-

- Dean of the School who is the chairperson.
- Heads of Departments in the School.
- All teaching staff in the school (part time staff have no voting rights at meetings of the committee).

One of the Heads of Departments in the school is appointed the secretary to the committee by the Dean. The appointee is a school representative to the Board.
which meets at least twice a semester. The School Board shall establish committees as needs may arise.

2.6 DEPARTMENTAL BOARD

Each Department in the University has a Departmental Board that is responsible for all academic matters in the department. Its membership comprise: Head of department, who is the chairperson. All teaching staff in that department, however, part time staff have no voting rights at meeting of the committee. Two student representatives

2.7 CHIEF OFFICERS OF THE UNIVERSITY

The officers of the University shall include:
   i. Vice-Chancellor
   ii. Deputy Vice-Chancellors
   iii. Legal Secretary
   iv. Directors of Campuses.
   v. Deputy Directors of Campuses
   vi. Registrar(Academic Affairs)s
   vii. Human Resource Director
   viii. Finance Director
   ix. Librarian
   x. Deans of Schools
   xi. Associate Deans of Schools
   xii. Dean of students
   xiii. Associate Deans of Students
   xiv. Heads of Departments
   xv. Directors of Directorates
   xvi. University Chaplains
   xvii. University Counselor
   Any other persons appointed by the council.

2.8 The Administrative Structure of the University

The Administrative structure, relating to the senior officers of the University is as shown below.

```
CHANCELLOR

VICE-CHANCELLOR
```
3.0 DURATION OF STUDY AND TRIMESTER/SEMESTER LOADING
Mount Kenya University is structured on a trimester/semester system where the year has three trimesters or two semesters. Holiday classes are scheduled so that an equivalent amount of time as for trimester/semester time is allocated so that a student spends the necessary time in a course equivalent to that spent in a regular trimester/semester to facilitate acceleration of rate of study for a full-time student.

A candidate must take and pass all of prescribed units while at the University to qualify for the award of a bachelor’s degree, unless otherwise specified by the school.

A trimester is made up of between ten (10) and twelve (12) teaching weeks while a semester comprise fourteen (14) to sixteen (16) weeks.

The Senate may, under special exceptions, accept a credit transfer of up to a maximum of 15 units. Institutions recognized by Senate for diploma holders and one half (1/2) of minimum required units for award of a degree for transfers from other universities.

Any other conditions set by respective schools must be fulfilled.
3.1 COURSE STRUCTURE AND REQUIREMENTS FOR A DEGREE COURSE

A graduant will be required to have completed a course which is made up from a cluster of University common and core course units and from those specified by schools and departments as outlined in the course structure.

3.1.1 University common courses
The aim of offering University common units is to enhance broad professional training and thus to facilitate a more profound appreciation of life, the society and environment in which the students are part of. All students of Mount Kenya University undertaking a degree course must take and pass the entire required common units within the specified time.

3.1.2 Requirements for Undergraduate Degrees
A bachelor’s degree is awarded by authority of the Senate based on recommendation of Deans of Schools on the candidates who have met the requirements established for the particular degree programme. Degrees are awarded only to students who are in good standing and who have met all their obligations to the University. Students are referred to the detailed statements of the various schools and departments for additional specific requirements.

Each degree must meet the minimum requirements of 56 units (56x42=2352 contact hours). The University requirement for a major is a minimum of 36 units and for a minor is a minimum of 20 units (840 contact hours). Students who wish to have multiple majors for one degree listed on their transcript must:

a. Fulfill all departmental requirements in the several majors.
b. File a request endorsed by the several departments to the Dean(s) of the relevant School(s)
c. Be approved and recommended for award of degrees by relevant School Boards.

With the approval and recommendation of the relevant school Board, a student may qualify for a second degree upon completion of the first degree if he/she fulfills general educational requirement in effect at the time of admission for the second degree.

Students who earned their first degree from another institution must meet Mount Kenya University core unit requirements. Students who completed their degree programme at Mount Kenya University may qualify for a second bachelors degree in unit requirements for the degree a major are met.
Candidates for second bachelor’s degree are eligible for the dean’s list or other academic honours according to the same criteria as those for candidates for first bachelor’s degrees. Students pursuing advanced degrees are not eligible for academic honours. A second bachelor’s degree candidate may graduate with honors according to the same criteria as candidates for first bachelor’s degree, with residence cumulative average score computed on all residence units earned at Mount Kenya University.

3.1.3 Changing Course
The University shall allow students, under very special circumstances, to change courses at the beginning of the first year, during the orientation period provided one is qualified as may be approved by the dean of a school.

4.0 GENERAL EXAMINATION REGULATIONS

4.1 University Examination
There shall be ordinary University examinations, supplementary examinations, special examinations and retake examinations to be held under such conditions as the Senate may prescribe. A semester is a period of study consisting of not less than fourteen (14) weeks and not more than sixteen (16) weeks. A trimester is a period of study consisting of not less than ten (10) weeks or not more than 12 weeks. An academic year consists of two semesters or three trimesters.

Examinations will consist of Continuous Assessment Tests (CAT) and Ordinary Examination. Continuous Assessment Tests shall normally comprise practical, tests and assignments. Where a unit is solely of practical nature, it may be examined wholly by practical assessment. All ordinary University examinations shall be held at the end of the semester in which the units have been taught. Special examinations shall be allowed under the following conditions:
a. Reasons of ill health – must be approved by the Head of Department/Medical Consultant.
b. Reasons of bereavement within the candidate’s family.
c. Legal reasons.
d. Any other good reason to be approved by Senate.
The decision to offer special examinations shall be taken following recommendations from the Departmental Academic Board through the School Academic Board to the senate. Subject to the direction of the senate, Special / supplementary examinations shall be held within the period specified after the results of the semester / trimester have been released.

i. One unit will be equivalent to three (3) contact hours per week or 2 lecture hours and a 3 hour practical session.
ii. One semester unit will be equivalent to forty two (42) contact hours.
iii. A three hour practical session will be equivalent to three hours per week.
iv. Marks obtained from Continuous Assessment Tests shall contribute 30% to the total marks.
v. An ordinary University examination session will take at least two (2) hours.
vi. Each university ordinary examinations paper shall be graded out of 70 marks
vii. Each unit shall be graded out of 100 marks and the pass mark shall be 40% unless otherwise specified in specific programs.

The marks shall be translated into letter grades and grade points as follows:
- 70% and above - A
- 60 – 69% - B
- 50 – 59% - C
- 40 – 49 - D
- 39% and below - Fail (F)

i) Transferred marks and grades will appear in the academic transcript but the marks will not be used in Certificate/Diploma/Degree classification.

4.2 Extension Education
Students on extension education will be required to be affiliated to the relevant institutions/organizations for the purpose of gaining practical skills and hands-on experience. Extension education will be equivalent to a minimum of one unit. Extension education where required will normally be during the final year of study for a duration of not less than six(6) weeks and not more than ten (10) weeks.

A Student on extension education is expected to participate in day to day activities of the host institution. A student on extension education will have at
least two supervisors, a university supervisor and the other from the host institution. The student is expected to submit a report of his/her field experience.

During the extension education, students will be supervised, guided and evaluated on the basis of the following criteria;

4.2.1 Attendance
4.2.2 Conduct
4.2.3 Theoretical and practical knowledge
4.2.4 Skills
4.2.5 Supervisor’s assessment
4.2.6 Student report

Subject to provisions of special examinations, a student who absents himself/herself from university examinations for any unit shall be deemed to have failed the unit and will be awarded zero (0) mark. A candidate who has not completed all the Continuous Assessment Coursework for any unit shall have his/her ordinary examination results withheld and the unit considered incomplete. If for good reasons a candidate failed to sit for some ordinary examinations, he/she may on the recommendation of the School Board of Examiners and with approval of the Senate be permitted to take special examinations.

The basis and course syllabus upon which the final grade will be determined shall be distributed in written form to students during the first two weeks of a semester/trimester. A student must attend at least two-thirds (2/3) of the lectures of a unit to be allowed to sit for the ordinary examination in that unit. The final grade of a candidate who will take special examination shall consist of both the continuous assessment and special examination marks. A candidate can only register for an advanced unit after passing the required relevant prerequisite unit(s). A student who attains a Cumulative Average Score (CAS) of 85% at the end of his/her studies shall receive a certificate of Academic Excellence from the Chancellor. A student who attains an average of 80% at the end of Semester/trimester shall receive a certificate of academic excellence from Deans Committee.

