



Bomet University College

Students Handbook

2018

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BOMET UNIVERSITY COLLEGE

1.1 LOCATION

Bomet University College is located in Bomet town, Bomet County in the South Rift region of Kenya. It is approximately 224 Km, to the West of Nairobi, through Mai Mahiu-Narok-Kaplong road. It is approximately 2.7 Km off the main road, South East of Bomet Town.

Bomet County is situated in the South Rift Region and shares a border with four other counties; Narok County to the South, Kericho County to the North, Nyamira County to the West and Nakuru County to the North East.

1.2 VISION

To be a Premier *Green* University in fostering research excellence in Science, Technology and Innovation for sustainability.

1.3 MISSION

To provide a conducive environment for discovery, preservation and dissemination of knowledge; to nurture critical inquiry, creativity and engagement for social transformation and advancement of humanity.

1.4 CORE VALUES

Bomet University College (BUC) is a community built upon the valued relationships among students, staff, faculty and the alumni. At the core of these relationships are our core values that lead to the realization of our corporate culture and good governance. These are:

- **Integrity:** Consistency in service delivery through adherence of highest ethical standards.
- **Patriotism:** To render selfless services and unwavering commitment to the University.
- **Transparency and Accountability:** To maintain a culture of openness, fairness, equity, and assume and demonstrate responsibility over our individual and collective actions.
- **Respect:** For diversity and the dignity of the individual, as well as attaching a premium to the contributions of each and every player regardless of one's status in the University.
- **Commitment:** To continuously improve on the quality of the services offered with the goal of assuring longevity and excellence of the University.

1.5 ARRIVAL AND REGISTRATION

Students are expected to arrive between 8.00 a.m. to 5.00 p.m. on the opening day for registration at Bomet University College as indicated in their letter of offer. Any student arriving after 5.00 p.m. will not be registered nor given accommodation until the following day.

1.6 IMMIGRATION

All students who are not citizens of East Africa must be in possession of a **VALID PASSPORT BEFORE** arriving in Kenya. They must bring their passport and Medical Insurance cover with them when they come to register at the University. Temporary travel documents are not acceptable to the Immigration Authority in Kenya. In addition, all non-citizens must obtain re-entry permits from their own Territorial Immigration Department to cover the duration of the courses.

1.7 BURSARY FORMS AND LOANS

Kenyan students who wish to be considered for the Kenya Government Loan and Bursary should complete the necessary forms. The forms can be downloaded from Higher Education Loans Board (HELB) website: www.helb.co.ke and forwarded to HELB offices or Huduma Centres after approval by the Dean of Students.

1.8 STUDENTS' PERSONAL DETAILS FORM BUJI/2

All students are required to complete the BUJI/2 form in quadruplicate and attach passport size photograph, on each form. The photographs should bear names of candidates and admission number written in FULL (NO INITIALS PLEASE) on the reverse side. (This information is important in the event of the photographs being misplaced).

Each student must then forward the following:

- (i) One completed copy of the personal details form (BUJI/2)
- (ii) The acceptance letter BUJI/1A,
- (iii) Photocopy of the result slip,
- (iv) Photocopy of national identity card/birth certificate, to:

**The Deputy Principal (Academics & Students Affairs),
Bomet University College,
P.O. Box 701-20400
BOMET**

1.9 FEES, BURSARIES AND UPKEEP

1.9.1 Kenyan Students

All Kenyan Government sponsored students will be required to pay the set fees per the course in which one has been admitted to at the time of registration. Students admitted under PSSP will have to privately arrange to pay the set fees as outlined in the letter of admission to their respective programmes. Fees will be collected at the time of registration in the form of a banker's cheque or a bank deposit slip. Cash is not acceptable.

1.9.2 Non-Kenyan Students

All Non-Kenyan students must produce evidence of adequate financial support before coming to the University. The evidence must be in the form of a letter from a sponsoring body guaranteeing adequate financial support for the entire duration of the course. Fees will be collected at the time of registration in the form of a banker's cheque or a bank deposit slip. Cash is not acceptable.

1.9.3 Clothing, Pocket money, Laundry

Kenyan and non-Kenyan students are advised to bring with them between Ksh. **10,000/=** (Ten Thousand Shillings Only) and Ksh. **20,000/=** (Twenty Thousand Shillings Only) per Semester for the above expenses. In addition they may bring at least Kshs. 10,000/= (Ten Thousand Shilling Only) for incidental expenses.

