

**Mount Kenya  University**

**Revised  
Students Handbook  
2019 Edition**

MQUNT KENYA UNIVERSITY  
Approved By University Council  
Date.....19/6/2019.....

*Approved by the University Council on 19<sup>th</sup> June, 2019*

## Contents

INTRODUCTION .....	3
1.0 MISSION, VISION AND PHILOSOPHY .....	4
2.0 UNIVERSITY GOVERNANCE .....	4
3.0 DEFINITION OF A STUDENT .....	7
4.0 STUDENTS SERVICES .....	7
5.0 SAFETY AND SECURITY .....	11
6.0 STUDENTS' ASSOCIATION .....	12
7.0 ACCOMMODATION AND CATERING .....	14
8.0 CATERING .....	15
9.0 COUNSELING SERVICES .....	15
10.0 SERVICES FOR STUDENTS WITH DISABILITIES .....	16
11.0 STUDENTS' RIGHTS AND RESPONSIBILITIES .....	16
12.0 ACCESS TO INFORMATION .....	16
13.0 APPLICATION AND SCOPE OF RULES AND REGULATIONS .....	17
14.0 STUDENT COMPLAINTS PROCEDURE .....	17
15.0 DRESS CODE .....	20
16.0 GENERAL CONDUCT .....	20
17.0 DISCIPLINE WITHIN THE UNIVERSITY .....	23
18.0 DEATH AND BEREAVEMENT .....	33
19.0 STUDENTS ACADEMIC RESPONSIBILITY .....	34
20.0 DEFERMENT OF STUDIES/ ACADEMIC LEAVE .....	34
21.0 DURATION OF STUDY AND TRIMESTER/SEMESTER LOADING .....	35
22.0 COURSE STRUCTURE AND REQUIREMENTS FOR A DEGREE COURSE .....	35
23.0 CHANGING COURSE .....	36
24.0 GENERAL EXAMINATION REGULATIONS .....	36
25.0 CONVOCATION/ALUMNI .....	49
26.0 FEES STRUCTURE FOR UNDERGRADUATE STUDIES .....	49
27.0 ACADEMIC ADVISORY .....	50
28.0 MOUNT KENYA UNIVERSITY LIBRARIES .....	52
29.0 DECLARATION BY THE STUDENT .....	54
30.0 MOUNT KENYA UNIVERSITY STUDENT'S BOND OF GOOD CONDUCT .....	55

## **INTRODUCTION**

*The Mount Kenya University Student's Handbook* is a summarized introduction to what a student expects when they enroll in this world class university. The handbook covers a broad range of areas, including the university governance, student services, safety and security, the students' association, accommodation and catering.

It also guides students on rules, regulations and the expected general conduct of students in the university. The dress code is clearly stipulated and where to get counselling services, if needed. The handbook also highlights the students' academic responsibilities and general examination regulations.

Mount Kenya University provides all its students and faculty with an enabling environment to improve their academic and social well-being to lead productive and fulfilling lives. 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 arts, science and technology education. All we expect of our students is mutual respect of University regulations and respect of other students' and staff's 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.

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

## **1.0 MISSION, VISION AND PHILOSOPHY**

### **1.1 Vision**

To be a Global Centre of Excellence in Education, Research and Innovation in Science and Technology.

### **1.2 Mission**

To Provide World-Class Education, Research and Innovation for Individual Transformation and Sustainable Global Development.

### **1.3 Philosophy**

To harness knowledge in applied sciences and technology for the service of humanity.

### **1.4 Academic Character**

With an emphasis on science, technology and humanities, Mount Kenya University offers an all-rounded education, including moral and professional education to all persons irrespective of religion, race, gender or political affiliation, social or cultural background. It endeavors to develop well-trained manpower equipped with technological scientific knowledge and capacities from certificates, diplomas, undergraduate and postgraduate degree courses.

#### **1.4.1 Characteristics of the teaching and learning processes and Research.**

The university programs employ 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 are given support by specified professional lecturers who facilitate the development of their competence and abilities in the settings of learning and work practice. The design and development of all the programs are underpinned by appropriate stakeholders' participation.

## **2.0 UNIVERSITY GOVERNANCE**

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

The Board of Directors

The University Council

The Chancellor

The Vice-Chancellor

The Management Board

The Senate, and any other bodies established by the Council

## **2.1 Board of Directors**

The Board of Directors (BOD) of the University is the supreme organ of the University and is vested with the power to:

- a) Safeguard the foundational mission, aim and objectives of the university
- b) Appoint or remove any member of the University
- c) Purchase, lease, hire, acquire and hold the property and assets of the university
- d) Solicit for financial resources by itself or through its agents, as the case may be
- e) Receive and act on University matters as within the mandates of Directors as spelt out in Trust Deed and Certificate of Incorporation

## **2.2 University Council.**

The University Council is appointed by the Board of Directors to govern the University and promote its fundamental aims and objectives. The membership of the University Council consists of the following:

- a) The Chairman
- b) The Vice-Chairman
- c) The Vice-Chancellor
- d) Not more than ten persons appointed by Board of Directors

## **2.3 Management Board**

There is a Management Board of the University, 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 comprises:

- a) Dean of the School, who is the chairperson.
- b) Heads of Departments in the School.
- c) All teaching staff in the school.

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 need 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 comprises:

- a) Head of department, who is the chairperson
- b) All teaching staff in that department.

- c) Two student representatives

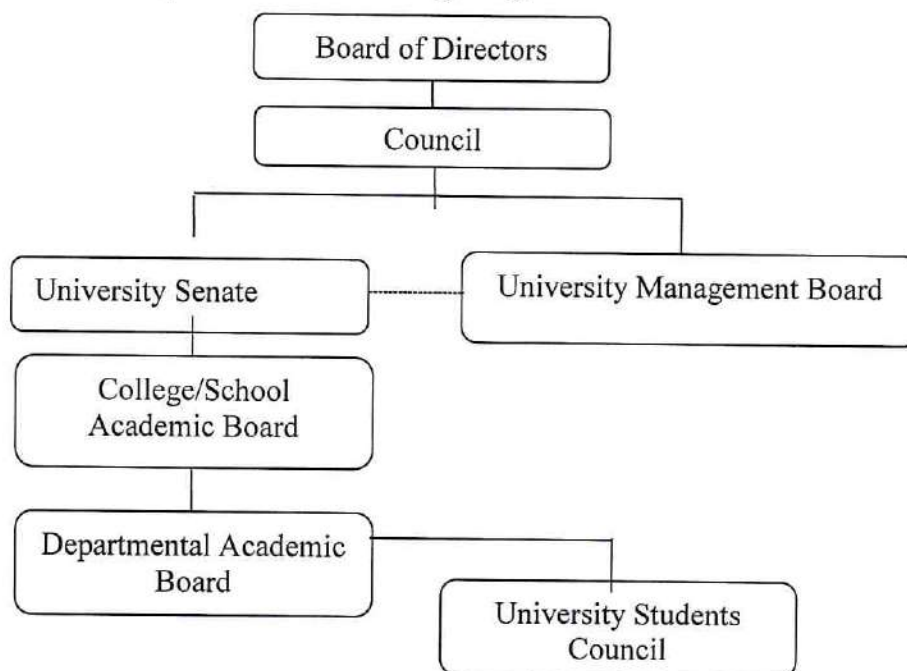
## 2.7 Chief Officers of the University

The officers of the University shall include:

- i. Vice-Chancellor
- ii. Deputy Vice-Chancellors
- iii. Registrar, Academic Administration
- iv. University Librarian and Information Services
- v. Principals of Divisional Units
- vi. Directors of Campuses/ Directorates
- vii. Deans of Schools/Students
- viii. Deputy Registrar, Academic Administration
- ix. Registrars
- x. Deputy Dean of Students
- xi. University Chaplains
- xii. University Counselor
- xiii. Deputy Directors of Campuses/Directorates
- xiv. Associate Deans of Schools
- xv. Associate Deans of Students
- xvi. Heads of Departments

Any other persons appointed by the Council.

## 2.8 The University Governance Organogram



### **3.0 DEFINITION OF A STUDENT**

In this handbook, the term “student” refers to a person registered as a learner of Mount Kenya University during the current trimester/semester for a course or such other qualification of the University as may be approved by the Senate.

### **4.0 STUDENTS SERVICES**

The University has Student Welfare Committees in all campuses which deal with all matters related to the students’ welfare.

The committees ensure a conducive environment for learning and enhance the development of the non-academic aspects of the students within the institution. Additionally, they facilitate the all-rounded grooming of graduates in readiness for the civil society. Mount Kenya University Students Welfare Divisional unit headed by the Principal, Student and Alumni Affairs (PSAA) provides these services in the following areas:

- i. Guidance and Counseling
- ii. Chaplaincy services
- iii. Sports and Recreation
- iv. Film, Creative and performing Arts
- v. Volunteer and career advisory services
- vi. Alumni Services
- vii. Mentorship
- viii. Student accommodation
- ix. Medical/Health care

#### **4.1 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 are allowed within the first 3 weeks of enrolment based on official application and proper advice.

The office of the Registrar, Academic Administration acts as a career advisory centre with full-time qualified staff and production of career advisory pamphlets and booklets to help the students understand their career choices while encouraging them to objectively assess their skills, interests, values and aptitudes.

The Career and Alumni Services Directorate in collaboration with the Deans of Schools coordinates career guidance and job placement services.

#### **4.2 Voluntary Services**

Mount Kenya University encourages students to embrace its social responsibility to the immediate community by offering voluntary services.

Students are also encouraged to offer voluntary services, especially in areas related to their area of studies or club activities.

### **4.3 Guidance and Counseling**

Mount Kenya University has Guidance and Counseling Department managed by trained professional counselors and is headed by the University Counselor. The department offers confidential counseling services within the premise of a serene environment. The services are offered 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 group and club activities and workshops, whose agenda address interpersonal skills and relationships, stress management, confidence-building, assertiveness, loss and invisible disabilities, and substance abuse.