4.3 Student Academic Responsibilities

Attendance of lectures, tutorials, seminars, practical’s etc. is compulsory. Participation in field trips, attachment, internship etc. is compulsory. Non-attendance of lectures and non-participation in field trips etc. due to illness or other good cause must be authorized by the Head of the Department.
4.4 Examination Candidacy
4.4.1 A full-time student will be expected to take a minimum of five (5) units and a maximum of eight (8) units a semester.
4.4.2 A student may, however, take more than eight (8) units with special permission from the Dean of the school.
4.4.3 A part-time student will be expected to take at least one unit (1) and up to three (3) units a semester.
4.4.4 Every candidate for a University examination shall pay to the University examination fees as the Senate shall prescribe from time to time.
4.4.5 A student can withdraw from a unit without any penalty within the first three weeks of the semester/trimester. The student must withdraw officially by completing “withdrawal forms” obtainable from Registrar (Academic Affairs). Failure to withdraw officially will lead to a grade “F” (fail) in this case will be awarded zero (0) score and will be used in calculating the final CAS. Only candidates who would have fulfilled all the requirements will be eligible for taking examinations. Candidates will take at least two (2) sit-in CATS per unit in a semester/trimester.

4.5 Examination Processing
University examinations shall be conducted under the authority of the Senate. Subject to approval by Senate, departments shall establish examination moderation committees chaired by the Head of Departments consisting of senior academic staff members to moderate examination papers before forwarding to the external examiner. Unless the Senate otherwise determines, there shall be internal and external examiners of the University appointed by the Senate.

4.5.1 Internal examiners being Mount Kenya University employees will be responsible for setting, invigilating and grading of examination papers.
4.5.2 External examiners being non-employees of Mount Kenya University shall moderate examination papers, evaluate marking and grading of the examination papers and the performance of candidates and submit a report to the Vice-Chancellor soon after examining. External examiners shall be appointed for periods and on such terms as Senate may from time to time determine.
4.5.3 Heads of Departments shall forward internally moderated examination papers to the external examiners six (6) weeks before the examination time. Examination papers must be kept in a secure place and only accessed by authorized persons in the Examination Office. An external examiner’s report should indicate any strength and/or weaknesses noted and recommend appropriate action.
4.5.4 Departmental Academic Boards (DAB) will make recommendations at meetings attended by internal and external examiners to the School Academic Board on each examination paper and candidate. School
Academic Boards will consider recommendations from Departmental Academic Board and make appropriate recommendations to Senate.

4.5.5 Attachments shall be assessed and graded on a “pass” and “fail” basis. Marking of examination papers ought to be completed by the third week from the date of the end of an examination session.

4.5.6 Final examination marks shall be agreed upon by the internal and external examiners and verified by the Departmental and School Boards of Examiners. Publication of all University examination results shall be the responsibility of the Deputy Vice-Chancellor (Academic affairs).

Any queries regarding published examination results shall be made to the Registrar (Academic Affairs) (All course grades (except “I” grade) are intended to be final and permanent. Examination setting will be at the third (3) week of any term.

4.6 Examination Room Preparation

4.6.1 Examination rooms must have adequate space, lighting and ventilation. Seating arrangements must ensure that there is adequate space between candidates, preferably a one-meter space.

4.6.2 Candidates must be in the examination room at least 15 minutes before the start of an examination. All candidates must face in the same direction, unless they are working on computers, in which case, a candidate must not be able to see the screen of the computer being used by another.

4.6.3 The chief invigilator must draw the attention of candidates to the rules that govern the conduct of examinations before the start of an examination session. Candidates taking an examination must complete the prescribed examination form with full name, registration number and signature.

4.6.4 More than one examination may be held in the same room as long as this does not cause disturbance to any candidate.

4.7 Invigilation

4.7.1 Examination invigilation must be conducted in accordance with University rules, Regulations and Procedures.

4.7.2 The chief invigilator being the person, who taught the unit, must ensure that appropriate stationery and specified items are available on time at the examination venue.

4.7.3 The chief invigilator must collect examination papers from the examination office at least two hours before the examination time.

4.7.4 Candidates who are not in the examination candidates’ list shall not be allowed to sit for the examination.
4.7.5 Candidates must take their student identification cards to the examination room and place them on the desks.

4.7.6 At least two invigilators, one of whom is the chief invigilator will administer an examination. The chief invigilator shall be responsible for conduct of a particular examination session.

4.7.7 A candidate may not leave an examination room until he/she has completed the paper. The chief invigilator will announce to candidates the remaining time periodically.

4.7.8 All answer scripts must be collected before candidates leave an examination room, secured and taken by the internal examiner for marking and grading.

All unused answer booklets/scripts must be returned to the Examination Office.

5.0 PROCEDURES TO BE FOLLOWED IN CASE OF AN EXAMINATION IRREGULARITY AND/OR MALPRACTICE

5.1 In the Examination Room

The following examination procedures are intended to ensure that the examination room is conducive and stress/tension-free for the fair and transparent conduct of examination(s):

5.1.1 In case of documentary evidence found in the possession of a candidate(s), such evidence shall be confiscated, seized and/or impounded by the Invigilation Officer who must preserve such evidence in its original form for purposes of the disciplinary hearing and/or further action.

5.1.2 Where a candidate destroys evidence by way of swallowing, tearing or throwing it away or in any other way howsoever, then the evidence of at least TWO (2) invigilators will be deemed to be sufficient evidence of an examination malpractice

5.1.3 In case of oral evidence of examination irregularity or such other personal or impersonal conduct such as unauthorized mutual discussion between candidates in the examination room, unauthorized use of gestures, external (third party) interference with the smooth conduct of the examination and the intentional exposure of answer(s) by a candidate for other candidate(s) to copy, the Invigilation Officer shall carefully record his/her specific observations in a clear statement and forward the same to the relevant Head of Department.

5.1.4 In case of unauthorized use of electronic gadgets such as mobile telephony or other physical and communication gadgets during an examination session, clause (1) above applies mutatis mutandis (as may be deemed appropriate). The candidate shall be left to complete writing the examination paper in order to avoid commotion and/or disturbance of peace in the examination room. In carrying out his/her regulatory
mandate under clause (1) above, the Invigilation Officer may conduct a search on the candidate(s) concerned.

5.1.5 In case a candidate(s) is irregularly assisted by an Invigilation Officer, Supervisor, Lecturer or other University Staff, the case shall be reported to and dealt with by the University Management.

5.1 Steps to Be Taken By the School Disciplinary Committee
5.1.1 Upon receipt of evidence and/or report from the examination room, the School Disciplinary Committee comprising the Heads of Department, two (2) co-opted Lecturers, one (1) Student Representative, the Dean of the school or his/her appointee as chair and Dean of Students shall constitute a hearing to deliberate on the case within FOURTEEN (14) days of receipt of communication from the examination room.

5.1.2 The School Disciplinary Committee shall then forward a Report of its hearing and recommendations thereof to the Dean within FOURTEEN (14) days of the hearing.

5.1.3 The Dean of the School shall promptly notify the candidate and Senate of the verdict of the School Disciplinary Committee in writing before the expiry of FOURTEEN (14) days from the date of the decision.

5.1.4 Should a candidate be aggrieved by the School’s verdict, he/she may appeal to the University Appeals Committee within FOURTEEN (14) days of receiving notification from the Dean under clause (5.1.7) above.

5.1.5 Where the decision is posted via registered mail to the last known address- it shall be deemed to have been received by the third day (excluding public holidays and weekends). Where the Decision is faxed or e-mailed it shall be deemed to have been received on the same day.

5.2 Procedure at the Students Appeals Committee
5.2.1 The Appeals Committee shall comprise of the Deputy Vice Chancellor, Academic Affairs(DVC, AA) or his/her appointee as chair, Deans of schools, The Registrar(Academic Affairs) AA or his/her appointee, the Dean of Students and a Student Representative (not one who appeared at the preliminary stage). The quorum for the Appeal Committee shall be five.