1.10 MEDICAL EXAMINATION AND SERVICES

Admission into the University is subject to receipt of satisfactory Medical Report. Students are therefore, required to undergo medical examination by a recognized medical practitioner before coming to the University. Form BUJI/3 is enclosed for this purpose and should be returned to us with your Acceptance of Admission. If this is not possible it should be submitted at the time of registration.

1.10.1 Medical Services at the University

A health clinic is opened to all students at the University. Please note that the University does not provide certain health services as detailed in section 1.7.2 and section 1.7.3 below. The University is not responsible for expenses incurred with hospitals, physicians or pharmacists without prior referral. All students are required to have a medical cover, preferably National Hospital Insurance Fund (NHIF) before admission.

1.10.2 Non-resident Students

Students not residing in University Halls of Residence are expected to make their own arrangements for medical attention. However, when in campus, services of the University Clinic will be open to them. Non-resident students are required to fill a non-residential form online, by uploading the National Identity Card of the landlord.

1.10.3 Dental and Optical treatment

The University does not provide dental or optical treatment. Any student having or suspecting eye trouble should consult opticians and where necessary get spectacles before coming to the University. Students with dental and eye problems will be directed to the neighboring Tenwek Mission Hospital and Longisa Hospital for treatment.

1.11 GAMES, SPORTS AND PERFORMING ARTS

Co-curricular and extra-curricular activities are essential for total human mental and physical development. These activities provide relaxation to a stressed and exhausted mind, thus affording one an appropriate outlet for releasing different forms of pressure or anxiety in the world of academics. It is the policy of the University that all students should be encouraged to participate in at least one game and one sport.

The University offers a wide programme of sporting activities for both male and female students. These include soccer, hockey, basketball, volleyball, handball, lawn tennis, table tennis, badminton, tae kwon do, karate, athletics, swimming, netball, chess, scrabble, darts and rugby among others. Students participate in these activities both at recreational and competitive levels. At competitive level, we accord students an opportunity to travel widely to compete at Inter-University Sports bi-annual championships, tournaments organized at local and national levels, East Africa University Games and World University Games.

The students are therefore, strongly advised to come with their own training and practice kits and appropriate playing equipment for games and sports of their choice such as uniforms, track suits/swimming costumes, Ghee suits, footwear, hockey stick, rackets, or bats.

Note: The University has an “Official competition kit” which will be provided ONLY during competitions. Other basic items for training such as balls will be provided for training and practice of the respective teams. Every student is required to pay a games and sports fee of Ksh. 1000/= (One Thousand Shillings only) per year.

The University provides an opportunity for students to nurture their musical and performing arts. The interested students are encouraged to join the Bomet University College Choir, Band or Drama. These groups provide a platform for students to take part in the national music and drama festivals. Those interested in joining such activities are encouraged to visit the Office of the Dean of Students.

1.12 CONDITIONS FOR REGISTRATION

No student will be registered without producing the following:

- (i) The Admission Letter
- (ii) Original result slip/certificate(which will be returned to the student after verification of its authenticity)
- (iii) Two photocopies of the Result slip/certificates
- (iv) Three copies of the completed personal details form
- (v) Copy of the National Identity Card or Birth Certificate for those who are below 18 years old.
- (vi) Receipts for requisite fees from the Finance Department.
- (vii) A copy of N.H.I.F card of Self or parent/guardian

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

None of these rules and regulations is meant to make your life difficult. They are meant to help the University function effectively for ALL its students, staff and residents. Students are required to sign a form to confirm that they have read and understood, and will abide by the rules and regulations as stipulated.

I PRELIMINARY

- 1.1 These regulations are made by the Senate and the University Council in accordance with the Provisions of Universities College Order and Statutes whose objective and purpose are, among others, to provide for the control, governance and administration of the University College.

- 1.2 The Principal, as per the Legal Notice No. 145 of 2017 and BUC Statutes on Student Matters, shall be responsible to the Council for the general conduct and discipline of the students.
- 1.3 These regulations shall apply to ALL students of Bomet University College subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with statutes in general and particularly Statutes.
- 1.4 These regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University College.
- 1.5 Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

II (a) DISCIPLINARY AUTHORITY

- 2.1 For purposes of these regulations the Principal, acting on behalf of Council, is the disciplinary authority of the University College and may in that capacity;
 - (i) Vary or add to the list of disciplinary offenses specified herein.
 - (ii) Suspend any student(s) suspected of committing an offence under these regulations, from the University pending further disciplinary measures.
 - (iii) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

(b) DEFINITION OF A STUDENT

- 2.2 For the purpose of these rules and regulations the term ‘student’ means and includes;
 - (i) Any person who has duly signed the nominal roll and is registered into a programme of study for an undergraduate degree or diploma, postgraduate or any other programme of study duly and expressly recognized by the Senate and Governing Council and offered by Bomet University College.
 - (ii) Any students from another University who is registered for any study programme/ course in Bomet University College.