Periodically the department organizes 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 are invited to give short lectures to the students and staff.

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

### **4.4 Sports and Recreation**

Mount Kenya University provides key sporting facilities both for competition and recreational purposes.

The University provides the sporting facilities in the following disciplines:

- i. Soccer/football men and ladies*
- ii. Basketball*
- iii. Swimming*
- iv. Hockey, men and ladies*
- v. Netball,*
- vi. Handball, men and ladies*
- vii. Athletics,*
- viii. Rugby,*
- ix. Lawn tennis*
- x. Badminton.*
- xi. Table tennis,*
- xii. Darts, Chess, Scrabble*
- xiii. Body building*
- xiv. Volleyball, men and ladies*
- xv. Karate men and ladies*
- xvi. Tae Kwon Do men and ladies*
- xvii. Roll ball men and ladies*
- xviii. Chess men and ladies*
- xix. Billiards/Pool*
- xx. Gymnasium*

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. The teams represent the University in different competitions.

#### **4.4.1 Dress code during sports**

- a) Students participating in sports are expected to be appropriately dressed: boots or sneakers, shorts or track suits, t-shirts and bikers.
- b) All uniforms used during matches or competitions should be returned immediately for washing.
- c) Official uniform may not be used for training purposes.
- d) All sports equipment (balls, boots, rackets, hockey sticks etc.) provided by the University for training or competitions should be returned immediately.
- e) If sports equipment of the University is damaged, not accidentally, the persons responsible will be charged accordingly.

#### **4.4.2 General behavior during sports**

- a) Students are expected to behave in a respectful manner while on training and on official sports trips, whether as players or spectators.
- b) During a match any complaints should be channeled to the referee/umpire or through the team captain.
- c) No drugs, alcohol or any other forms of intoxicants should be consumed before, at or after matches or during training.
- d) 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, at all times during sports events whether as players or spectators.
- e) Any suggestions related to sports should be made to the Dean of Students, through the sports coordinator, the coaches, the student sports coordinator or the captains.

#### **4.5 Film, Creative and Performing Arts**

The University also promotes talents through film, creative and performing arts in the following disciplines:

- a) Film
- b) Drama
- c) Theatre
- d) Music
- e) Modern Dance and cultural performances
- f) Fine Arts
- g) Fashion design
- h) Modeling
- i) Comedies, skits
- j) Any other performed and creative art

Mount Kenya University has a Film, Creative and Performing Arts directorate headed by a Director.

## **4.6 Recreation**

The University provides television and audio entertainment to the students vide a 42-channel television connection (DSTV) that provides services 24 hours a day.

Mount Kenya University also has a student centre, cafeterias, shops, conference rooms, health and fitness gyms 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.

## **4.7 Medical Health Care**

The University provides primary health-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 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.

### **4.7.1 Student's Responsibility in 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 of health 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 submitted to the Dean of the relevant school. Students shall be entitled to medical treatment under University health services when they are in session only. The University does not meet the cost of dental, spectacles and post-natal services to students.
- c) The University does not meet the expenses incurred by students attending private clinics and hospitals. Additionally, the University is not responsible for medical, funeral and other related expenses incurred by students while on vacation or holiday.
- d) Mount Kenya University encourages all students to participate in group or personal health insurance cover (**NB: It is mandatory for International students to have health insurance cover**).
- e) All students should be members of National Hospital Insurance Fund (NHIF).

## **4.8. Chaplaincy Services**

The University offers Chaplaincy services. Chaplaincy ensures efficiency and effectiveness in the management of religious groups. There are only three recognized religious groups in the University:

- The Christian Union (CU) and the Seventh Day Adventists (SDA)

- The Young Catholic Students Association (YCSA)
- The Muslims Association of Mount Kenya University (MAMKU)

#### **4.9 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 are self-supporting in all financial matters.

##### **4.9.1 Club Committees**

To sustain coordination between students, patrons, and the students' body, clubs have democratically-elected committees which facilitate a suitable environment for the development of all-rounded persons in clubs.

##### **4.9.2 Formation of Clubs and Societies**

Interested students are encouraged to prepare a proposal stating the objectives, justification, interim office bearers and patron, who must be a member of staff, and an indication of likely membership. Formation of clubs must follow the university Quality Management System procedure.

Approval of a club/society shall be through the Dean of Students/Associate Dean of Students.

##### **4.9.3 Clubs/Societies Management**

All clubs/societies are managed in accordance with their approved constitutions 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/Associate Dean of Students at the beginning of the trimester/semester.

#### **5.0 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 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 the 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) To use well-insulated electrical appliances
- c) Not to tap electricity from live wires

- d) To switch off the lights and sockets which are on, if not in use
- e) When there is a black out, to switch off all the electrical appliances
- f) Not to use electrical appliances on a moist / wet surface
- g) Not to cook in the halls of residence.

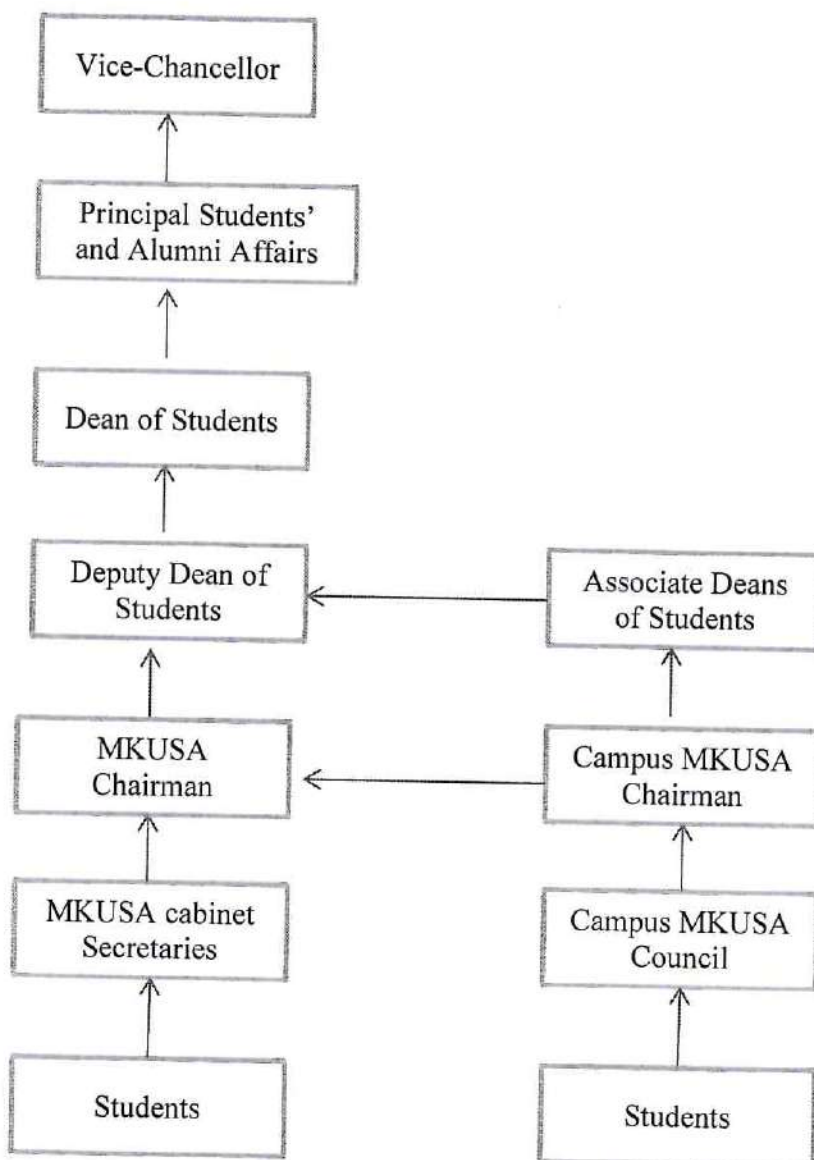
### **5.1 In case of fire the students should**

- ✓ Close all the windows
- ✓ Cover themselves with a blanket in case they catch fire 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

### **6.0 STUDENTS' ASSOCIATION**

Mount Kenya University Students Association (MKUSA) is authorized by the University Council to coordinate social, cultural, leisure and welfare activities among the student 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 may represent students' interests in the Senate. They shall form a formal link between the management and the general student body in matters requiring administrative consultations.

### STUDENTS GOVERNANCE STRUCTURE



#### 6.1 International Students

International students are subject to the same treatment as other students. However, they must meet all the legal requirements laid down by the Kenya Immigration Department. Any assistance required can be obtained from the International Students Officer

## **7.0 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 is on trimester/semester 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 can request for a list of recommended private hostels in which they can choose to stay. Accommodation and catering charges at the private hostels may vary.

### **7.1 Security of Students' Property in Halls of Residence**

Reasonable security is provided. However, the University is not liable for losses of or damage to, student personal property while in the University premises.

### **7.2 The University Parking**

A student who wishes to park his/her vehicle within the University premises can only do so after obtaining written permission from the Director of Security Services. 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 Director of Security Services.

### **7.3 Visitors to the Halls of Residence**

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

Female/male students should 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 10:00 am and 10:00 pm.

### **7.4 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, Principal Finance Officer and Principal, Student and Alumni Affairs. 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.

### **7.5 Music and Musical instruments in the halls of residence**

Music and other instruments may be used between 6:00 am and 10:00 pm. However, the sound should not be loud enough to cause disturbance to other residents who may be resting or studying. The music should be for your ears only.

## **7.6 Married Students**

The University does not give any special treatment to married students. Couples can make private arrangements for their accommodation outside the University.

## **8.0 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. Students are always required to produce their meal cards before they are allowed entry to the dining hall and being served.

## **8.1 CAFETERIA SERVICES**

The University offers catering services at affordable prices to students.