5.2.2 The procedural rules applying before the School Disciplinary Committee shall apply here mutatis mutandis.

5.2.3 The decision of the Appeals Committee shall be communicated to the Senate and to the candidate in writing within FOURTEEN (14) days. The rules of communication as contained in (5.1.9) above shall apply.
5.3 **For Other Disciplinary Cases**

5.3.1 Disciplinary cases not related to examinations shall be handled by the University Disciplinary Committee with a possibility of appeal to the Senate. *The University Disciplinary Committee shall comprise of the*

- DVC (CCC&C) or his/her appointee as chair,
- Deans of schools,
- Dean of Students/Associate Dean of Students,
- Registrar(Academic Affairs) AA or his/her appointee,
- 2 Senate Appointees and a student representative.

The quorum shall be FIVE (5).

5.3.2 The University Disciplinary Committee shall rely on regulations contained in the student handbook (as may be modified from time to time) and on any other regulations deemed necessary for the smooth running of the University.

5.3.4 The Student shall be notified of the case before him/her at least **TWO** weeks (excluding weekends and public holidays) before the hearing by the Registrar (Academic Affairs).

5.3.5 The Disciplinary Committee shall prepare a well reasoned decision within **TWO (2)** weeks of the hearing. The Decision of the Disciplinary Committee shall be forwarded to Senate for consideration.

5.3.6 The candidate shall be informed of the Decision of the Disciplinary Committee within **TWO** weeks after the hearing.

5.3.7 The Student shall notify the Senate of his/her intention to appeal within **SEVEN (7)** days upon receipt of the Decision and file the appeal within **FOURTEEN (14)** days after receipt of the decision.

5.3.8 Where an Appeal is received by Senate, the Senate by itself or through an appointed Committee shall consider the Decision of the Disciplinary Committee and the appeal and arrive at a decision.

5.3.9 Where no appeal is received, Senate shall base its decision on the recommendations of the Disciplinary Committee. The decision of Senate is final.

Any reference to a period of time in these rules does not include weekends and public holidays.

5.4 **Examination Irregularity and Penalties**

A candidate found guilty of any examination irregularity shall be subjected to appropriate penalties as will be determined by Senate.

In every school, there shall be a student disciplinary committee, which will be responsible for investigation of alleged examination malpractices and make recommendation to Senate through the respective Departmental and School Academic Boards. The academic malpractices listed below shall constitute examination irregularity:
a. Advance access to examination papers.

b. Copying or reading from another candidate’s script or from any other unauthorized sources e.g. body parts.

c. Possessing any unauthorized written materials relevant to the examination in the examination room.

d. Passing or receiving relevant verbal, written or electronic communication to or from other candidates or any other source during the examination.

e. Returning examination booklets with written answers after the examination.

f. Use of unauthorized electronic gadgets in the examination room.

g. Plagiarism i.e. using words or ideas of another person as if they were one’s own without due acknowledgement in a report or thesis.

h. Contravention of acceptable order in an examination room such as unauthorized noise and conversations.

i. Abetting/aiding or covering up an examination malpractice.

j. Lobbing for undeserved examination grades.

k. Forging or using medical reports in order to obtain a deferment of examinations.

5.5 Penalties.

5.5.1 A candidate who is caught involved in 5.4 (a, b, c, d, e, or f above) malpractices of the University Examinations Regulations shall be suspended from the University for a period of one trimester/semester.

5.5.2 On readmission, the student shall take all the units registered for during the trimester/semester when the irregularity was committed.

5.5.3 A candidate who is caught involved in 5.4. (g, h or i) shall be required to retake the Unit(s).

5.5.4 A candidate who commits an examination irregularity shall only qualify for award of a PASS academic certificate.

5.6 Academic Warning

5.6.1 A student who fails in more than half the units taken in any one Semester/ trimester shall be given an Academic Warning (W) by Registrar (Academic Affairs).

5.6.2 A student whose Cumulative Average Score (CAS) is at the pass mark in any one Semester/trimester shall be given an academic warning (W) by
the Registrar (Academic Affairs) and such a student shall be on academic probation.

5.6.3 A student on academic probation will be required to receive guidance and counseling.

5.7 Discontinuation

5.7.1 A candidate whose cumulative Average Score (CAS) is 39% and below will be discontinued.

5.7.2 A candidate who is involved in an examination irregularity more than once shall be discontinued from studying at Mount Kenya University.

5.8 Appeals against Discontinuation.

5.8.1 Discontinued candidates will be allowed to appeal within a period of one year to the senate from the date of discontinuation. Appeals against discontinuation will be addressed to the Vice-Chancellor.

5.8.2 The Appeals Committee will hear the appeal and make appropriate recommendations to Senate.

The Committee may recommend either upholding the earlier decision or pardon the student.

5.2 Appeals for Re-assessment

A candidate who is not satisfied with the grade, which he/she has been awarded in any examination paper/unit, may appeal to Registrar (Academic Affairs) (for remarking not later than 30 days after the release/publication of the results. There shall be a remarking fee, which the Senate will determine from time to time.

5.2.1 Examination Grading

5.2.1.1 Incomplete

Letter (I) representing incomplete grade, is used at the end of the trimester/semester only and is not used during the withdrawal period. It is assigned to a student who, because of reasons acceptable to Senate is unable to sit the final examination and whose work is in good standing.

Class attendance shall not be a requirement to complete the course. The grade (I) will be considered failing, if the work is not made up by the next relevant examination sitting. After this period, the (I) will be changed to failing grade “F” i.e. = zero score.
5.2.1.2 Supplementary and Retake
A candidate who fails in any unit(s) in the ordinary examination shall be required to sit for supplementary examination(s).
Each supplementary paper shall be graded out of 100 marks and the total grading will be graded to maximum of a pass mark.
A candidate who fails in any supplementary examination unit(s) will retake the unit(s).
A candidate who fails a retake examination will be required to re-retake the unit.
If failed units are pre-requisites for other advanced units, they must be passed before the student registers for the advanced units.
No retaking of units will be permitted after degree classification has been done.
Failed units when retaken will be graded as those of normal examinations.
No candidate will be allowed to retake a unit more than twice.
A candidate who retakes more than one third \((1/3)\) of the total unit course requirements shall not qualify for award of a degree with honours on completion of the programme.

5.2.2 Result Slips and Transcripts
A student will be given a result slip by Registrar (Academic Affairs), or downloaded from students’ pothole from the university website www.mku.ac.ke then signed and stamped by Dean of School or Registrar AA, showing performance grades and the following letters:

i. Pass - P
ii. Academic Warning - AW
iii. Incomplete - I
iv. Withdrawal - W
v. Retake - R
vi. Re-Retake - RR
vii. Fail - F
viii. Discontinuation - Disc

Provisional results will be released by the respective Deans of Schools after the School Board of Examiners’ meeting, pending approval by the Senate. A transcript will be issued free of charge by the Registrar (Academic Affairs) at the end of the academic programme.

Transcripts may be requested for before graduation and issued at a prescribed fee by the Senate.
Result slips shall show all units taken and their grades and signed by the Dean of the Schools.
Transcripts shall show all units taken including failed units, all grades and marks scored as well as the academic hours for each unit and must be signed by the Registrar (Academic Affairs).
Each transcript shall include a student’s entire academic record to date. Individuals who have attended the University may obtain official transcript of their completed work, provided they have no pending financial obligations to the University.

Issuance of transcripts will be effected on receipt of written request. The University may rescind any certificate, diploma or degree awarded to graduates who while registered in a particular programme committed an academic offence which if it had been detected before graduation would have resulted in discontinuation. Notification of a rescinded certificate, diploma or degree shall be communicated to all relevant parties/persons.

5.2.3 Certificate, Diploma and Degree Classification

The final classification of the degree will be based on all the required units (common, core and electives) taken. The total number of units required for classification may vary from one school to another but must meet the 56 unit minimum requirement. The total score based on Cumulative Average Score (CAS) will be used to arrive at the following final classifications:

5.2.3.1 Bachelor’s Degree Classification

Bachelor’s degree classification shall be as follows, unless otherwise specified by the Senate

- 70% and above - First Class Honours
- 60 – 69% - Upper Second Class Honours
- 50 – 59% - Lower Second Class
- 40 – 49% - Pass
- 0 – 39% - Fail

5.2.3.2 Diploma and Certificate Classification

Diploma and Certificate classification shall be as follows, unless otherwise specified by the Senate

- 70% and above - Distinction
- 60 – 69% - Credit I
- 50 – 59% - Credit II
- 40 – 49% - Pass
- 0 – 39% - Fail

Certificate, Diploma and Degree in Pharmacy, Medical Laboratory Sciences, Clinical Medicine and Dental Technology shall not be classified but will be graded on pass basis
5.2.4 Letter of Completion
Upon request to the Registrar (Academic Affairs) a letter of completion will be issued before graduation to a student who has completed the academic programme and has met all financial obligations to the University.