III THE CONDUCT OF STUDENTS

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

3.1.1 General Conduct

- (i) Respect and adhere to the administrative and academic rules, procedures and structures established by the University College Order and the Statutes for the control, governance and operations of the University.
- (ii) Respect the rights and privileges of the members of the University community at all times.
- (iii) Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
- (iv) Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
- (v) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions or at any other University functions.

3.1.2 Channels of Communication

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

- (i) Academic matters: Class representatives, Academic Leaders, Heads of Department, Deans of Schools and Dean of Students in that order.
- (ii) Residential matters: Housekeepers/Janitors, Hostel Officers, Wardens, Catering and Hostels Manager, Dean of Students, and Registrar in that order.
- (iii) Students and their organizations shall be expected to adhere to the procedures in (i) and (ii) above to ensure smooth and prompt processing of their grievances.
- (iv) Failure to adhere to the above procedures shall be a violation of the university regulations.

IV RULES – COMMUNITY LIVING

4.1 RESIDENTIAL CONDUCT

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

- (i) Share rooms in addition to other facilities of common use. However, it shall be an offence to “pirate” in the University hostels.
- (ii) Admit visitors/students to their rooms only between the hours of 10.00 a.m. and 10.00 p.m., and in so doing shall pay due consideration and regard to the convenience of their roommates.
- (iii) Not remove or damage any facilities or equipment in their rooms or any other part of the hostels.

- (iv) Not cook or sell food in the hostels.
- (v) Not conduct illegal business or trade in the hostels
- (vi) Not reside with a member of the family in the University Hostels, e.g. Child, mother, father or any other unauthorized persons unless in specified areas as may be identified by the University.
- (vii) Not cohabit while in the University halls of residence
- (viii) Not enter or remain in the opposite sex hostels between 10.00 p.m. and 10.00 a.m.
- (ix) Not sublet University hostel rooms.
- (x) Non-resident students should fill in non-resident forms.

4.2 KEYS

Each student shall be required to surrender room keys promptly if and when required.

4.3 VACATIONAL RESIDENCE

All students shall leave the University premises at the end of every academic session. Permission for Vacational residence shall only be granted by the Dean of Students on the advice from the Dean of the School that residence shall be required for the purpose of carrying out an academic assignment or for other reasons approved by the Dean of Students. Vacational residence shall be in a specified hostel and paid for in advance at least two weeks before the start of the vacation. Students shall vacate University premises immediately they are asked to on disciplinary grounds.

5.0 UNIVERSITY PROPERTY

A student shall take reasonable care of property of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.

6.0 MUSIC AND MUSICAL INSTRUMENTS

Radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between 5.00 a.m. and 11.00 p.m. and at no time should the sound be as loud as to cause disturbance to others.

Video entertainment shows are restricted to Friday and Saturday evenings only and at no time should the shows run past 2.00 a.m. On Sundays, the shows shall run until.

Entertainments shall not be done in the halls of residence.

Discos and other dances shall be held on Friday and Saturday evenings only.

7.0 NOISE AND NUISANCE

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

8.0 GENERAL RULES

8.1 *Fire-fighting Appliances*

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

8.2 *Security of Students' Property*

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

8.3. *Motor Vehicles/ Motor Cycles*

- (i) A student shall not keep a motor vehicle and/or Motor cycles on University premises without prior written permission from the Deputy Principal (Administration, Planning, & Finance and Development through the Dean of Students). Permission shall not be given without proof of a valid insurance cover, a current driving license and a valid road license. Permission may be refused or withdrawn at the discretion of the (Administration, Planning, & Finance and Development through the Dean of Students).
- (ii) Students with permission to use motor vehicles shall be issued with stickers that indicate clearly where they have permission to park. Parking of vehicles shall be at the owners risk and the University shall not be held responsible for loss or damage for such vehicles. However, students shall not be permitted to operate commercial vehicles in the University.