## **9.0 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, formulation and implementation of their educational and career plans, facilitation of student self-understanding, coping with life challenges, and self-acceptance.

The staff in the Counseling Centre assists students in:

- a) Becoming more proficient in life-skills such as choosing between alternative effective interpersonal communication, and enhancing potential
- b) Improving insights and self-understanding that enable them to understand their feelings and tensions
- c) Coping with crises and learning how to resolve problems
- d) Undergoing emotional, spiritual and psychological healing so that students can move towards wholeness, especially in the light of brokenness brought about by crises
- e) Reconciliation – this assists students to move towards restoring wholeness in broken or strained relationships with those who constitute their social environment
- f) Sustenance - supporting students by standing by them and sharing burdens with them while responding to a crisis
- g) Guidance - assisting students to make decisions by drawing from within them what was potentially available
- h) Information - clarifying alternatives for students by 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

## **10.0 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.

## **11.0 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, 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, exchange thoughts and opinions, and to speak, write, or print freely on any subject in accordance with the 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 behavior, 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 Students, Dean of School or Director of Security Services.

## **12.0 ACCESS TO INFORMATION**

The University has a clear-cut system of information dissemination through student portals, emails, newsletters, social media platforms and circulars posted on notice-boards and in all departments. Internet and WIFI connectivity are accessible in designated places to students within the University. The University's website, [www.mku.ac.ke](http://www.mku.ac.ke) is another important source of information that all students should regularly visit. 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.

### **12.1 Correspondences**

- a) If any individual student addresses a press conference or uses media to make a correspondence, such correspondence should bear the name of the individual. The student should use his/her private address and not that of Mount Kenya University.

Any article for publication must have the disclaimer: *“these views are personal and do not reflect the stand of Mount Kenya University”*.

- b) There is no student who is allowed to make any public statement on behalf of the University on matters affecting it without the written authority of the Vice-Chancellor.
- c) All correspondence to potential sponsors whether local or foreign should be done through the Principal, Student and Alumni Affairs or Dean of Students, who will forward as may be appropriate after consulting with the Vice-Chancellor.
- d) 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 Principal, Students and Alumni Affairs or Dean of Students or the Principal, Corporate Services.

### **13.0 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 are 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.

#### **13.1 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. 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 residence before proceeding on vacation. Any lost key must be replaced by the student.

Students shall 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 firefighting appliances other than for the firefighting purpose.

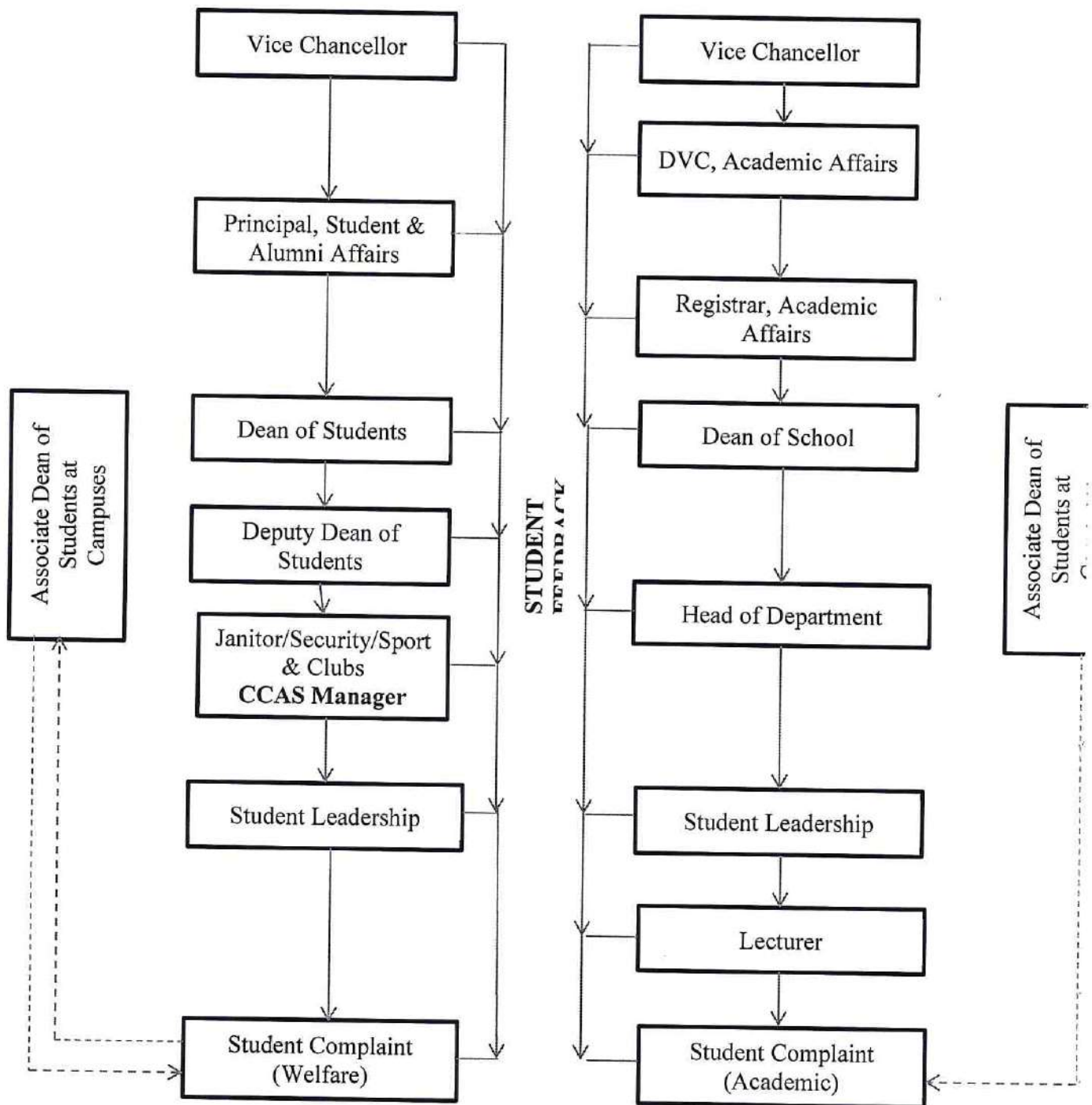
#### **13.2 Processions, Demonstrations and Ceremonies**

It is a serious offence for any student to organize or stage unlawful demonstrations, processions or ceremonies for which the University or the Government of Kenya has not given permission.

### **14.0 STUDENT COMPLAINTS PROCEDURE**

- a) The office of the Vice-Chancellor is the final internal level in resolving student complaints.

- b) Students should use the Procedure for Handling Students' Complaint available on the University website.
- c) The resolution of the complaints depends on their nature, and the University Service Charter, ISO 9001:2015 Quality Management System procedures, the University Charter and the University Statutes and Schedules are guiding documents and are provided as references.
- d) 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, departmental academic boards, school academic boards, committees of Senate and Senate.



**Key**  
Complaint ↓

Feedback ↓

*Student leadership*  
✓ Class representative

- ✓ Association and clubs leadership
- ✓ Student Governing Council

***Source 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
- ✓ Head of Departments
- ✓ Dean of Schools
- ✓ Examinations and Teaching
- ✓ Admissions research projects
- ✓ Library

## **15.0 DRESS CODE**

The University aims at preparing and training its students for real work situation. Therefore:

- i. Students are expected to dress decently and as per requirements in line with their training, the faculty ethics as well as in keeping with societal norms and expectations
- ii. Persons dressed in clothes / pants revealing private body parts will be denied access into the University premises and will be required to go back and dress decently
- iii. Caps or hats should not be worn during lectures, in the library, laboratory or when addressing members of staff
- iv. Male students should have well groomed hair
- v. Female students should not wear see through clothes, bare-backs/belly from waist to neck, or low breast cleavage or micro minis.

**Note: 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.**

## **16.0 GENERAL CONDUCT**

The University aims at providing a conducive environment in line with the mission: *To Provide World-Class Education, Research and Innovation for Individual Transformation and Sustainable Global Development.* 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 should conduct themselves within and outside the University in accordance with the highest standards of integrity, personal discipline and moral values.

The students are expected:

- i. Not to keep any offensive weapon within the University premises
- ii. 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
- iii. To honor the rights and privileges of other members of the University community at all times
- iv. To refrain from any conduct that might bring the University or any section or program thereof into disrepute or public odium
- v. To conduct themselves in all public places with such demeanor and dignity as befits their status as scholars and educated citizens
- vi. To wear appropriate attire and modestly during studies, at meal times in the dining halls, and in all University functions
- vii. To desist from all acts of hooliganism, unruly or rowdy behavior, fighting, unreasonable or excessive noise or any other acts likely to cause a breach of the peace within or outside the University premises
- viii. To avoid drunkenness or other anti-social behavior as would lead to the disturbance of other students, staff, the University community generally, or of members of the public
- ix. To present themselves and behave decently inside and outside the University
- x. To carry at all times the University identity card and to present it to persons in authority whenever requested
- xi. To take responsibility 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
- xii. To 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
- xiii. To observe proper hygiene and acceptable sanitation of the washroom facilities
- xiv. To use bins provided in the lecture rooms, corridors and compound for disposal of litter
- xv. Not to eat or drink in the on the lawn, in lecture rooms, library, laboratories, corridors, graduation dais, car park or at the administration block
- xvi. Not to prevent any student(s) or member of staff from performing their normal duties
- xvii. Not to receive personal telephone calls and visitors during class sessions. Students are expected to inform their guardians, parents, friends and relatives that NO interruption of class is allowed
- xviii. To switch off mobile phones during class-time, in the library, and during practical sessions
- xix. To ensure that invitations of guest speakers are approved by the Vice-Chancellor
- xx. To avoid using university facilities for political campaigning and ethnic meetings

- xxi. To ensure that any intended fundraising activity by the students is authorized by relevant authorities through the Dean of Students' office
- xxii. To use utilities such as water, light, and telephone safely and in a responsible, economical manner
- xxiii. To use the property of Mount Kenya University with due care and without negligence
- xxiv. Not to involve themselves in offenses such as fighting, assault, theft, falsifying records both inside and outside the University
- xxv. To know that the University does not protect or cause any immunity from arrest and prosecution if a student breaks the Kenyan laws within or outside the campus. Individual students arrested will be responsible for their own defense, payment of fines and bail. In case of arrest, students should immediately notify the office of the Dean of Students /Associate Dean of Students
- xxvi. To know that 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:

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

### **16.1 Important note on processions, 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

### **16.2 Student's participation during university functions**

Once in a while students will be invited to participate or assist in University functions. This includes, but not limited to, ushering, music, dance, drama, film, and other performing and creative arts. One will be required to sign a consent form or code of ethics (where applicable) available from the relevant section. It is an offence for students, once they have signed the consent form, to refuse to participate or to incite others on the same.