5.2.5 Graduation
Only students who will have fulfilled all the examination requirements and have met all financial obligations shall graduate.
A student who intends to graduate will apply to the Registrar (Academic Affairs).
All students who meet graduation requirements will be required to attend graduation exercises, including convocations and rehearsals.

5.2.6 Convocation/Alumni
Membership to Mount Kenya University convocation will be open to all persons who are graduates of Mount Kenya University including honorary graduates.
Mount Kenya University convocation has two main objectives:
Maintain contact with Mount Kenya University Alumni, informing them of the University programmes and encouraging their support in fulfilling the University academic goals.
Encourage members to continue their University friendships after graduation through social reunion activities.
Active membership will be maintained through payment of convocation dues.

6.0 FEES STRUCTURE FOR UNDERGRADUATE STUDIES
Every person wishing to be registered as a student for a degree, diploma, certificate or other award of the university shall pay to the university such a registration fees and such other fees as the council may from time to time determine.

6.1 Mode of Payment of Fees and Other University Dues
Students are required to pay fees by direct deposit to Mount Kenya University approved Bank accounts. For direct deposit original deposit slip must be forwarded to the accounts office. Cheques are to be made payable to Mount Kenya University. Fees once paid are not refundable or transferable.
7.0 MOUNT KENYA UNIVERSITY LIBRARIES

The Mount Kenya University libraries and information centers have enough capacity of sitting and enough hard prints and non-prints. The University library is automated hence all transactions are carried out online via the network and Internet. The libraries offer all the resources necessary to support teaching, learning and research, making the libraries the intellectual hub of Mount Kenya University.

For research, library users access volumes of titles on site as well as electronic databases, subject guides, encyclopedias, dictionaries and e-books collection. The E-learning, multimedia, discussion room, study Villas creates a variety of learning and collaborative environments. To support individual learning with custom-designed study carrels and tables.

7.1 Vision:
To be a dynamic, inclusive, competitive center of excellence in teaching, learning, research and community endeavours of Mount Kenya University.

7.2 Mission:
To provide students, academic staff and other library users with access to an extensive range of current and relevant quality information resources in support of academic work of the University.
7.3 **Values.**

i. Efficient and timely delivery of information  
ii. Freedom of access to information  
iii. Professional ethics and standards  
iv. Intellectual Property Rights, Copyright Laws and conventions  
v. Creativity and teamwork.  
vi. Preservation of knowledge
7.4 Library services.

7.4.1 User/ Customer services.
The diversity and dynamic nature of library user interests has to be satisfied through a user friendly approach through services such as:

7.4.2 Electronic learning services.
This is a section within the library equipped with computers that are interconnected and facilitates education via the Internet, network, or standalone computers. The E-learning applications and processes include Web-based learning, computer-based learning, virtual classrooms and digital collaborations through the E-mail facility.

7.4.3 Multi media services.
Library users carry out their study through e-book, DVD, CDs, video viewing and audio listening via headphones within the library.

7.4.4 Reference and information services.
This includes all aspects of reference work in the library. Staff at the circulation desks handle a variety of enquiries, ranging from general information and/or quick reference enquiries to advising and assisting users on literature search from CD-ROM databases, OPAC and other electronic information sources, user registration, issuance of borrower’s tickets and conducting user education to equip the library users with skills that enable them locate, retrieve and make use of information resources.

7.4.5 Current awareness
Users are informed daily of current events through provision of this service. This involves photocopying of newspapers citing important items and placing them on the library notice boards. New books and other items available for lending are usually displayed on the ground floor for user awareness.

7.4.6 Circulation services.
The transactions include, Check in, and Check out, reservation, re-issue, fines and overdue charges. The library materials are categorized according to their demand, scope, and content hence the long loan materials that can be loaned to library user for
use outside the library for a period of 30 days, short loan materials can be loaned out to users for a maximum of 14 days per user. The reserved materials can only be used within the library. Borrowing from the library is subject to the library rules and regulations.

7.4.7 Inter library loan
The University library can borrow information resources from other academic libraries on behalf of the user. The libraries include JUAT, KNLS libraries to mention but a few.

7.4.8 Periodical services.
This section is comprised of publications that are in a continuous series under the same title published at regular and irregular intervals over an indefinite period, with individual issues in the series being numbered or dated. Some of the periodicals provided in the library to all library users include; Journals, Newspapers, Popular magazines, Abstracts, Annual reports.
Other methods used to communicate to the users are;
Selective dissemination of information.
Via E-mail services.
User education / orientation.
Telephone calls or use of library user personal contacts.

7.4.9 Technical services
Library collection is classified in accordance with the library of congress classification scheme, which brings together all interrelated aspects of knowledge. The University library collection is divided into the main classes listed below:
A -- General Works
B -- Philosophy, Psychology, Religion
C -- Auxiliary Sciences of history
E -- History of the Americas
F -- History of the Americas
G -- Geography, Anthropology, Recreation
H -- Social Sciences
J -- Political Science
K -- Law
L -- Education
M -- Music and books on music
N -- Fine Arts
7.5.0 Library services on offer:
Selection, Acquisition, accessioning, stamping, online cataloguing and classification, assigning electronic bar code to information resources. Information literacy that is, Users are given instructions on how to use the online Public Access, catalogue (OPAC). The search fields are title, Author, main class, sub class and general field.

7.5.1 Membership.
- a. Mount Kenya University undergraduate and graduate students.
- b. Mount Kenya University Academic, research and non-teaching staff.
- c. Visiting researchers and members of other universities on recommendation by a faculty member.
- d. Non-members of the University may register to use the library subject to paying the required deposit against loss or damage of the University library property.

7.5.2 Library opening hours.
- i. Semester sessions.
  Monday - Friday, 8.30am to 9.00pm.
  Saturday, 9.00am to 3.00pm.
  Sundays & public holidays is closed.

- ii. Vacation.
  Monday - Friday 9.00am to 5.00pm.
  Saturday 9.00am to 1.00pm.
  Sundays & public holidays is closed.

7.5.3 Library Rules and Regulations.
Library users are issued with copies of the library rules and regulations as determined by the library committee. Some articles covered include, Opening Times, Admission to
use the library, Registration, discipline, borrowing, Overdue Charges E-Learning, Multi Media, Schedule of Penalties and Clearance.

7.5.4 **Frequently Asked Questions (FAQs)**

i. **How do I become a member?**

   Answer: Mount Kenya University library is a University library and all students and staff of the University are members by default. Kindly register with the user services librarian in the library.

ii. **How do I use the catalogue/OPAC?**

   Answer: the catalogue is a list of all library information resources arranged alphabetically according to their subject, title author. Use the catalogue browser to select the search field then type in the correct data. Kindly use the information to retrieve the book from the shelves.

iii. **How many books can I borrow and for how long?**

   Answer: undergraduate students are allowed to borrow five (5) books for a period of two (2) weeks, teaching staff can borrow six (6) books for one (1) month, and non-teaching staff can borrow three (3) for one (1) month.

iv. **I can’t find the book am looking for?**

   Answer: fine, there are many reasons for that,

   - The book may be out on circulation, the library serves the entire University kindly reserve the book at the circulation desk.
   - You may be looking for it in the wrong shelf kindly confirm the call number and the right shelf.
   - The book may be mis-shelved by clients. You are requested not to shelve any book leave the books at the reading tables.
   - The book may be on short loan section confirm with the technical librarian.
   - The book may be out for repair and/or binding. Library books experience tear and wear due to frequent use hence the library staff weeds out books that need repairs and they are not accessible for that time.

v. **How many times can I renew an item?**

   Answer: items can be renewed twice if not reserved by another reader.

vi. **What are the overdue charges for books?**

   Answer: the charges vary with the category of the book, short loan is ten shillings (ksh. 10) per day per book and long loan is five shillings (ksh. 5) per day per book.