9.0 CRIMINAL OFFENCES

The University College has no right of exclusive jurisdictional over its students in criminal matters and other offences covered by the Law. ALL crimes and other offences under the Laws of Kenya and THE PENAL CODE CAP 63 shall be reported to the police. These shall include but not limited to:

- (i) Rape or attempted rape.
- (ii) Being drunk and disorderly.
- (iii) Drug abuse/ Possession of illegal brew.
- (iv) Drug trafficking.
- (v) Radicalization

- (vi) Religious fanaticism
- (vii) Involvement in illegal/proscribed gangs/groups
- (viii) Fighting (affray)
- (ix) Possession of dangerous weapons, e.g. daggers, arrows, guns, explosive devices, inflammable materials etc.
- (x) Assault causing actual bodily harm.
- (xi) Arson, attempts to commit arson or attempts to destroy or injuries to property.
- (xii) Theft and other related offences, e.g. robbery and extortion.
- (xiii) Obstruction to perform duty.
- (xiv) Organizing and/or participating in unlawful demonstrations/processions/ incitement.
- (xv) Kidnapping/abduction, detentions.
- (xvi) Sexual harassment, indecent assaults, defilement.
- (xvii) Impersonation and false pretense.
- (xviii) Forgery, fraud, counterfeiting.
- (xix) Illegal/unlicensed trade, e.g. hawking.
- (xx) Aiding suicide and attempted suicide.
- (xxi) Trespass.
- (xxii) Concealing birth, killing of unborn child and abortion.
- (xxiii) Subversion/Treason.
- (xxiv) Murder, Manslaughter.
- (xxv) Handling of stolen property

(xxvi) Rioting

(xxvii) Forceful ejection of students and staff from lecture halls, Library Hostels and Offices.

(xxviii) Any other act that shall be deemed as a crime from time to time.

Notwithstanding any action that may be taken by the police under the foregoing paragraph, the University may take independent disciplinary measures.

10.0 CYBER CRIMES

Cybercrimes shall entail, but not limited to misuse of internet or management information systems or electronic devices to:

- (i) Hack examination questions and manipulation of examination results.
- (ii) Defame others in the social media or send abusive text message(s).
- (iii) Promote ethnic hatred/incitement.
- (iv) Access unauthorized information.
- (v) Manipulate fee balances.

11.0 LEAVE OF ABSENCE

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

- (i) Sick leave
- (ii) Maternity leave
- (iii) Compassionate leave
- (iv) Special leave

The request for leave shall normally be supported by documentary evidence. Where the leave exceeds 21 days, the student shall be required to defer studies.

11.1 Deferment and Withdrawal

Students who wish to defer and/or withdraw from the University shall be required to fill Deferment/withdrawal form obtained from Dean of Students or www.buc.ac.ke. The forms should be duly signed by the student, signed and approved by the Dean of Students, signed and approved by the Dean of School and lastly signed and approved by Deputy Principal (Academics and Student Affairs) and a student to retain a copy for their record.

The deferment period is allowed for one academic year. The student can subsequently re-apply for deferment of an extra one academic year. Beyond that the studentship ceases.

11.2 Re-admission

Student seeking re-admission after the lapse of deferment period shall submit the request to the Deputy Principal (Academics and Students Affairs) through the Dean of the School, and the Dean of Students. On the Recommendation of the Dean of Students to the Deputy Principal (Academics and Students Affairs), the student shall be granted re-admission.

In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or any certified Medical Practitioner to the Dean of the relevant School and the office of the Dean of Students. Where a private practitioner has treated a student the medical certificate shall be submitted to the University Medical Officer for record. The University is not responsible for student treatment outside its authorized medical facilities.

12.0 PROCESSIONS, DEMONSTRATIONS AND CEREMONIES

- 12.1* It shall be an offence for any student while on campus to organize or participate in demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the University or a government authority.
- 12.2* In addition to any other permits which may be required by the law, permission to hold meetings in the University precincts shall be given by the Dean of Students and a report made to Head of University Security Services.
- 12.3* Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

13.0 CORRESPONDENCE

- 13.1* Correspondence to the press or other mass media by an individual or officials of the students' Organization shall bear the individual names and signatures.
- 13.2* It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students Organization.
- 13.3* Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- 13.4* Advertising notices must be in approved designated notice boards and shall be subject to approval by the Dean of Students office. However, those who are responsible shall remove such notices within one week after the advertised event takes place.
- 13.5* Correspondence through letters by individual students or by officials of the Students organisations (including student societies) to the following in matters pertaining to the University shall be sent through the office Deputy Principal (Academics and Student Affairs) and the Dean of Students who will forward as may be appropriate to:
 - (i) Government officers
 - (ii) Foreign governments
 - (iii) Cabinet Secretaries and members of Parliament or other dignitaries
 - (iv) Sponsoring bodies

(v) Other such bodies

- 13.6 Invitations to Government, Cabinet Secretaries, Government Officials, Politicians, Representatives of foreign Governments or any other important persons to visit the University in their official capacities shall be notified within adequate time to the Principal, through the Dean of Students and Deputy Principal (Academics and Students Affairs).