### **16.3 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 anyone using the name without approval.

## **17.0 DISCIPLINE WITHIN THE UNIVERSITY**

The offices of the Principal, Student and Alumni Affairs, the Dean of Students and Associate Deans of Students are 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.

### **17.1 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 and the organs 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.

Where a student breaches the regulations the officer in charge shall:

- i. Warn or caution the student either verbally or in writing and forward the case to the relevant office for action.
- ii. Report the case to the office of Dean of Students or Associate Dean of Students in writing. All the non-academic disciplinary cases will be forwarded to non-academic Disciplinary committee for appropriate action.

### **17.2 Disciplinary Procedures and Penalties**

The University has a disciplinary committee on non-academic matters as provided in the University Statutes. The disciplinary committee shall be called within two weeks from the date of reporting of the case.

A student shall be invited and given an opportunity of being heard before the disciplinary committee makes its decision.

The powers of the committee include:

- a) Giving a letter of warning which will be carried in the student file
- b) Looking at the case and determining and giving a verdict
- c) Requiring the student to meet the cost of any loss or damage to University property
- d) Dismissing the case against the student
- e) Excluding the student from using the University halls of residence facilities for a period of time as the committee may deem fit
- f) Not interfering with the due process in case of court case
- g) Excluding 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 was a breach of academic regulations.
- h) Recommending to the Senate through the Vice-Chancellor the expulsion of a student.
- i) A combination of two or more of the above
- j) Any other penalties the committee may deem fit

The University Student Disciplinary/ Welfare Committee shall comprise of:

- a. Principal, Student and Alumni Affairs (Chair)
- b. Dean of Students - Secretary

- c. Deputy Dean of Students
- d. Associate Deans of Students of relevant campuses.
- e. Head of Department of student(s) concerned
- f. University Chaplain
- g. University Counselor
- h. Two representatives of Student Council

### **17.3 Non-Academic Disciplinary and Criminal Offences**

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

- a) Drunkenness
- b) Drug and substance abuse
- c) Drug and substance trafficking
- d) Possession of illicit intoxicants
- e) Illegal trade or hawking
- f) Fighting
- g) Physical assault
- h) Verbal assault
- i) Cyber-bullying
- j) Cyber-crime
- k) Arson
- l) Theft
- m) Impersonation
- n) Forgery
- o) Fraud
- p) Rape or attempted rape
- q) Sexual harassment in all its forms
- r) Unnatural sexual acts
- s) Incitement of fellow students, staff or other members of the University community.
- t) Vehicle hijack or misuse
- u) Illegal Picketing
- v) Abetting crime
- w) Boycott of scheduled lectures, practicums, other courses of instruction or examinations
- x) Intimidation or issuance of threats, written or verbal, to students with intent to disrupt an ongoing activity or any other processes
- y) Illegal and unauthorized clubs and associations
- z) Malicious or willful damage to University property, that of other students or members of the public
- aa) 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
- bb) Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards

- cc) Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the University

#### 17.4 Alcohol, Drug and Substance Abuse

**MOUNT KENYA UNIVERSITY IS A DRUG-FREE ZONE** and requires all its students to desist from drugs while in the University or at their homes or while outside attending University functions.

Research has shown that alcohol and marijuana (*Cannabis sativa*) 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 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 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.

Smoking, alcohol-taking and general drug abuse and possession is prohibited within the University premises. Students found committing these offences are liable for disciplinary action.

MOUNT KENYA UNIVERSITY  
Approved By University Council

Date: 19/6/2019

### 17.5 Penalties for Non-Academic Disciplinary Offences

S/N	Offence	Penalties / action taken	Guidelines
1	Drunkenness and Disorderly behavior	a) Place the drunk student in safe custody to reduce intoxication b) Issue warning letter c) Compulsory rehabilitation/counselling in case of addiction d) Suspension for one academic year e) Expulsion	a) safe custody b) <b>Written warning</b> Any drunk student should get written warning letter c) <b>Rehabilitation for a habitual drunkard</b> d) <b>Suspension for:</b> <ol style="list-style-type: none"> <li>1. Creating disturbance</li> <li>2. Destruction of property</li> <li>3. Use of abusive words</li> <li>4. Actual possession of alcohol or alcohol related substances within the university premises</li> </ol> e) <b>Expulsion for repeat offenders unwilling to reform</b>
	Drug and substance abuse	a) Issue letter of warning b) Compulsory rehabilitation/counseling in case of addiction c) Suspension for one academic year d) Expulsion	a. <b>Written warning for being involved in abuse of drugs and related substance within the university premises</b> b. <b>Rehabilitation/counseling</b> For first offenders. c. <b>Suspension</b> Repeated offenders d. <b>Expulsion</b> Habitual offenders unwilling to reform

S/N	Offence	Penalties / action taken	Guidelines
3	Drug and substance trafficking	a) Handing over to law enforcement authority b) Expulsion	Expulsion for traffickers and peddlers
4	Possession of illicit intoxicants	a) Written warning b) Suspension for one academic year c) Expulsion and handing over to law enforcement authority.	<b>a. Written warning and suspension from the university hostels.</b> Being found in a place where they are being used. <b>b. Suspension</b> Users <b>c. Expulsion and handing over to the law enforcement</b> Habitual offenders & peddlers
5	Unauthorized trade or hawking	a) Confiscation of the items b) Issue letter of warning c) Suspension for one academic year	a. If not authorized b. Written warning on repeat c. Suspension after written warning
6	Fighting	a) Suspension for one academic year b) Expulsion and handing over to law enforcement authority	a. Suspension for first offender b. Expulsion and handing over to law enforcement for repeat offender
7	Physical assault without provocation or reasonable cause	a) Expulsion and handing over to law enforcement authority	Expulsion and handing over to law enforcement authority.
8	Abusive language in public	a) Issue letter of warning b) One semester suspension after the second warning c) Expulsion and handing over to law enforcement authorities	a. Written warning to first offender b. Suspension after written warning c. Expulsion and handing over to the law enforcement for repeated offenders

S/N	Offence	Penalties / action taken	Guidelines
9	Cyber-bullying	a) Issue letter of warning b) Suspension for one academic year c) Expulsion and handing over to law enforcement authorities	a. Written warning to first offender if the message is not incriminating b. Suspension after written warning or when there is breach of peace c. Expulsion and handing over to law enforcement for repeat offenders
10	Cyber- crime	a) Handing over to law enforcement authority b) Expulsion	Expulsion and handing over to law enforcement authority.
11	Arson	a) Handing over to law enforcement authority b) Expulsion	Expulsion and handing over to law enforcement authority.
12	Theft	a) Demand return of stolen property and apology b) Mandatory compensation for property stolen together with issuance of relevant warning letter. c) Suspension for one academic year d) Expulsion and handing over to law enforcement authority.	a. Return of stolen property with written apology to the university b. Compensation and written warning for first offenders. c. Suspension for repeat offenders d. Expulsion and handing over to the law enforcement authority for repeat offenders
13	Using impersonators in examinations or other situations for personal gain	a) Expulsion of student involved. b) For non-students, handing over to law enforcement authority.	Expulsion and handing over to law enforcement authority.
14	Forgery	a) Handing over to law enforcement authority. b) Expulsion	Expulsion and handing over to the law enforcement
15	Fraud	a) Handing over to law enforcement authority. b) Expulsion	Expulsion and handing over to the law enforcement authority.

S/N	Offence	Penalties / action taken	Guidelines
16	Rape or attempted rape	a) Handing over to law enforcement authority. b) Expulsion.	Expulsion and handing over to the law enforcement authority.
17	Sexual harassment in all its manifestations	a) Issue letter of warning b) Suspension for one academic year c) Handing over to law enforcement authority	a. Written warning for first offender b. Suspension after written warning c. Handing over to law enforcement authority and expulsion
18	Unnatural sexual acts	a) Expulsion b) Handing over to law enforcement authority	Expulsion and handing over to the law enforcement authority.
19	Inciting fellow students, or other members of the community to commit prohibited offences.	a) Suspension for one academic year b) Expulsion	a. Suspension for first offenders b. Expulsion for repeat offenders
20	Carjacking and other related offences	Handing over to law enforcement authorities and expulsion.	Expulsion and handing over to the law enforcement authority.
21	Illegal Picketing	a) Issue letter of warning b) Suspension for one academic year c) Expulsion	a. Written warning for picketing without permission b. Suspension c. Expulsion and handing over to the police when picketing results to destruction of property or breach of peace
22	Abetting crime	a) Issue letter of warning if involvement is marginal b) Suspension for one academic year c) Expulsion	a. Written warning for first offender b. Suspension after written warning c. Expulsion and handing over to the law enforcement authority.