**Vi How do I communicate to the library?**

Answer: kindly use any of the following ways.
Send an email to the librarian using the address librarian@mkut.ac.ke
Write your message and drop at the suggestion box provided in the library.
Talk to any of the librarians on duty.

(Often data is available at www.mku.ac.ke)
Contact us:
Mount Kenya University Library
P.O Box 342-01000 Thika.
Email: librarian@mkut.ac.ke
www.mku.ac.ke

8.0 STUDENTS SERVICES

The University has Student Welfare Committees in all campuses under the DVC, SWAMA and Dean of Students Offices which deals with all matters related to the students’ welfare.

The committees ensures conducive environment for learning and provides development of the non-academic aspects of the students within the institution. Additionally, it brings out the all rounded grooming of graduates in readiness for the civil society. Mount Kenya University provides these services in the following areas:

i. Guidance and Counseling
ii. Sports and Recreation
iii. Volunteer and career advisory services
iv. Alumni Services
v. Mentorship
vi. Student accommodation
vii. Medical/Health care

8.1 Career Advisory Services

The first step when considering future opportunities is to examine closely the reasons behind a student’s choice of study. Mount Kenya University offers prospective and enrolled students with information on career choices through the office of the deans of schools or their representatives in campuses. Inter-course transfers allowed within the first month of enrolment based on genuine application and proper advice. The office of the Registrar(Academic Affairs) acts as a career advisory centre with full time qualified staff and production of career advisory pamphlets and booklet to help
the students understand their career choices while encouraging them to objectively assess their skills, interests, values and aptitudes.

A Career Development Centre in collaboration with the Deans of Schools shall coordinate career guidance and job placement services.

### 8.2 Voluntary Services

Mount Kenya University shall encourage students to embrace its social responsibility to the immediate community by offering voluntary services. Students shall also be encouraged to take part especially in areas connected to their areas of study or club activities.

### 8.3 Guidance and Counseling

Mount Kenya University shall have a Guidance and Counseling Department managed by trained professional counselors and headed by University counselor. The department offers confidential counseling services within the premise of a serene environment. The services are open to all year round (during academic sessions) with emergency appointments being accepted. In addition, to individual counseling sessions, students have the opportunity to take part in groups, workshops and club activities whose agenda address interpersonal skills and relationships, stress management, confidence building, assertiveness, loss and invisible disabilities and substance abuse. Periodically the department shall organize general talks and seminars on sensitive matters affecting the society in which all members of the University are invited. During such sessions professionals of various sub-disciplines related to psychological and medical counseling shall be invited to give short lectures to the students and staff.

Mount Kenya University shall have a Chaplaincy headed by University Chaplain under the office of the Dean of Students to cater for the spiritual needs and concern of students and staff.

### 8.4 Sports and Recreation

Mount Kenya University shall provide key sporting creative and performing arts facilities both for competition and recreational purposes.

The University provides sporting facilities in the following disciplines

- i. Soccer
- ii. Basketball
- iii. Swimming
- iv. Hockey,
- v. Netball,
- vi. Handball,
- vii. Athletics,
Students are encouraged to take part in the activities as they foster interaction with other students and provide pleasant relaxation. Students who are in various University sports teams train on a daily basis in the evening after classes. These teams represent the University in different competitions.

**Dress during sports**

Students participating in sports are expected to be correctly dressed: boots or sneakers, shorts or track suits, t-shirts, bikers.

All uniform used during matches or competitions should be returned immediately for washing. Official uniform may not be used for training purposes.

All sports equipment (balls, boots, rackets, hockey sticks etc.) provided by the University for training or competitions should be returned immediately. If sports equipment of the University is damaged, not accidentally, the persons responsible will be charged accordingly.

**General behavior during sports**

1. Students are expected to behave in a respectful manner while on training and on official sports trips, whether as players or spectators.
2. During a match any complaints should be channeled to the referee/umpire through the team captain.
3. No drugs, alcohol or any other form of intoxicants should be consumed before, at or after matches or during training.
4. Students are expected to avoid instances of abusive shouting, offensive language, stone throwing, physical confrontation, disrespectful arguing, either with the referee/umpire, fellow players or opponents, all times during sports events whether as players or spectators.
5. Any suggestions related to sports should be made to the Dean of Students, through the sports officer, the coaches, the student sports coordinator or the captains.

**8.5 Creative Art**

The University also promotes creative and performing arts in the following disciplines:

i. Drama/theater
ii. Dance (Traditional, contemporary e.g. Salsa etc.)
iii. Music (choir, solo etc.)
Mount Kenya University has a creative and performing arts office managed by a qualified administrator assisted by other staff who manages the maintenance of the costumes, equipment and list of instructors to develop and guide the student.

8.6 Recreation
The University also provides television and audio entertainment for the students vide a 42-channel television connection (DSTV) that provides entertainment for 24 hours a day.
Mount Kenya University provides students with student centres, cafeteria, shop, conference rooms and seminar rooms.
Mount Kenya University organizes and encourages student groups to visit numerous recreational / tourist sites in the country when appropriate to do so.

8.7 Medical Health Care
The University provides medical care to students who are in session at its dispensaries. The dispensaries have referral arrangements with both public and private hospitals and chemists to allow students receive the best and prompt medical attention at the expense of the student.
The dispensary offers disease- monitoring services to students with recurrent health conditions. Apart from the mandatory medical report submitted by qualified medical practitioners, prior to a students’ enrolment, anyone with a recurrent medical condition is requested to register their condition and give their address to the University Medical Officer for monitoring purposes.
From time to time the University invites organizations to offer free medical checkups to the students.

Student’s Responsibility on Health Issues
a. It is the responsibility of all students to comply with all health requirements as may be laid down by the University from time to time. Students should immediately report all cases of sickness which require medical attention to the officer in charge whenever they may occur.
b. Where a student is kept out of class by sickness for more than three consecutive days, a medical certificate must be produced to the dean of the relevant school through the office of the Dean of Students. Students shall be entitled to medical treatment under University health services during semester period only. Mount Kenya University does not meet the cost of dental, spectacle and pre-natal treatment for students.
c. The University does not meet the expenses incurred by students attending private clinics and hospitals. The University is not responsible for medical,
funeral and other related expenses incurred by students while on vacation or holiday. Mount Kenya University requires all students to participate in a compulsory group / personal accident cover which cover accident, partial disability, total disability, dental and funeral.

9.0 CLUBS AND SOCIETIES
The University encourages the formation of clubs and societies for the advancement of functions of the University and promotion of student welfare. All clubs and societies shall be self-supporting in all financial matters.

9.1 Club Committees
To sustain coordination between students, patrons, and the students’ body has democratically elected committees which facilitates a conducive environment for the development of all-round persons in clubs.

9.2 Formation of Clubs and Societies
Interested students are encouraged to prepare a proposal stating the objectives, justification, interim office bearers and patron and an indication of likely membership. Formation of clubs will follow the university Quality Management System. Approval of a club/society shall be done by through the Dean of Students/Associate Dean of Student.

9.3 Clubs/Societies Management
All clubs/societies are managed in accordance with their approved constitution under the patronage of appointed members of staff. The Dean of Students approves all scheduled activities. A list of all scheduled activities must be forwarded to the Dean of Students at the beginning of the trimester.

10.0 SAFETY AND SECURITY
Mount Kenya University ensures that all its buildings and grounds are as safe as possible. Students shall be expected to always walk on the lit walkways at night. Rooms shall be locked up and any occurrence of theft or loss of property should be reported to the University security officers or janitor on duty immediately.

On discovery or suspicion of fire, students should sound an alarm by calling other students and inform the officers in charge of the hall of residence as well as Security Office. Students are expected not to tamper with electrical circuit controls and should observe the following rules;
a) Not to overload the power sockets
b) Use well insulated electrical appliances
c) Not to tap electricity from live wires
d) Switch off the lights, sockets which are on if not in use
e) When there is a black out, please switch off all the electrical appliances
f) Not to use electrical appliances on a moist / wet surface
g) Cooking is not allowed in the halls of residence.