14.0 ACADEMIC RESPONSIBILITY AND LEADERSHIP

- 14.1 Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction is compulsory. Senate considers attendance of lectures and practical sessions as compulsory. It is therefore an offence for a group or class to boycott lectures/practical/fieldwork for more than two days consecutively. Such an offence may lead the whole group to be suspended from the University for a specified period.

- 14.2 It is an offence to interfere with or block scheduled activities.

- 14.3 Students who have missed more than 20% of scheduled lectures, tutorials, seminars, practical sessions and other instruction shall NOT be allowed to sit end of semester examinations and subsequently shall repeat the year or semester as shall be recommended by the Senate.

- 14.4 Students shall be expected to comply with all other regulations laid out by Departments, Schools, Institutes any other such units of the University.

(a) No student shall be allowed;

(i) To contest in any elective post in the Students' Governing Council (SGC) of Bomet University College Students' Organization (BUCSO), if by so doing it will compromise academic performance.

(ii) To contest, a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous University examination.

(iii) A first year student intending to contest should have obtained credit pass (60%) average of CAT marks.

The fulfillment of the above requirements shall be confirmed by the Dean of the respective school.

(b) No student shall be allowed to contest if he/she;

(i) Has been suspended from the University at any one time.

(ii) Has suffered from mental sickness/temporary insanity or any other Infirmary that may hinder academic performance and leadership.

- 14.5 Eligible candidates for elective posts in Students Governing Council (SGC) shall be limited to *bona fide* students who have cleared payments of ALL University fees that are due at that time as shall be confirmed by the Finance Officer.

- 14.6 The tenure of service in the Students' Governing Council shall be restricted to one term of One (1) Academic year only and no such student shall be eligible to serve in any other capacity thereafter.

- 14.7 Representation in Senate will be restricted to two elected students as prescribed in the statutes who may not necessarily be the Chairperson of BUCSO.

15.0 MISCELLANEOUS PROVISIONS

- 15.1 A student shall not use or have in his/her possession knives, sticks, metal bars of any other articles which might endanger other members of the University community.
- 15.2 A student shall not use any profane language or abusive language while in the University.
- 15.3 A student shall not threaten or hold hostage or extort or strike or physically harm any other student, or a member of staff or other employee of the University, or a member of public.
- 15.4 It shall be an offence for a student to interfere with the movement of University vehicles or cause traffic obstruction in or outside the campus.
- 15.5 Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University campus in general. It shall therefore, be an offence to litter or throw any waste items outside the dustbins provided.
- 15.6 University facilities like halls, lecture theatres and common rooms may not be used by students for business, meetings and parties without written approval from the Dean of Students.
- 15.7 Students shall not be permitted to enter places on campus designated as “Out of Bounds” or “No through Way”, such as Telephone Switchboards, Kitchens, Examination Offices, Power House, Water Treatment Works and other such areas as notified from time to time.

V DISCIPLINARY ACTIONS

16.0 THE DISCIPLINE OF STUDENTS

16.1 Jurisdiction

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

17.0 OFFICER INCHARGE

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

18.0 ENFORCEMENT OF REGULATIONS

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

- (a) Shall require the student to make a written statement in response to the charges within two (2) days.
- (b) Shall warn or caution the student either verbally or in writing within two (2) days.
- (c) Shall report the student to the office of the Dean of Students in writing enclosing all documentary evidence for further processing within 10 days of reporting the offence. The Dean of Students shall:
 - (i) Investigate and establish whether there is a case to answer. In this respect, the Dean of Students may warn or caution the accused within seven (7) days.
 - (ii) Process the disciplinary offence and forward to the Deputy Principal (Academics and Student Affairs) within fourteen (14) days or,
 - (iii) Take any other action that may be deemed appropriate at that time.

19.0 DISCIPLINARY PROCEDURES

19.1 There shall be a Students Disciplinary Committee of the Senate constituted as per statutes.

19.2 Meeting of the Disciplinary Committee.

19.2.1 Except in cases dealt with the statutes, the Chairperson shall convene a meeting of the Disciplinary Committee within reasonable time after the report being received.

19.3 Notice of Meeting.

19.3.1 The Secretary shall notify both the student and the complainant of the date and time of the meeting and inform them of their right to be present to call witnesses.