S/N	Offence	Penalties / action taken	Guidelines
23	Boycott of scheduled lectures, practicums, other courses of instruction or examinations	a) Issue letter of warning b) Suspension for one academic year	a. Written warning for boycotting b. Suspension for persistent boycott
24	Intimidation or issuance of threats, written or verbal, to students with intent to disrupt an ongoing activity or any other processes	a) Issue letter of warning b) Suspension for one academic year c) expulsion	a. Written warning for first offenders b. Suspension after written warning c. Expulsion for perpetual offenders
25	Illegal and unauthorized groupings	a) Issue letter of warning b) Suspension for one academic year c) Expulsion	a. Written warning for first offenders b. Suspension after written warning c. Expulsion and handing over to the law enforcement authority.
26	Malicious or willful damage to University property, that of other students or members of the public	a) Pay for the damaged property and get a letter of warning b) Pay for the damage and get suspension of one academic year. c) Expulsion and handing over to the law enforcement authority.	a. Pay for the damage and get a written warning for a small damage b. Pay for the damage and be suspended for a serious offence c. Expulsion and handing over to the law enforcement authority.
27	Any attempt to convene or organize or any participation or	a) Issue letter of warning b) Suspension for one academic year c) Expulsion	a. Written warning when there is no damage caused b. Suspension after written warning or for a small damage

S/N	Offence	Penalties / action taken	Guidelines
	involvement in demonstrations, gathering, processions, or public ceremonies for which permission has not been obtained from the University administration or Government authorities		c. Expulsion and handing over to the law enforcement authority.
28	Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards	a) Issue letter of warning b) Suspension for one academic year c) Expulsion	a. Written warning for first offender b. Suspension after written warning c. Expulsion for serious offence
29	Any obnoxious act or repugnant conduct likely to expose fellow students and/or university to harm being prejudicial	a) Issue letter of warning b) Suspension for one academic year c) Expulsion	a. Written warning for first offender b. Suspension after written warning c. Expulsion for serious offence

S/N	Offence	Penalties / action taken	Guidelines
	to good order or the proper functioning of the University		

### **17.6 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.

### **17.7 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 shall ensure that each side is heard and that any person required to give evidence in the case shall not sit in the committee.

A simple majority will be considered in arriving at a consensus or a simple majority of votes through secret ballot.

### **17.8 Communication of Disciplinary Decisions**

The decision of the disciplinary committee shall be communicated to the affected student within 7 (seven) days from the date it has been approved.

### **17.9 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.

#### **17.9.1 Notice of Appeal**

- a) Notice of appeal against the disciplinary committee decision must be given in writing and addressed to the Vice-Chancellor within fourteen days of the communication of the University disciplinary or School disciplinary decision.
- b) Notice of appeal against the decision by the Senate must be given in writing to the Chairman of the University Council through the Vice-Chancellor within fourteen days of the communication of the Senate decision.
- c) 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.
- d) The secretary to the University Council on receipt of a copy of notice of appeal shall send to the Chairman of the University Council a copy of all the relevant minutes and documents pertaining to the case.
- e) The decision of the University Council shall be final.

### **18.0 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/semester, the University provides transport for a limited number of student colleagues to his/her final resting place as per the University Transport Guidelines. 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 shall 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 death.

## **19.0 STUDENTS ACADEMIC RESPONSIBILITY**

- All lectures, tutorials, seminars, practicals and other scheduled courses of instruction are compulsory.
- It is an offence to interfere with or block normal scheduled classes.
- Non-attendance of 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 examinations if she/he has failed to attend at least three quarters 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 the avoidance of evaluative process, falsification, and multiple submissions, and applies to any form of evaluative exercise.

### **19.1 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.

## **20.0 DEFERMENT OF STUDIES/ ACADEMIC LEAVE**

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 a certified medical practitioner should make a recommendation to the Dean of the relevant School and the Dean of Students/ Associate Dean of Students.

Where a 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 office of the Registrar, Registration must be signed by the applicant at least one day before leaving the University.

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.

## **21.0 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 and 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 the prescribed units while at the University to qualify for the award of a bachelors degree, unless otherwise specified by the school.

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

The Senate may, under special exceptions, accept credit transfers of up to a maximum of 10 units from institutions recognized by Senate for diploma holders and not more than 49% of minimum required units for award of a degree and ½ of the residence period for transferees from other universities.

Any other conditions set by respective schools must be fulfilled.

## **22.0 COURSE STRUCTURE AND REQUIREMENTS FOR A DEGREE COURSE**

A graduand 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.

### **22.1 University common courses**

The aim of offering University common units is to enhance broad professional training and thus 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.

### **22.2 Requirements for Undergraduate Degrees**

A bachelors 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 40 units (40 x 42 = 1680 contact hours). The University requirement for a major is a minimum of 26 units and for a minor is a minimum of 14 units (588 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 if unit requirements for the degree are met.

Candidates for second bachelors degree are eligible for the dean's list or other academic honours according to the same criteria as those for candidates for first bachelors degrees. Students pursuing advanced degrees are not eligible for academic honours. A second bachelors degree candidate may graduate with honours according to the same criteria as candidates for first bachelors degree, with residence cumulative average score computed on all residence units earned at Mount Kenya University.

### **23.0 CHANGING COURSE**

The University may allow students, under very special circumstances, to change courses within the first 3 weeks of the first semester/trimester of course/programme provided one is qualified as may be approved by the Dean of a School.

### **24.0 GENERAL EXAMINATION REGULATIONS**

#### **General Examination Regulations**

##### *a) University Examinations*

- i. There shall be ordinary University examinations, supplementary examinations and special examinations to be held under such conditions as the Senate may prescribe.
- ii. Ordinary main examinations will be administered during the last two weeks of the trimester/semester.
- iii. An ordinary University examination session will take two (2) hours for undergraduate programmes and three (3) for postgraduate programmes.
- iv. Examinations will consist of Continuous Assessment Tests (CAT) and Ordinary Examination.
- v. Continuous Assessment Tests shall normally comprise of practicals, tests and assignments.
- vi. Each unit shall be graded out of 100 marks and the pass mark shall be 40% for

- undergraduate and 50% for postgraduate, unless otherwise specified in the curriculum for specific programmes.
- vii. The final grade will consist of 70% Ordinary examination and 30% continuous Assessment Tests for the undergraduate, and for postgraduate the ordinary examination carries 60% and coursework 40% of the total marks.
  - viii. Where a unit is solely of practical in nature, it may be examined wholly by practical assessment as prescribed by the curriculum.
  - ix. Special examinations shall be allowed under the following conditions:
    - a. Reasons of ill health – must be approved by the Head of Department/Medical Officer
    - b. Maternity / Paternity
    - c. Reasons of bereavement of an immediate family member
    - d. Legal reasons
    - e. Any other special reason approved by Senate.
  - x. The decision to offer special examinations shall be taken by Senate on recommendations of the School Academic Board.
  - xi. 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.

Attachments shall be assessed and graded on a “pass” and “fail” basis or as otherwise specified in the curriculum. The marks shall be translated into letter grades and grade points as specified below or as otherwise specified in the curriculum for specific programmes:

70% and above	-	A
60 – 69%	-	B
50 – 59%	-	C
40 – 49	-	D
39% and below	-	Fail (F)

**b) Student Academic Responsibilities**

- i) Attendance of lectures, tutorials, seminars, practicals or any other academic activities stated in the curriculum is compulsory.
- ii) Participation in field trips, attachments, internships or any other academic activities stated in the curriculum is compulsory.
- iii) Non-attendance of activities under b (i and ii) above and non-participation in field trips and any other activities specified in the curriculum due to illness or other good cause must be communicated to the Head of the Department.

**c) Examination Candidacy**

- i) A student must attend at least 75% of the lectures of a unit to be allowed to sit for the ordinary examination in that unit.
- ii) A student shall be required to participate in field trips, practicals, seminars and internships or as prescribed in the curriculum.

- iii) A full-time student will be expected to take a minimum of four (4) units and a maximum of seven (7) units a semester or as prescribed in the curriculum.
- iv) A student may, however, take more than seven (7) units for regular students or six (6) units for part-time students with recommendations from School Academic Board.
- v) A part-time student will be expected to take at least one (1) unit and up to a maximum of (3) units a semester or at least one (1) unit and a maximum of two (2) units a trimester.
- vi) Every candidate for a University examination shall pay to the University examination fees as the Senate shall prescribe from time to time.
- vii) A student can withdraw from a unit without any penalty within the first three weeks of the semester/trimester.
- viii) The student must withdraw officially by completing “withdrawal forms” obtainable from Registrar, Academic Administration.
- ix) Failure to withdraw officially will lead to a grade “F” and the student will be required to retake the unit.
- x) Only candidates who will have fulfilled all the requirements will be eligible to take examinations.
- xi) Candidates will take at least two (2) sit-in CATS per unit in a semester/trimester.
- xii) A student who absents himself/herself from university examinations for any unit for reasons not under the provisions for special examinations shall be deemed to have failed the unit and will be required to retake the unit.
- xiii) A candidate who has not completed all the Continuous Assessment Coursework for any unit shall have his/her ordinary examination results nullified and required to retake the unit.
- xiv) If, for reasons stated above, a candidate failed to sit for some course unit 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.
- xv) 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.
- xvi) The final grade of a candidate who will take supplementary examination shall consist of supplementary examination only and the pass mark shall be 40% or as prescribed in the curriculum.
- xvii) The final grade of a candidate who will take special examination shall consist of both the continuous assessment and special examination marks.
- xviii) A candidate can only register for an advanced unit after passing the required relevant prerequisite unit(s).

#### **d) Academic Awards**

- i) A student who attains a Cumulative Average Score (CAS) of 80% at the end of Academic year shall receive a certificate of academic excellence from Dean of School.