**In case of fire the students should**

Close all the windows
Cover them with a blanket and should not dress up
Leave rooms and close the doors behind them immediately
Move out of the building and should not go back for personal belongings until the building has been declared safe
Rush to the nearest dispensary immediately in case of any burns

### 11.0 STUDENTS ASSOCIATION

Mount Kenya University Students Association (MKUSA) is authorized by the University Council to coordinate social, cultural, leisure and welfare activities among the students community as per the MKUSA constitution. All registered students pay a small annual subscription fee as may be determined from time to time. Officials of the organization shall be elected democratically by the students and hold office for a period of one calendar year. The officials shall represent students’ interests in both University Council and the Senate. They shall form a formal link between the management and the general student body in matters requiring administrative consultations.

### 12.0 ACCOMMODATION AND CATERING

Mount Kenya University has limited halls of residence for men and women. The accommodation is on a shared room basis charged according to room occupancy. Payment will be on trimester basis. The University offers catering services on a pay-as-you-eat basis. Students wishing to live outside the University are free to make private arrangements for their accommodation. Students are free to request for a list of recommended private hostels in which they can choose to stay. Accommodation and catering charges at the private hostels range vary.

### 13.0 ACCESS TO INFORMATION

The University has clear-cut system of information dissemination through “*Varsity Rover*” and circulars posted on notice-boards and in all departments. Students are encouraged to liaise with the Office of *Dean of Students and Associate Deans of Students*, student leaders and class representatives whenever they have problems or need certain information. Internet services are accessible at cheap rates to students within the
University. The University’s website, www.mku.ac.ke is another important source of information that all students should regularly visit.

14.0 APPLICATION AND SCOPE OF RULES AND REGULATIONS
The rules and regulations shall be binding on all registered students of Mount Kenya University from the time they register as students until such a time when they discontinue or are discontinued from their studies and are deregistered, or until they graduate and awarded the qualification for which they have been studying. Registered students are expected to abide by the rules and regulations at all times when in academic sessions both on and off campus.

15.0 DEFINITION OF A STUDENT
In this regulation the term “student” refers to a person registered as a learner of this University during the current academic year for a first or postgraduate degree, diploma, certificate or such other qualification or course of the University as may be approved by the Senate as qualifying a person for the status of a student but does not include a student of an affiliated institution who is registered for examinations leading to any academic award of the University.

16.0 RESPONSIBILITIES OF A STUDENT FOR THE UNIVERSITY PROPERTY.
It is the responsibility of the students in the halls of residence, classrooms, toilets and all other rooms to take reasonable care of furniture, fittings and any other item in the rooms. He/she should use them responsibly and leave them in order. In case of any replacement or repair due to loss or damage to any of these items deemed to have been caused by negligence of the student or persons connected with him shall be made good at the students’ expense.
A student must surrender all keys to the officer in charge of the halls of residents before proceeding on vacation. Any lost key must be replaced by the student.
The students will be held responsible for loss or damage to any University property in the hall of residence deemed to have been caused either deliberately or by negligence.
This regulation makes it a serious offence for any student to interfere with electrical fittings, damage or remove any fire fighting appliances other than for the fire fighting purpose.

16.1 Security of Students’ Property in Halls of Residence
Reasonable security will be provided. However, the University will not be liable for losses of or damage to students personal property while in the University premises.
16.2 The University Parking

A student who wishes to park his/her vehicle within the University premises can only do so after obtaining a written permission from the Chief Security Officer. This can only be done with enough proof of a current driving license and a current insurance certificate. The permission may be withdrawn at the discretion of the Chief Security Officer.

16.3 Visitors to the Halls of Residence

Visitors who wish to visit students in their halls of residence can do so between 10am and 10pm. The hall officer must be informed in such a case.

Female/male students may not enter the male/female student’s halls of residence unless with the knowledge of the hall officer and can only be allowed within the halls residential rooms between 10am and 10pm.

16.4 Vocational Residence

Students on vacation are not allowed to stay in the halls unless with written permission from the Dean of Students/Associate Dean of Students. Such permission can only be granted on advice from the Dean of School, DVC, FAP and DVC, SWAMA. The purpose of the permission must be purely for carrying out an academic assignment or other reasons approved by the Dean of Students/Associate Dean of Students. Such students will be in a specified hall and must pay at least two weeks in advance before the vacation starts.

16.5 Music and musical instruments in the halls of residence

Music and other instruments may be used between 6am and 10pm. However, the sound should not be too loud to cause disturbance to other residents who may be resting or studying. The music should be for your ears only.

16.6 Married Students

The University does not give any special treatment to married students. Couples can make private arrangements for their accommodation outside the University.
17.0 CATERING
Unless when absolutely necessary and with permission from the officer in-charge of catering services, students are not allowed to enter any kitchen or its stores. All students are served in the dining hall and are expected to take their meals there. No meals crockery or utensils should be carried out of the dining hall unless for a student who may be sick in the hall of residence. However, this can only be allowed after production of a certificate from the University Medical Officer. Student is always required to produce their meal cards before they are allowed entry to the dining hall and be served.

18.0 PROCESIONS, DEMONSTRATION AND CEREMONIES
It is a serious offence for any student to organize or stage an unlawful demonstration, processions or ceremonies for which the University or the Government of Kenya has not given permission.

19.0 CORRESPONDENCES
If any individual student addresses a press conference or uses media to make a correspondence, such correspondence should bear the name of the individual student. The student should use his/her private address and not that of Mount Kenya University. Any article for publication must have a disclaimer “these views are personal and do not reflect the stand of Mount Kenya University”. There is no student who is allowed to make any public statement on behalf of the University on matters affecting it without a specific written authority of the Vice-Chancellor.
All correspondence to potential sponsors whether local or foreign should be done through the DVC, SWAMA or Dean of Students who will forward as may be appropriate after consulting with the Vice-Chancellor.
If any student or a group of students intend to invite Government officers, foreign government representatives or other important persons to visit the University in their official capacity, the Vice-Chancellor must first be notified through the DVC, SWAMA or Dean of Students.

20.0 STUDENTS ACADEMIC RESPONSIBILITY
All lectures, tutorials, seminars, practical’s and other scheduled courses of instruction are compulsory.
It is an offence to interfere with or block normal scheduled classes.
Non-attendance to academic activities due to illness or any other good cause must be authorized by the Dean of relevant school and must be supported by a certificate of evidence.
A student will not be allowed to sit any University exams if she/he has failed to attend at least three quarter of the lectures of a unit. At the same time such students will be warned by the relevant school.

The rules governing academic affairs, define the offences that constitute academic misconduct and set out the procedures used to deal with those offences. The academic misconduct means any form of dishonest behavior related to pre-obtained information for academic gain or to the avoidance of evaluative, falsification, and multiple submissions, and applies to any form of evaluative exercises.

20.1 Attendance and Punctuality
All students shall be expected to attend all lectures indicated in their timetables. Students who wish to absent themselves from class must get permission from the Head of Department. In case of urgency such permission may be obtained from the class lecturer who in turn will inform the Head of Department. Students shall be expected to be present and seated in the lecture room five minutes before lectures commence. The lecturer concerned shall have the discretion to decide whether to allow latecomers to attend his or her lecture. It is a punishable offence for a student to attend a course in which he or she is not enrolled. Students who fail to attend lectures should give valid reasons accompanied by tangible evidence to the class lecturer before resuming lectures. The class lecturer shall then forward the information to the head of department.

21.0 STUDENT COMPLAINTS PROCEDURE
- That the office of the Vice-Chancellor is the final internally to resolve student complaint issues.
- That the complaint may originate at any level of the University structure and the complainant is allowed to move the next level of complaint reporting and resolving.
- That the complaints resolution will depend on the nature and the University Service Charter and ISO 9001:2008 Quality Management System procedures are guiding documents on timelines and also the instruments of the University ,Charter, Statutes, Procedures and guidelines developed as references.
• While the complaint is being resolved, several organs of University will be involved to avoid unilateral decisions but encourage consultative decision making; these are committees set up at various levels including students welfare committee, student steering committee, departmental academic boards, school academic boards, senate committees.
**Key**

- **Complaint**
  - Student leadership
    - Class representative
    - Association and clubs leadership
    - Student Governing Council

- **Feedback**

**Sources of Welfare Complaints**
- Accommodation
- Meals
- Security
- Disagreements among themselves
- Administrative Services
- Estate
- Sports and recreation
- Health Services

**Sources of Academic Complaints**
- Academic complaints and lecturers performance
- Heads of Departments
- Dean of Schools
- Examinations & Teaching
- Admissions
- Research projects
- Library
22.0 DISCIPLINES WITHIN THE UNIVERSITY
The office of the DVC, SWAMA, Dean of Students, Associate Deans of Students is responsible for the maintenance of discipline at the University at large. Security Officers and halls of residence officers have the authority to ensure that all the laws and regulations are maintained by the students.