19.3.2 The student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other students' commitments.

19.3.3 Accused students are required to be accompanied by their parents/guardians whose names appear in Bomet University College records during the meeting. If a student appears with a person not in the records without any evidence of representing the guardian/parent will be expelled to show cause.

19.3.4 Students who fail to appear before the Student Disciplinary Committee will be expelled to show cause for a period of not more than three months.

- 19.3.5 A student who has taken the University to court or has a pending court case shall be suspended from the University until the case is heard and determined. These shall also include students who intend to stop University activities for example Graduations, Examinations, Elections etc.
- 19.3.6 In the event that such a student wants to be heard by the University Student Disciplinary Committee, such a student shall be required to withdraw the case from the court.
- 19.3.7 The Student shall be required to pay a disciplinary fee to be determined by the Committee from time to time.
- 19.3.8 If a student is serving suspension and has another case to answer, he/she cannot appear before the disciplinary committee until the suspension period is over.
- 19.4 Procedure of the Committee
- 19.4.1 All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of "Principles of Natural Justice" which are namely: That;
- (i) No one shall be a judge of his/her own case.
 - (ii) Each party shall have the right to be heard and call witnesses.
 - (iii) The accused has a right of appeal.
- 19.4.2 The Committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular the Committee shall ensure that both sides are heard and that persons required to be WITNESSES in the case do not sit as members of the Committee.
- 19.4.3 These proceedings are of management nature internal to the administration of the University and therefore shall not involve legal representation. However if a student wishes to be legally represented he/she must give notice to the secretariat to enable the University to instruct its lawyers appropriately.
- 19.4.4 The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

20.0 POWERS OF THE SENATE STUDENTS DISCIPLINARY COMMITTEE

20.1 Powers of the Committee

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

- (i) Dismiss the case against the student.
- (ii) Warn or caution the student either verbally or in writing.

- (iii) Require the student to make good any loss or damages to commensurate with the nature and gravity of the offence committed or impose a cash fine.
- (iv) Forfeit bursary or goods to the university.
- (v) Exclude the student from the Halls of Residence for such a period as the Committee may deem fit.
- (vi) Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit.
- (vii) Suspend the student from the University for a specified period.
- (viii) Expel the student.

20.2 *Communication of Disciplinary Decision*

Subject to Statutes, the Deputy Principal (Academics and Students Affairs) shall communicate the Committee's decision to the student; and such decisions shall take effect immediately.

20.3 *Appeal*

The Students shall have the right to appeal to the Principal against the decision of the Students Disciplinary Committee and to Council against the decision of the Senate.

20.4 *Notice of Appeal*

- 20.4.1 Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed to the Principal within fourteen (14) days of communication of Committees decision.
- 20.4.2 Notice of appeal against the Senate must be given in writing to the Council Chairman through the Principal within fourteen (14) days of the date of the date of communication of the Senate decision.
- 20.4.3 On receipt of a copy of notice of appeal, the Secretary to the Disciplinary Committee shall send to the Principal a copy of all relevant minutes and documents pertaining to the hearing of the case.
- 20.4.4 On receipt of a copy of notice of appeal, the Secretary to the Council shall send to the Chairman of Council a copy of all relevant minutes and documents pertaining to the hearing of the case.

21.0 *Saving Clause*

The provision of these regulations and any decisions made by the Disciplinary Committee shall not derogate from the right of the police or any member of public so entitled to bring any action or to institute criminal proceedings in respect of the same state of facts against any student in a Court of

Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student.

VI RULES FOR CLUBS AND SOCIETIES

22.0 CLUBS AND SOCIETIES

22.1 a) Clubs and societies may be formed for the advancement of the functions and objectives of the University in accordance with statute.

b) Clubs and societies shall be self-supporting in all financial matters.

22.2 *Procedures for forming clubs and societies*

a) The students proposing to form a club or a society shall prepare a draft proposal which must include the following:

- i) Justification
- ii) Objectives
- iii) Interim office bearers and patron
- iv) An indication of likely membership
- v) Possible sources of funding

b) The students shall then:

- i) Discuss the proposal with the Dean of students
- ii) Draw up the proposed club or society's constitution
- iii) Seek approval from for the club and society from the Deputy Principal (Academics and Students Affairs) through the Dean of students.

22.3 *Management of clubs and societies*

- (i) All clubs and societies shall be managed in accordance with their approved constitutions.
- (ii) All scheduled activities must have prior approval of the Dean of Students. For these purposes, a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.

22.4 *General conduct of clubs and societies*

- (i) Topics of discussion by outside guests shall be approved by the Principal through the Dean of students
- (ii) University facilities may not be used for County or National political campaigns
- (iii) Fund raising by students on Campus shall not be allowed unless authorized by the appropriate Government authorities and approved by the Principal through the Dean of students.