- ii) A student who attains a CAS of 85% at the end of his/her studies shall receive a certificate of Academic Excellence from the Chancellor.
- iii) Any other academic merit award shall be given as determined by the Senate from time to time

***e) Examination Processing***

- (i) University examinations shall be conducted under the authority of the Senate.
- (ii) Setting of examinations shall be within the first three weeks of semester / trimester.
- (iii) Subject to approval by Senate, departments shall establish examination moderation committees chaired by the Heads of Departments consisting of academic staff members to moderate examination papers before forwarding to the external examiner.
- (iv) Unless the Senate otherwise determines, there shall be internal and external examiners of the University appointed by the Senate.
- (v) Internal examiners being Mount Kenya University employees will be responsible for setting, invigilating and grading of examination papers.
- (vi) 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 Head of Department and the Vice-Chancellor soon after examining.
- (vii) External examiners shall be appointed for periods and on such terms as Senate may from time to time determine.
- (viii) Heads of Departments shall forward internally moderated examination papers to the external examiners ten (10) weeks before the examination time.
- (ix) Examination papers must be kept in a secure place and only accessed by authorized persons in the office of the Director, Examinations.
- (x) An external examiner's report should indicate any strength and/or weaknesses noted and recommend appropriate action.
- (xi) Departmental Academic Boards (DAB) shall make recommendations at meetings attended by internal and external examiners to the School Academic Board on each examination paper and candidate.
- (xii) School Academic Boards will consider recommendations from Departmental Academic Boards and make appropriate recommendations to Senate.
- (xiii) Marking of examination papers ought to be completed by the second week from the date of the end of an examination session.
- (xiv) Final examination marks shall be agreed upon by the internal and external examiners and verified by the Departmental and School Examination Boards .
- (xv) Publication of all University examination results shall be the responsibility of the Deputy Vice-Chancellor, Academic and Research Affairs
- (xvi) Any queries regarding published examination results shall be made to the Registrar, Academic Administration.
- (xvii) All course grades (except "I" grade) are intended to be final and permanent.

***f) Examination Room Preparation***

- (i) Examination rooms must have adequate space, lighting and ventilation.
- (ii) Seating arrangements must ensure that there is adequate space between candidates, preferably a one-meter space.
- (iii) Candidates must be in the examination room at least 15 minutes before the start of an examination.
- (iv) Lateness to the examination room shall not be tolerated and no student will be allowed to enter 30 minutes after the start of an examination. Similarly, no student will be allowed to leave the examination room before the end of the examination.
- (v) 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.
- (vi) 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.
- (vii) Candidates taking an examination must complete the prescribed examination form with full name, registration number and signature.

***g) Invigilation***

- (i) Examination invigilation must be conducted in accordance with University rules, Regulations and Procedures.
- (ii) 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.
- (iii) The chief invigilator must collect examination papers from the examination office thirty minutes before the examination time.
- (iv) Candidates who are not in the examination candidates' list shall not be allowed to sit for the examination.
- (v) Candidates must take their student identification cards and any other relevant identification cards to the examination room and place them on the desks.
- (vi) The ratio of invigilators to candidates shall be 1:25
- (vii) The chief invigilator shall be responsible for conduct of a particular examination session.
- (viii) A candidate may not leave an examination room until he/she has completed the paper.
- (ix) All answer scripts must be collected before candidates leave an examination room, secured and taken by the internal examiner for marking and grading.
- (x) All unused answer booklets/scripts must be returned to the Examination Office.

***h) Examination Irregularities***

- (i) A candidate found guilty of any examination irregularity shall be subjected to appropriate penalties as will be determined by Senate.
- (ii) In every school, there shall be a student disciplinary committee, which will be responsible for investigation of alleged examination malpractices and make

*Mount Kenya University Student Handbook*

recommendation to Senate through the respective Departmental and School Academic Boards.

The academic malpractices listed below shall constitute examination irregularities and the penalties are as indicated:

S/N	EXAMINATION IRREGULARITY	PENALTY
1.	Copying or reading from another candidate's script or from any other unauthorized sources e.g. writings on desks, walls, skin, clothes etc.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in all the units registered for in that semester.</li> <li>ii. Suspension from the University for one academic year and on re-admission repeat the semester in which the offence was committed.</li> <li>iii. A written warning from the Registrar, Academic Administration.</li> <li>iv. Expulsion from the University in case of a repeat of any examination irregularity.</li> </ul>
2.	Collusion / Abetting e.g. in examinations, theses, projects and coursework assignments	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the affected unit.</li> <li>ii. A written warning from the Registrar, Academic Administration.</li> </ul>
3.	Possessing any written materials relevant to the examination in the examination room.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in all the units registered for in that semester.</li> <li>ii. Suspension from the University for one academic year and on re-admission repeat the semester in which the offence was committed.</li> <li>iii. A written warning from the Registrar, Academic Administration.</li> <li>iv. Expulsion from the University in case of a repeat of any examination irregularity.</li> </ul>
4.	Passing or receiving relevant verbal, non-verbal cues, written or electronic communication to or from other candidates or any other source during the examination.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in all the units registered for in that semester.</li> <li>ii. Suspension from the University for one academic year and on re-admission repeat the semester in which the offence was committed.</li> <li>iii. A written warning from the Registrar, Academic Administration</li> <li>iv. Expulsion from the University in case of a repeat of any examination irregularity.</li> </ul>
5.	Possession of electronic gadgets such as mobile phone, MP3/MP4 player, iPod, BlueTooth, wireless earphones, programmable calculator or any other such unauthorized equipment/gadgets in the examination venue.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in all the units registered for in that semester.</li> <li>ii. Suspension from the University for one academic year and on re-admission repeat the semester in which the offence was committed.</li> <li>iii. A written warning from the Registrar, Academic Administration</li> </ul>

*Mount Kenya University Student Handbook*

		iv. Expulsion from the University in case of a repeat of any examination irregularity
6.	Possession of used or unused examination answer booklet(s) in the examination venue during an examination other than the one (1) issued by the invigilator.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in all the units registered for in that semester.</li> <li>ii. Suspension from the University for one academic year and on re-admission repeat the semester in which the offence was committed.</li> <li>iii. A written warning from the Registrar, Academic Administration.</li> <li>iv. Expulsion from the University in case of a repeat of any examination irregularity.</li> </ul>
7.	Carrying an answer booklet out of the examination room	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in all the units registered for in that semester.</li> <li>ii. Suspension from the University for one academic year and on re-admission repeat the semester in which the offence was committed.</li> <li>iii. A written warning from the Registrar, Academic Administration.</li> <li>iv. Expulsion from the University in case of a repeat of any examination irregularity.</li> </ul>
8.	Destroying evidence which may be used to prove an examination irregularity.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in all the units registered for in that semester.</li> <li>ii. Suspension from the University for one academic year and on re-admission repeat the semester in which the offence was committed.</li> <li>iii. A written warning from the Registrar, Academic Administration.</li> <li>iv. Expulsion from the University in case of a repeat of any examination irregularity.</li> </ul>
9.	Obstructing the invigilator while he/she is performing his/her duties, and/or use of personal violence and/or threats against the invigilator	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results.</li> <li>ii. Expulsion from the University.</li> </ul>
10.	Presenting oneself in the examination venue under the influence of or drug/substance abuse and being disorderly and causing disturbance in the examination room.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in all the units registered for in that semester.</li> <li>ii. Suspension from the University for one academic year and on re-admission repeat the semester in which the offence was committed.</li> </ul>

		<ul style="list-style-type: none"> <li>iii. A written warning from the Registrar, Academic Administration.</li> <li>iv. Expulsion from the University in case of a repeat of any examination irregularity.</li> </ul>
11.	Impersonation	<ul style="list-style-type: none"> <li>i. Cancellation of the examination results for the assisted candidate(s)</li> <li>ii. Expulsion from the University for the Students involved.</li> </ul>
12.	Possession and/or usage of a fake examination card, forged research authorization documents etc.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in all the units, thesis or projects registered for in that semester.</li> <li>ii. Suspension from the University for one academic year and on re-admission, re-take the examinations for all the units registered for in that semester, or restart the research work.</li> <li>iii. Resubmit the research work for re-examination and re-defense where applicable.</li> <li>iv. A written warning from the Registrar, Academic Administration.</li> <li>v. Expulsion from the University in case of a repeat of any examination irregularity.</li> </ul>
13.	Sitting for an examination in a unit he/she has not duly registered or authorized.	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate's examination results in the unit concerned.</li> <li>ii. Retake the unit when next offered.</li> <li>iii. Expulsion from the University in case of a repeat of any examination irregularity</li> </ul>
14.	Plagiarism	<ul style="list-style-type: none"> <li>i. Cancellation of the candidate(s) examination results in the unit concerned, thesis or project.</li> <li>ii. Suspension from the University for one academic year and on re-admission to restart the research work.</li> <li>iii. Resubmission of the research work for re-examination.</li> <li>iv. Expulsion from the University in case of a repeat of any examination irregularity.</li> <li>v. Recalling of degree/ award for graduates.</li> <li>vi. The University Plagiarism Policy shall also apply.</li> </ul>

**NOTE:**

**For programmes in which examinations are done at the end of academic year, students found guilty of an examination irregularity shall pay and register to retake all the units done in the academic year in which the offence was committed.**

A candidate found guilty of examination irregularities more than once will be discontinued from the university.

A candidate will be allowed to appeal to the Vice-Chancellor within 14 days from the date of the disciplinary committee verdict.

**Procedures to be followed in Case of an Examination Irregularity and/or Malpractice**

***a) In The Examination Room***

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

- i. In case of documentary evidence found in the possession of a candidate(s), such evidence may 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.
- ii. Where a candidate destroys evidence by way of swallowing, tearing or throwing it away or in any other way, then the evidence of at least one (1) invigilator or persons present will be deemed to be sufficient evidence of an examination malpractice.
- iii. 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.
- iv. In case of unauthorized use of electronic gadgets such as mobile telephony or other physical and communication gadgets during an examination session, clause (i) above applies as may be deemed appropriate.
- v. 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.
- vi. In carrying out his/her regulatory mandate under clause (i) above, the Invigilation Officer may conduct or ask for aid to search the candidate(s) concerned.
- vii. In case a candidate(s) is irregularly assisted by an Invigilation Officer, Supervisor, Lecturer or other University Staff, the case shall be reported to Director, Examinations and dealt with by the University Management.