22.1 Enforcement
Where a student breaches the regulations the officer in charge will;
Warn or caution the student either verbally or in writing
Report the students to the office of Dean of Students or Associate Deans of Students in writing.

22.2 Disciplinary Procedures
The University will set up a disciplinary committee as provide in the University Statutes. The chairman of the disciplinary committee usually calls a normal meeting within one month or less depending on the nature of offence after receiving a discipline report.
A student shall be given an opportunity of being heard before the disciplinary committee makes its decision.

The powers of the committee include:
   i. Giving a letter of warning which will be carried in the student file
   ii. To require the student meet any loss or damage to any University property.
   iii. To terminate the case against the student.
   iv. To exclude the students from using the University halls of residence facilities for a period of time as the committee may deem fit.
   v. To exclude the student from attending lectures or any course of instruction for such a period as the committee may deem fit. However, this can hold if the offence, that may to have been committed has a breach of academic regulations.
   vi. To recommend to the Senate through the Vice-Chancellor the expulsion of a student.
   vii. A combination of two or more of the above
   viii. Any other penalties the committee may deem fit.

The University Student Disciplinary Committee shall comprise of:-
   a. DVC, CCC&C

...
b. Registrar AA

c. Dean of Students

d. Associate Deans of Students of relevant campus.

e. Head of Department of student(s) concerned

f. University Chaplain

g. University Counselor

h. Two representatives of Student Council

### 22.3 Notice of Disciplinary Committee Meeting

The secretary of the disciplinary committee shall notify the student and the complainant of the date and time of the meeting and inform them of their right to be present and to call a witness or witnesses.

### 22.4 Procedure of the Committee

The committee may not be required to adhere to the rule of evidence or procedures as applied in a court of law. The committee should ensure that each side is heard and that any person required to give evidence in the case should not sit in the committee. Simple majority will be considered in arriving at a consensus or simple majority of votes through secret ballot.

### 22.5 Communication of Disciplinary Decisions

The decisions by the disciplinary committee shall be communicated to the affected student within 7 (seven) days from the date it has been made.

### 22.6 Appeals against the Decisions

The students have the right to appeal to the Vice-Chancellor against the decision of the disciplinary committee and to the University Council against the decision of the Senate.

### 22.7 Notice of Appeal

Notice against the disciplinary committee decision must be given in writing and addressed to the Vice-Chancellor within fourteen days of the communication of the Senate decision.

Notice of appeal against the decision by the Senate must be given in writing to the Chairman of the Council through the Vice-Chancellor within fourteen days of the communication of the Senate decision.

On receipt of a copy of notice of the appeal, the secretary to 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.
The secretary to the Council on receipt of a copy of notice of appeal shall send to the Chairman of the Council a copy of all the relevant minutes and documents pertaining to the case.
The decision of the Council shall be final.

23.0 GENERAL CONDUCT
a) All students are expected to present themselves and behave decently inside and outside the University.
b) All students are required to carry at all times University identity cards and present it to persons in authority whenever requested.
c) A student or group of students will be held responsible for any damage to the University property resulting from misuse or willful destruction of such property. The students will be expected to meet the cost of the damages.
d) It is an offence to create unreasonable noise or behave in an unruly or rowdy manner as to disturb or annoy other occupants of the University premises.
e) Students should avoid making noise outside the lecture rooms, laboratories, and library and administration block while lectures are in progress as this disrupts smooth running within the University.
f) Smoking, alcohol taking and general drug abuse and possession is prohibited within the University premises. Students found committing this offence are liable for disciplinary action. Mount Kenya University is a drug-free zone and encourages all its students to desist from drugs while in the University or at their homes or while outside while attending University functions.
g) Students are expected to observe proper hygiene and acceptable sanitation of the toilet facilities.
h) Students are expected to use bins provided in the lecture rooms, corridors and compound for disposal of litter.
i) Students may eat or drink in the cafeteria or on the lawn and not in lecture rooms, library, laboratories, corridors, graduation dais, car park or at the administration block.
j) It is a serious offence for any student(s) to prevent any student(s) or member of staff from performing their normal duties.
k) Receiving personal telephone calls and visitors during class session is prohibited. Students are expected to inform their guardians, parents, friends and relatives that NO interruption of class is allowed.
l) Mobile phones should be switched off during class–time, in the library, and during practical sessions.
m) Any invited guest speaker must be approved by the Vice-Chancellor.
n) The University facilities may not be used for political campaigning.
o) Any intended fundraising activity by the students shall not be allowed unless authorized by the Vice-Chancellor and the appropriate government authorities.
p) Students are expected to use utilities such as water, light, telephone safely and in a responsible, economical manner
q) Students should use the property of Mount Kenya University with due care and without negligence.
r) Students should not involve themselves in offenses such as fighting, assault, theft, falsifying records.
s) The University does not protect or cause any immunity from arrest and prosecution if a student breaks the laws of the land (Kenya) within or outside the campus. Individual students arrested will be responsible for their own defence, payment of fines and bail. In case of arrest, students should immediately notify the office of the Chief Security Officer.

24.0 DRESS CODE
Mount Kenya University aims at preparing and training its students for real work situation. Therefore:

i. Students are expected to dress decently and as per requirements of the line of their training or the faculty ethics, and if dresses or pants are revealing private body parts then they can be denied admission into the University.

ii. Caps or hats should not be worn during lectures, in the library, laboratory or when addressing members of staff.

iii. Male students shall not wear rusters/dreadlocks, they should wear groomed hair.

iv. Female students should not wear Tumbo Cuts, see through clothes, bare backs, or low breast leverage.

v. Warning will be given in case of breach of the dressing code. After a third warning the student will be referred to a disciplinary committee.

25.0 PROTECTION OF THE NAME “Mount Kenya UNIVERSITY”
The name “Mount Kenya University” should not be used by any students’ organization, club, or society without the written permission of the Vice-chancellor. Disciplinary action shall be taken against using the name without approval.

26.0 DEATH AND BEREAVEMENT
This is a situation where a student may die during the academic session. Death may occur on campus or outside.
If a student dies on campus during a trimester, the University provides transport for a limited number of student colleagues to his/her final resting place. Before any arrangement is made, documents from the hospital confirming the death must be provided to the Dean of Students/Associate Dean of Students, who will in turn
officially inform the Vice-Chancellor/the Director of Campus. The Vice-Chancellor/the Director of Campus shall officially inform the University community about an occurrence of a death.

27.0 SERVICES FOR STUDENTS WITH DISABILITIES
A disability is any impairment that substantially limits an individual in a major life activity. Staff and volunteers work with disabled students. The student is fully able to interpret the material presented without compromise or modification. Students faced with unexpected illnesses and injuries are encouraged to immediately report to the office of the Dean of Students/Associate Dean of Students.

28.0 COUNSELING SERVICES
This section is headed by a professional student counselor. The primary mission of counseling is to assist students in the development of skills for establishing and maintaining effective and satisfying personal and social relationships, in the formulation and implementation of their educational and career plans, facilitate student self-understanding, coping with life challenges and self acceptance.

The staff in the Counseling Centre will assist students with concerns such as the following:

a) Become more proficient in life skills such as choosing between alternative effective interpersonal communication, and enhancing potentials.
b) Improve insights and self-understanding that will enable students to understand their feeling and tensions.
c) Cope with crises and learn how to resolve problems.
d) Facilitate emotional, spiritual and psychological healing so that students can move towards wholeness, especially in the light of the brokenness brought about by crises.
e) Reconciliation - assist students to move towards restoring wholeness in broken or strained relationships with those who constitute our social environment.
f) Sustaining - supporting students by standing by them and sharing burdens with them while responding to a crisis.
g) Guiding - assisting students to make decisions by drawing from within them what was potentially available in their own
h) Informing - clarifying alternatives for students providing specific new information and data for their decision-making
i) Growth nurturing - assisting students as they negotiate the sharp curves of their psychological, physical, emotional, social and intellectual development.