22.5 *Protection of Name*

Any individual, Students Organization, Club or Society may not use the name "Bomet University College" without the written approval of the Principal through the Dean of Students.

COMMON RULES AND REGULATIONS FOR UNDERGRADUATE EXAMINATIONS

Examination irregularities shall include:

- (i) Having an unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, jackets/overcoats, clipboards, writings on adjacent walls, desks, tables, bags, electronic devices, such as mini computers, calculators, cellphones, pagers etc.
- (ii) Reading or attempting to read answer scripts belonging to another candidate.
- (iii) Copying from or attempting to copy from or making references to unauthorized material(s) in the examination room.
- (iv) Obtaining or attempting to obtain assistance from another candidate/non-candidate, and/or giving assistance or attempting to give assistance to another candidate, directly or indirectly.
- (v) Destroying evidence which may be used as proof against a candidate who is suspected to have committed an examination irregularity.
- (vi) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
- (vii) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.

PROCEDURE IN DEALING WITH EXAMINATION IREGULARITIES

- i) Invigilators shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.
- ii) When an invigilator suspects that a candidate has committed an examination irregularity or irregularities other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Principal (Academics and Students Affairs).
- iii) The Invigilator shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.
- iv) The candidate shall, at the end of the examination paper, be asked to make a written Statement to be submitted to the Deputy Principal (Academics and Students Affairs) by the Senior Invigilator.

- v) The Senior Invigilator and the Chief Invigilator shall at end of the examination make a report of the case to of Department immediately after the examination by filling the incident form and in any case no later than 24 hours after the examination.
- vi) The Head of Department shall report the case of examination irregularity to the Deputy Principal (Academics and Students Affairs) within seven days of receipt of irregularity report. The Head of Department while reporting the case of the examination irregularity must submit the invigilator's report, candidate's statement and any unauthorized materials found with the student and the same recorded and signed for by an officer in the Examinations Centre receiving the materials.
- vii) The Chairman of the Standing Committee of Senate on Examination Irregularities shall set a date for hearing of examination irregularity cases occurring in the semester/term within three weeks after the end of the examination period for the affected case.
- viii) The Chairman of the Standing Committee of Senate on Examination Irregularities shall communicate the date of the examination irregularity disciplinary meeting to the affected student and parents/guardians, members of the Standing Committee of Senate on Examination Irregularities and witnesses (invigilators) who detected the alleged offenders at least 14 days before the case date.
- ix) A student appearing before the Standing Committee of Senate on Examination Irregularities shall pay a disciplinary fee of Ksh.3000.00 or as may be determined by Senate from time to time.
- x) A student who is alleged to have committed an examination irregularity shall be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.
- xi) Those giving evidence shall not be members of the Committee.
- xii) The Standing Committee of Senate on Examination Irregularities shall meet, interview the affected student and witnesses to reach verdicts which are then communicated to the affected student within 7 days of hearing of the case by the Deputy Principal (A & SA).
- xiii) In the event that the Committee is unable to reach a verdict by consensus, a vote shall be taken by the three members of Senate, the Dean of the School, and the Dean of Students. If a tie is registered during voting, the chairman shall take a vote to unlock the tie;
- xiv) The Deputy Vice Chairman (A & SA) shall present the report and recommendations of the Standing Committee of Senate on Examination Irregularities to Senate within one month of sitting for noting and ratification.

- xv) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Head of Department considers that an examination irregularity has occurred, a full report shall be made to the Chairman of the Standing Committee and the Deputy Principal (Academics & Students Affairs), through the Dean of the School.

CLASSIFICATION OF EXAMINATION IRREGULARITIES

Examination Irregularities shall be classified as follows:

Group I

- i) Being found in the examination room in possession of the prohibited items stated in section (i) of this document.
- ii) Writing on the question paper.
- iii) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.

Group II

- (i) Having unauthorized material in an examination room written on paper or other materials.
- (ii) Having unauthorized material in an examination room in electronic devices such as mini-computers, calculators and cell phones or any other device.
- (iii) Reading or attempting to read answer scripts belonging to another candidate.
- (iv) Forging an examination card and using it to sit an examination or sitting an examination when not authorized.
- (v) Refusing to write a statement.

Group III

- (i) Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.
- (ii) Permitting another candidate to copy from or make use of one's papers to answer questions.
- (iii) Copying from the examination papers of another candidate.