***b) Steps to be taken by the School / Campus Disciplinary Committee***

- i. 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, invigilator, one (1) Student Representative, the Dean of the school or his/her appointee as chair and Dean of Students shall constitute a meeting of the School Disciplinary Committee to deliberate on the case.
- ii. The School Disciplinary Committee shall follow the rules of natural justice, regulations guiding the conduct of examinations and any other rules deemed necessary for the good and smooth conduct of examinations.

- iii. Refer to the student handbook.
- iv. The School Disciplinary Committee shall then forward a Report of its decisions and recommendations thereof to the Registrar, Academic Administration.
- v. The Registrar, Academic Administration shall notify the candidate and Senate of the verdict of the School Disciplinary Committee in writing.
- vi. Should a candidate be aggrieved by the School's verdict, he/she may appeal to the Vice-Chancellor, who will refer the case to the University Student Appeals Committee.
- vii. 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.

***c) University Students' Appeals Committee***

The Appeals Committee shall comprise of the;

- i. Deputy Vice-Chancellor, APIA - Chairperson
- ii. Registrar, Academic Administration - Secretary
- iii. University Legal Advisor
- iv. Two co-opted persons from the relevant school and department
- v. Two student representatives.

The quorum for the Appeal Committee shall be at least a half of the members.

The procedural rules applying before the School Disciplinary Committee shall apply here as deemed necessary.

The Appeals Committee shall dismiss or uphold the decision, and communicate to the Senate and to the candidate in writing and the decision shall be final.

**24.1 For other Disciplinary Cases**

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.

***a) Academic Warning***

- (i) 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 Administration.
- (ii) A student whose CAS is at the pass mark in any one semester/trimester shall be given an Academic Warning (W) by the Registrar, Academic Administration and such a student shall be on academic probation.

- (iii) A student on academic probation will be required to receive guidance and counseling.

***b) Discontinuation***

- i. A candidate whose CAS in an academic year is below the pass mark of the course will be discontinued.
- ii. A candidate who is involved in an examination irregularity more than once shall be discontinued from studying at Mount Kenya University.

***c) Appeal against Discontinuation.***

- i. Discontinued candidates will be allowed to appeal within a period of one year to the Senate from the date of discontinuation.
- ii. Appeals against discontinuation will be addressed to the Vice-Chancellor.
- iii. The Appeals Committee will hear the appeal and make appropriate recommendations to Senate.
- iv. The Committee may recommend either upholding the earlier decision or pardoning the student.

***d) Appeal for Re-assessment***

- i. 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 Administration for remarking not later than 30 days after the release/publication of the results.
- ii. There shall be a remarking fee, which the Senate will determine from time to time.

**Examination Grading**

***a) Incomplete***

- i. Letter (I) representing incomplete grade, is used at the end of the trimester only and is not used during the withdrawal period.
- ii. 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.
- iii. Class attendance shall 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.

***b) Supplementary and Retake***

- i. A candidate who fails in any unit(s) in the ordinary examination shall be required to sit for supplementary examination(s).

- ii. Each supplementary paper shall be graded out of 100 marks and the total grading will be graded to maximum of a pass mark.
- iii. A candidate who fails in any supplementary examination unit(s) will retake the unit(s).
- iv. 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.
- v. No retaking of units will be permitted after degree classification has been done.
- vi. Failed units when retaken will be graded as those of normal examinations.
- vii. No candidate will be allowed to retake a unit more than twice.
- viii. A candidate who retakes more than one third ( $\frac{1}{3}$ ) of the total unit requirements shall not qualify for award of a degree with honours on completion of the programme.

**c) *Result Slips and Transcripts***

- (i) A student shall be given a result slip by Dean of the School showing literal grades and the following letters:

Pass	-	P
Academic Warning	-	AW
Incomplete	-	I
Withdrawal	-	W
Retake	-	R
Re-Retake	-	RR
Fail	-	F
Discontinuation	-	Disc

- i) Provisional results will be released by the respective Deans of Schools after the School Board of Examiners' meeting, pending approval by the Senate.
- ii) Upon a written request by a student, a transcript will be issued free of charge by the Registrar, Academic Administration at the end of the academic programme.
- iii) Transcripts may be requested for before graduation and issued at a fee prescribed by the Senate from time to time.
- iv) Result slips shall show all units taken and their grades and signed by the Dean of the School.
- v) Transcripts shall show all units taken including failed courses (units), all grades and marks scored as well as the academic hours for each course (unit) and must be signed by the Registrar, Academic Administration.
- vi) Each transcript shall include a student's one year academic record.
- vii) Individuals who have attended the University may obtain official transcripts of their completed work, provided they have no pending financial obligations to the University.

### Certificate, Diploma and Degree Classification

- (i) The final classification of the degree will be based on all the required units (common, core and electives) taken.
- (ii) The total number of units required for classification may vary from one school to another and from one level to another and for Bachelors Degree must meet the minimum unit requirement or as per the curriculum.
- (iii) The total score based on Cumulative Average Score (CAS) will be used to arrive at the following final classifications:

#### a) *Bachelors Degree Classification*

**Bachelors 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 Honours
40 – 49%	-	Pass

#### b) *Diploma and Certificate Classification*

**Diploma and Certificate classification shall be as follows, unless otherwise specified by the curriculum or by the Senate:**

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

### Revocation of Certificates

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 constituted an examination malpractice.

Notification of a rescinded certificate, diploma or degree shall be communicated to all relevant parties/persons.

### Disposal of used examinations booklets

Except under special circumstances, used examination booklets shall be destroyed twelve (12) months after the conferment of the degree and award of diploma and certificate.

### Letter of Completion

Upon request to the Registrar, Academic Administration a letter of completion may be issued before graduation to a student who has fulfilled the requirement of the Senate and has met all financial obligations to the University.

### **Graduation**

- i. Only students who will have fulfilled all the Senate requirements and have met all financial and other obligations shall graduate.
- ii. All students who meet graduation requirements will be required to attend graduation exercises, including convocations and rehearsals.

### **Lost Certificate**

Applicants for replacement of lost certificates shall submit to the Registrar, Academic Administration the following:

- (i) A police abstract for the loss of certificate.
- (ii) A cover letter explaining/describing the scene of loss of the certificate in terms of location.
- (iii) An affidavit from a Commissioner of Oaths stating that the applicant is not making any false allegations.
- (iv) A replacement fee of Ksh.10, 000/= (all levels).
- (v) An application letter submitted by the person requesting for the reprint.
- (vi) A copy of KCSE certificate.
- (vii) A copy of the said certificate.

**Disclaimer: The University shall not be responsible for the consequences associated with the replacement of lost certificates.**

## **25.0 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:

- j) Maintain contact with Mount Kenya University Alumni, informing them of the University programmes and encouraging their support in fulfilling the University academic goals.
- ii) Encourage members to continue with their University friendships after graduation through social reunion activities.

Active membership will be maintained through payment of convocation dues.

## **26.0 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.

### **26.1 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. Mount Kenya University offers flexible fee payments in installments of 40%, 20%, 20% and 20% on a semester basis.

## **27.0 ACADEMIC ADVISORY**

### **27.1 Objectives:**

1. To provide information on career planning and choices
2. To promote student academic performance and progression
3. To promote a highly interactive and personalized learning environment
4. To promote mentorship
5. To foster professional relationships
6. To respond to student academic concerns

### **27.2 Rationale**

Mount Kenya University recognizes that there is need for accurate and timely information to students in decision-making process so as to foster timely progression from registration to completion of studies. Academic advisors will engage students in thinking and planning about the larger purposes of their education, careers and life plans. The ultimate objective of academic advisory services is to develop self-directed students. Although the final responsibility falls on the advisee, the advisor should regard it an equal responsibility to ensure that the student is sequentially fulfilling the requirements of the programme they are enrolled in.

Advisory services constitute an ongoing conversation between the student and advisor about carefully crafting an educational programme including curricular and co-curricular components suited to the student's developing self-understanding and self-actualization as well as the academic possibilities available in the course of their studies.

### **27.3 Role of the Academic Advisor**

1. Providing up-to-date information to students about university policies, procedures, resources, and programmes.
2. Guiding students in making appropriate programme specialization.
3. Assisting students in understanding the nature, value and purpose of their studies.
4. Assisting students in relating their interests, skills, abilities, and values to careers and the world of work.
5. Advising students in developing an educational plan that suits their life goals and objectives.

6. Assisting students in evaluation or re-evaluation of their progress towards established goals and educational plans while in the University.
7. Assisting students learn how to make practical academic plans and decisions, how to discover a range of options available to the student, based on the student's stated goals, and how to think through the consequences of their own choices.
8. Assisting in the development of academic/career plans consistent with the student's stated goals, interests and abilities.
9. Creating positive working relationships with students, staff and other faculty.
10. Making referrals to other offices, staff, institutions or relevant support services when necessary, who may provide assistance to the student.
11. Making recommendations to relevant committees of students with exemplary academic performance for purposes of reward, motivation or appreciation.

#### **27.4 Appointment of Academic Advisors**

Students are assigned by the Head of Department to an advisor teaching in that programme area. Others are assigned according to general interests they have identified. In some instances, students may be assigned to a faculty member with whom she or he feels special rapport, even though that faculty member does not teach in that student's major programme area.

Requests for a change of advisor should be addressed to the Head of Department and accompanied by a reason given by the student. Also, occasionally it is the advisor who decides that a change is desirable. If the request involves a change of academic programme, and hence a different school, the new Head of Department and current advisor involved should both approve the change request. Students should have access to academic advisors at every stage of their studies.