29.0 STUDENTS' RIGHTS AND RESPONSIBILITIES
Every student has the right to freedom and protection from all forms of discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, political belief, creed, national origin, age, or handicap. The University shall not interfere with the rights of students to join any registered association. Students should have accurate information relating to acceptable academic standing, graduation requirements, and individual course objectives and requirements. In all instances of general discipline, academic discipline and academic evaluation, the student has the right to fair and impartial treatment. The University recognizes the rights of all students to discuss, to exchange thoughts and opinion, and to speak, write, or print freely on any subject in accordance with the national constitution of the country. The University considers the freedoms of inquiry and discussion as essential to a student’s intellectual development.

In exercising their rights and freedom, students should not infringe on other people’s rights and freedom. Students are responsible for their behaviour, actions, conduct and the protection of the environment and common facilities for everybody in the community. A student who feels aggrieved should report the matter to the Dean of Students, Associate Dean of Student, Dean of School or Chief Security office.

30.0 DEFERMENT OF STUDIES
The University allows students to defer their studies on the following grounds: Sickness, maternity/paternity, bereavement or lack of fees. Request for deferment should be supported by documentary evidence. In all cases of absence from classes on account of illness and maternity, a medical officer or by any certified medical practitioner should make a recommendation to the Dean of the relevant School and the Dean of Students/Associate Dean of Student.

Where private practitioner has treated a student, the medical certificate shall be submitted to the University Chief Medical Officer for record.

Deferment application forms available in the relevant office of Dean of School must be signed by the applicant at least one day before leaving the University.

The University shall not entertain any claims where a student leaves without prior official permission. Students, who wish to interrupt their studies at any time before graduating due to fees or any other cause, MUST apply to the dean of school for permission through the Dean of Students/Associate Dean of Student.

A student, who is granted leave or discontinues studies, is expected to vacate University premises as soon as possible.

A student that has been allowed to defer his/her studies during an academic session shall not be refunded tuition fees or rent, unless application is received before the start
of the trimester. The University shall not entertain any claims where the student leaves without prior official permission.

31.0 STUDENTS’ CONDUCT AND DISCIPLINE

31.1 Introduction
These rules and regulations apply to all students of the Mount Kenya University and its campuses. The rules and regulations take effect and are binding for every student of the University on registration, and so long as such a student remains registered.

Every student is required to read these rules and regulations and to sign the declaration appended hereunder, that the contents and meaning hereof have been understood and shall be adhered to. Nothing in these rules and regulations shall preclude the University from requiring any student to execute any bond, assurance or undertake to be of good conduct throughout his or her stay at the University.

When required and executed, such bond, assurance or undertaking shall have the same effect as if it were part of these rules and regulations.

31.2 General conduct
The University aims at providing a conducive environment for teaching, learning and research in order to achieve academic excellence. In order to realize these objectives, the students and the rest of the University community has 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 and, in particular, shall:

a) Not keep any offensive weapon within the University premise.

b) Respect and adhere to the established administrative and academic procedures and structures of the University as these may be amended from time to time for the better control, administration and operation of the University.

c) Honour the rights and privileges of other members of the University community at all times.

d) Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.

e) Conduct themselves in all public places with such demeanor and dignity as befits their status as scholars and educated citizens.
f) Wear appropriate attire and modestly during study, at meal times in the dining halls, and in all University functions.
g) Desist from all acts of hooliganism, unruly or rowdy behaviour, fighting, unreasonable or excessive noise or any other acts likely to cause a breach of the peace within or outside the University premises.
h) Avoid drunkenness or other anti-social behaviour as would lead to the disturbance of other students, staff, the University community generally, or of members of the public.

31.3 DISCIPLINARY AND CRIMINAL OFFENCES

The following provisions shall apply to all disciplinary action taken against students in respect of the offences specified herein:

a) Drunkenness
b) Drug abuse
c) Drug trafficking
d) Possession of illicit intoxicants
e) Illegal trade or hawking
f) Fighting
g) Physical assault
h) Arson
i) Theft
j) Impersonation
k) Forgery
l) Fraud
m) Rape or attempted rape
n) Sexual harassment in all its forms
o) Un-natural acts (sodomy/ homosexuality/lesbianism)
p) Inciting fellow students, staff or other members of the University community.
q) Vehicle hijack or misuse
r) Picketing
s) Boycott of scheduled lectures, practicals, other courses of instruction or examinations
t) Intimidation or issuance of threats, written or verbal, to students with intent to disrupt an ongoing activity or any other processes
u) Malicious or willful damage to University property, that of other students or members of the public
v) Any attempt to convene or organize or any participation or involvement in demonstrations, gathering, processions, or public ceremonies for which permission has not been obtained from the University administration or Government authorities
w) Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards
x) Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the University

### 31.4 Alcohol, Drug and Substance Abuse

Research has shown that alcohol and marijuana (*sativa cannabis*) are the prevalent drugs mostly abused by University students in many countries. Certain factors such as peer pressure, easy availability of the substances, parental and societal influences, emptiness in life, and advertising media pressure, among many, play a leading role in the use of abuse of alcohol and drugs. These substances have far reaching adverse physical, social, economic and psychological effects. Using these substances as a way of escape or dealing with everyday problems in life is a maladaptive way of responding to the problems and pressure of growing up.

When you are under some stress and feel tempted to turn to drinking or taking drugs, please go to the Counseling Services Centre or talk to a peer counselor. There are also caring staff that will provide you with the necessary help. They will treat you with the utmost confidentiality.

As an educational institution, Mount Kenya University is committed to providing an environment that enhances and supports the intellectual growth of all its students. The University community has the collective responsibility to ensure that this environment is conducive to healthy intellectual growth.

Possession, sale and consumption of controlled substances are prohibited both on campus and off campus. Students should note that if caught in possession of illegal drugs by the State security agents, they will be prosecuted in a court of law just like any Kenyan caught breaking the law and the University will not intervene in any way.

Disciplinary action shall be taken against any student who may disturb others while under the influence of alcohol or other illegal substances.

### 32.0 ENFORCEMENT OF RULES AND REGULATIONS

The responsibility of maintaining discipline at the University is vested in the Vice-Chancellor who may from time to time delegate such authority and powers to other University officers for purposes of investigation and enforcement.

The administrative and academic staff of the University otherwise have authority in areas of their jurisdiction or competence to ensure that the rules and regulations are adhered to by the students.

Students on field attachment 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.

In the event of a breach of these rules and regulations on field attachment, and depending on the nature and severity of the offence, the staff and officers responsible shall take the following actions:

Warn, or caution the student either verbally or in writing.
Report the student in writing to the dean of a school or officer in-charge of field attachment enclosing all documentary evidence. Take any other action that maybe deemed appropriate. In all cases, invite the student to make a statement on his/her behalf in response to the charges raised.

33.0 DECLARATION BY THE STUDENT

Note: A signed copy of this declaration must be returned to the office of the Dean of Students/ Associate Dean of Student

I have read and understood the rules and regulations governing students’ associations, conduct and discipline and I accept to abide by them.

Name..............................................................................................................................................

Reg. No..................  ID/No................................................................................................................

School..............................................................................................................................................
32.0 MOUNT KENYA UNIVERSITY STUDENT'S BOND OF GOOD CONDUCT

(All students should sign three copies of this document a copies to Dean of School, Dean of Students, and the Student)

I, _______________ understand that Mount Kenya University’s student disciplinary process is not negotiable and will therefore, not be sympathetic to students who may be called upon for disciplinary action or interfere with the due process of disciplining students.

That rules and regulations governing the association, conduct and discipline are not designed to prohibit interaction and other activities by students but instead to regulate and guide so that the interaction and activities are carried out in a manner that is socially and morally acceptable and facilitative of an environment in which the University's academic endeavours can thrive.

I undertake to be of good behaviour as stipulated in the said rules and regulations. Failure on my part to fulfill this requirement will result in the University taking any action it deems necessary against me.

I understand that if disciplinary action is taken against me the University will communicate the same to my parents, guardians and sponsors who will be at liberty to consequently withdraw their support to me.

Signature: ___________________________  Reg. No. ___________________________

National ID. No. _________________ Date: ______________

Permanent address: __________________________

Witnessed by: ____________________________DEAN OF SCHOOL