Group IV

- (i) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- (ii) Indicating conflicting registration numbers on the answer booklet and the examination attendance sheet.
- (iii) Obtaining or attempting to obtain assistance from another candidate, student or person impersonation), and/or giving or attempting to give assistance to another candidate or student (impersonation), directly in answering an examination paper. If the imposter is not a student of Bomet University College, the University College shall be at liberty to file a criminal charge of impersonation in a court of law against the person.

- (iv) Accessing a question paper or questions of an examination before the date and time scheduled for the examination.
- (v) Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.
- (vi) Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.
- (vii) Destroying evidence which may be used as proof of an examination irregularity.
- (viii) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties and assaulting the invigilator or causing him or her actual bodily harm.
- (ix) Presenting for examination the works of another person or persons without their knowledge with intent to deceive the examiner.
- (x) Sitting for examinations at a time when one is on suspension or has been expelled to show cause.
- (xi) Committing a subsequent irregularity after being warned or suspended and readmitted.
- (xi) Failing to appear before the Senate Standing Committee on Examination Irregularities when one has been summoned to do so after a suspected examination irregularity. In this case, the candidate shall be expelled to show cause.
- (xii) Any evidence of cheating in an examination that may be detected during or after marking.

Group V

- (i) Being involved in an examination leakage.

Group VI

- (i) Changing of marks in the mark sheet or transcript by a student or employee of the University.
- (ii) Any emerging evidence of cheating, plagiarism, falsification of examination results or having committed any of the offences in group I-IV above after the student has graduated.
- (iii) Forgery or falsification of academic testimonials and /or uttering of the same to derive benefit when one is still a student or after one has graduated.

Disciplinary Action

If it is evidently established that a candidate has committed an examination irregularity, disciplinary action shall be taken immediately. Although an attempt has been made to match an examination

irregularity with a disciplinary action(s) by making them fall in the same group, disciplinary action may include either one or a combination of the following:

Group I

- (i) Issuance of a warning letter to the candidate.
- (ii) Cancellation of examination results in the affected course and issuance of a warning letter.

Group II

Cancellation of the examination results for the course and suspension of the candidate for one (1) academic year.

Group III

Cancellation of the examination results for the course and suspension of the candidate for a period of two (2) academic years.

Group IV

Cancellation of all examination results and expulsion of the candidate from the University

Group V

- (i) Expulsion of the student from the University.
- (ii) Notifying the student's employer about the malpractice, if s/he is on employment.
- (iii) Having a member of staff involved in the leakage face disciplinary action as per the terms of service.
- (iv) Preferring charges in a court of law on masterminds of examination leakage.

Group VI

- (i) Expulsion of the student from the University.
- (ii) Having a member of staff involved in changing of marks face disciplinary action as per the terms of service.
- (iii) Withdrawal or cancellation of the degree/diploma/certificate conferred on or awarded to the candidate.
- (iv) Preferring charges in a court of law.

Appeals

- (i) There shall be a Standing Examination Irregularities Appeals Board appointed by Senate to hear examination irregularity appeal cases whose membership shall be as follows:
 - Chairman - Chairman of Senate or Nominee

- Members - 3 members of Senate and the Dean of the School, and Dean of Students.
- Legal Officer

In attendance;

- The Registrar (Academics, Research and Extension)
- Deputy Registrar (Examinations) – secretariat

(ii) Any appeal shall be made in writing within 21 days of the decision of the Standing Committee on Examination Irregularities to the Chairman of Senate who shall assess the appeal request and if in his/her the opinion the appeal:

- Merits another hearing, s/he shall cause a meeting of the Committee to be convened within 21 days after receiving such a request.
- Does not merit another hearing, dismisses the case and informs the appellant accordingly within 14 days of receipt of such a request.

(iii) The Registrar (Academics, Research and Extension) shall invite the student who has appealed to appear before the Standing Committee on Examination Irregularities.

(iv) The Standing Examination Irregularities Appeals Board shall only consider the grounds of appeal presented by the student. There shall be no fresh hearing or presentation of new evidence during the hearing of the appeal.

(v) The Standing Examination Irregularities Appeals Board may make any of the following decisions: confirm the earlier decision of the Standing Committee, amend, vary or arrive at a new ruling on the case.

(vi) The Standing Examination Irregularities Appeals Board shall report its findings to Senate for consideration within one month of hearing the appeal and the outcome communicated to the student by the Chairman of Senate within 5 working days after Senate consideration.

(vii) No other appeal shall be entertained after Senate has considered the report of the Standing Examination Irregularities Appeals Board and pronounced its verdict.