An academic advisor can be selected by the Head of Department considering employee academic expertise, and expectations of staff members. Academic advisors are expected to promote confidentiality and integrity at all times when dealing with advisees.

#### **27.5 Advisory Meetings for Academic Advisory Services (AAS)**

A staff member who serves as an advisor will be expected to plan for a minimum of two sessions with the students allocated to him/her. Usually, such meetings should occur before the end of semester examinations and after the semester reopens. Where discrepancies are noted, prior and after, the advisor may refer such issue to the Head of Department or relevant university officer for action. The sessions should not only assist the advisee with accurate, timely information related to their programmes, but also include sessions on alignment with academic requirements. The academic advisory process should involve record-keeping of each session meeting with students or individual student focusing on such factors as: student progress, career aspirations and student feedback.

#### **27.6 Role of the Student**

1. To initiate contact with departmental academic advisor and make appointments in advance with academic advisors.

2. To come prepared for appointments by writing down questions/concerns in advance. During the advisory period for registration, students should also come with a list of units they are interested in taking in the following semester.
3. To accept responsibility for making own plans and decisions. An advisor may provide advice, but not make plans or decisions on behalf of students.
4. To ask for guidance and advice from reliable sources, get advice from multiple sources, and when the advice received does not meet student expectation, get a second opinion. Ultimately, all decisions belong to the student.
5. To be aware of the university policies, procedures and practices, and academic programme requirements, and seek clarification when necessary.
6. To map out a plan of action for academic career and review it with the departmental academic advisor.
7. To keep abreast of all correspondence sent to student portal, university noticeboards, websites and social media pages.
8. To take advantage of University resources that will improve and enhance educational experience.
9. To seek the input of advisors, departmental staff and students when considering programme changes.

### **27.7 Expected Outcomes of Academic Advising**

1. Students will know how and where to access accurate information about policies, procedures and requirements.
2. Student will be encouraged to make decisions that support their goals, abilities and aspirations.
3. Students are paired with a mentor who advises on important career choices and aspirations.
4. Academic advising expands students' networks.
5. Academic advising will increase the academic completion rates of our students.

### **28.0 MOUNT KENYA UNIVERSITY LIBRARIES**

The ultra-modern Mount Kenya University Library and Information Center whose area is approximately 2,555.175 sq. meters is built to hold 100,000 volumes of both print and non-print format and with sitting capacity of 1000 users. The library is automated, hence all transactions are carried out online via the internet and intranet. The library offers in one central location all the resources necessary to support teaching, learning and research, making the library the intellectual hub of MKU.

Registered Mount Kenya University Students are eligible to access the Library. The University subscribes to worldwide electronic databases, which give access to thousands of electronic journals, e-Books and periodicals.

Your library Username (ID) and password (Ps) are required to access the e-resources.

Library policies, rules and regulations can be accessed through the library website ([library.mku.ac.ke](http://library.mku.ac.ke)).

The following links will enable you to access online resources:

[opac.ac.ke](http://opac.ac.ke)

[eresources.mku.ac.ke](http://eresources.mku.ac.ke)

[erepository.mku.ac.ke](http://erepository.mku.ac.ke)

For feedback, please use: [librarian@mku.ac.ke](mailto:librarian@mku.ac.ke)

MOUNT KENYA UNIVERSITY  
Approved By University Council

Date...19/6/2019.....

**29.0 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 Students.**

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.....

Department.....

Semester.....

Signature.....

**FOR OFFICIAL USE**

**HEAD OF DEPARTMENT (NAME).....**

Signature.....

Date.....

**30.0 MOUNT KENYA UNIVERSITY STUDENT'S BOND OF GOOD CONDUCT**

(All students should sign three copies of this document and give a copy each to Dean of School and Dean of Students)

I, \_\_\_\_\_ understand:

That Mount Kenya University's student disciplinary process is not negotiable and will therefore, not be sympathetic to students who may be summoned 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

*Mount Kenya University Student Handbook*

<p>MAIN CAMPUS, P.O. Box 342-01000 THIKA, Tel. +254 67 2820 000 Cell: 0709-153 000, Complaints: 00709 153 200 Email: <a href="mailto:info@mku.ac.ke">info@mku.ac.ke</a> Website: <a href="http://www.mku.ac.ke">www.mku.ac.ke</a></p>	<p>NAIROBI CAMPUS, MKU TOWERS, P.O. Box 13495-00100 GPO NAIROBI, Tel. 020-266 773/1/2/3/4 Cell: 0734667731 Email: <a href="mailto:nairobicenter@mku.ac.ke">nairobicenter@mku.ac.ke</a></p>
<p>OPEN, DISTANCE, AND ELECTRONIC LEARNING (ODEL) P.O. Box 342 – 01000 THIKA Tel: 0724205417 Cell:0702041042 Website: <a href="http://www.digital.learning@mku.ac.ke">www.digital.learning@mku.ac.ke</a></p>	<p>PARKLANDS LAW CAMPUS Tel: 0734667731 Email: <a href="mailto:registrarparklands@mku.ac.ke">registrarparklands@mku.ac.ke</a> Email: <a href="mailto:directorparklands@mku.ac.ke">directorparklands@mku.ac.ke</a></p>
<p>NAKURU CAMPUS, GREAT RIFT PLAZA Opp. Valley Hospital, Kipchoge Keino Road, P.O. Box 17273-00200, Nakuru. Tel+2540202338144 Cell: 0705669811/0789729561. Email: <a href="mailto:nkrcampus@mku.ac.ke">nkrcampus@mku.ac.ke</a></p>	<p>MOMBASA CAMPUS, MKU Plaza, Nkrumah Road, P.O. Box 42702-80100, MOMBASA. Tel. 020-8002096/7/8. Email: <a href="mailto:coastcampus@mku.ac.ke">coastcampus@mku.ac.ke</a></p>
<p>ELDORET CAMPUS, Box 2591- 30100 Eldoret, Cell:0724205425,0724205438, 0724205432. Email: <a href="mailto:eldoretcenter@mku.ac.ke">eldoretcenter@mku.ac.ke</a></p>	<p>NKUBU /MERU CAMPUS Majani Sacco Plaza, Nkubu, P.O. Box 793, Nkubu-Meru, Tel:+254 0642629462, Cel:+254724178852/0724178376 Email: <a href="mailto:nkubucampus@mku.ac.ke">nkubucampus@mku.ac.ke</a></p>
<p>KAKAMEGA CAMPUS P.O. Box 553-50100, Kakamega Cell:0724 178 506 Email: <a href="mailto:kakamegacampus@mku.ac.ke">kakamegacampus@mku.ac.ke</a></p>	<p>KITALE CENTER P.O. Box 1869-30200 Kitale, Tel: +254 202330682 Cell: 0724 204 342 Email: <a href="mailto:kitalecampus@mku.ac.ke">kitalecampus@mku.ac.ke</a></p>
<p>KISII CAMPUS Gesonso (Former Imperial School) P.O.BOX 4441, KISII Cell: 0724205452 Email: <a href="mailto:kisiicampus@mku.ac.ke">kisiicampus@mku.ac.ke</a></p>	
<p>MKU KIGALI-RWANDA Next to Africa New Life Ministries, Kichukiro District, P.O. Box 5826, Kigali Tel. +250 788501755/+250 782081885/+250 72855119</p>	<p>MALINDI CENTRE Al-Noor Plaza 2<sup>nd</sup> floor, Malindi Tel: 0703 747 130 Email: <a href="mailto:malindi@mku.ac.ke">malindi@mku.ac.ke</a></p>

*Mount Kenya University Student Handbook*

Email: <a href="mailto:rwanda@mku.ac.ke">rwanda@mku.ac.ke</a>	
Equip Africa Institute Equip Africa College of Medical and Health Sciences P.O. Box 1869 -30200 KITALE Cell: 0700 551418	Equip Africa Institute Union Towers, 5 <sup>th</sup> Floor P.O. Box 13495-00100 GPO, NAIROBI Tel: +254 0202187379 <a href="http://www.equip-africa.co.ke">www.equip-africa.co.ke</a>
<b>OPEN DISTANCE AND ELECTRONIC LEARNING (ODEL) CENTERS</b>	
KERICHO CENTRE Sinendet Plaza P O Box 1902 – 20200 KERICHO Cell: +254 704 229 431 Email: <a href="mailto:kericho@mku.ac.ke">kericho@mku.ac.ke</a>	KISUMU CENTRE P.O. Box 392-40100P O Box 392 – 40100 KISUMU Tel: 057 2029967/ 0724 204 193 Marketing Cell: 0737 580 998 Email: <a href="mailto:Kisumu@mku.ac.ke">Kisumu@mku.ac.ke</a>
NYERI CENTRE MKU Plaza Cell: +254 723 356 247 Email: <a href="mailto:nyeri@mku.ac.ke">nyeri@mku.ac.ke</a>	
<b>MARKETING OFFICES</b>	
GARISSA P.O. Box 465 GARISSA Tel:+254 739 530 929	ISIOLO MKU Plaza Cell: +254 734 178 832
<b>COUNTRY OFFICES</b>	
BURUNDI- Bujumbura Avenue Delamitie ABC Building Tel: +257 75 461 290 Email: <a href="mailto:burundi@mku.ac.ke">burundi@mku.ac.ke</a>	UGANDA – Kampala Bombo Rd. Near Sure Hse P.O. Box 4582, Kampala Tel: +256 758 666 190 Tel: +256 772 335 582 Email: <a href="mailto:kampala@mku.ac.ke">kampala@mku.ac.ke</a>
<b>HARGEISA – SOMALI LAND</b> Jigjigar Yar near National Fuel Station Warsame Building, Ground Floor Mobile: 063-4044402, 065-9088869 Landline: 571100, 571101	

MOUNT KENYA UNIVERSITY  
Approved By University Council

Date: 19/6/2019