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# MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

**Office of the Registrar (Academic Affairs)**

## STUDENT HANDBOOK

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## DOCUMENT A

### JOINING INSTRUCTIONS TO STUDENTS

#### TRAVELLING TO MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

Masinde Muliro University of Science and Technology (MMUST) is situated within Kakamega Municipality, one kilometer from the town centre along the Kakamega - Webuye Road. The University is served by taxi from the Shell Petrol Station located next to the Bus Station.

#### ARRIVAL AND REGISTRATION

Students are expected to arrive between 8:00 a.m. and 5:00 p.m. on the opening day for registration. Any student arriving after 5:00 p.m. will not be **registered** or given **accommodation** until the following day.

#### IMMIGRATION

All students who are not citizens of Kenya must be in possession of **VALID PASSPORTS BEFORE** arriving in Kenya. Temporary travel documents are not acceptable to the Immigration Authority in Kenya. In addition, all non-citizens must obtain re-entry permits from their own territorial Immigration Department to cover the duration of the Programme and must bring their passports with them when they come to register at the University.

#### STUDENTS PERSONAL DETAILS FORM MMU/3

You are required to complete the Students Personal Details Form MMU/3 and attach coloured passport size photograph. The photograph should bear the names of candidate and admission number in FULL (NO INITIALS PLEASE) on the reverse side. (This information is important in the event of the photographs being misplaced). A copy of the student hand book can be accessed on the University website: [www.mmust.ac.ke](http://www.mmust.ac.ke). The filled in forms should be submitted on the reporting day.

Information in the Students Personal Details MMU/3 form is intended to help the Office of the Registrar Academic Affairs understand you better. Any change of Home Contact Address and Telephone number should be communicated to the Registrar's Office in writing. Students admitted without national Identity Cards are advised to furnish the Registrar (AA)'s office with copies of the Identity Cards once obtained and should ensure that the ID numbers are captured in the ERP system.

A student changing their Official Names while at the University should submit a sworn affidavit for the purpose of updating their Personal File records.

#### FEES

##### (a) FEES

Fees are payable at the beginning of every academic year or at the beginning of every semester. A copy of the fees structure is posted with this admission handbook (a copy of the fees structure can be viewed on the University website: [www.mmust.ac.ke](http://www.mmust.ac.ke)). The fees structure helps students and sponsors to plan payments either per semester; annually or over the duration of the degree programme. An annual fee structure will be available but a four/five year fees structure can be provided upon request. The fees structure is subject to change. Please consult the office of the Registrar Academic Affairs for further details.

##### (b) Non-Kenyan Students

All Non-Kenyan students must produce evidence of adequate financial support before coming to the university. The evidence **must be** in the form of a letter from a sponsoring body guaranteeing adequate financial support for the entire duration of the programme. Fees shall be paid to the university account(s) before registration.

##### (c) Clothing, Pocket Money, Laundry

Students are advised to bring with them between 9,000/= (Nine Thousand Shillings Only) and Kshs.12, 000/= (Twelve Thousand Shillings Only) per Semester for the above expenses. In addition they may bring at least Kshs.5, 000/= (Five Thousand Shillings) for incidental expenses and between Kshs. 7,000 and 16,000 per year if residing in the university hostels (please refer to the Fees Structure).

**MEDICAL EXAMINATION**

Admission into the University is subject to receipt of a satisfactory Medical Report. Students are, therefore required to undergo medical examination by a recognized government medical practitioner before coming to the University. Form MMU/5 is enclosed for this purpose and should be filled, signed and presented in person on the day of registration.

**MEDICAL ATTENTION AT THE UNIVERSITY**

**(a) On-Campus Health Care**

The University Health Clinic is opened to all students at the Campus. The University provides Out-patient services at the health clinic **only when students are in session**. Please note that the University does not provide health services as detailed in (b) below. The University is not responsible for expenses incurred with hospitals, physicians or pharmacists. Students seeking their own health care meet their own costs.

**(b) Dental, Optical or Other Specialized Treatment**

The University does not provide dental, optical or any other specialized treatment. Any student having or suspecting tooth, eye or any other complicated health problem that may require consultation from a dentist, optician or health specialist should obtain necessary attention from the specialized health care giver. Please note that the costs for such specialized health care should be met by your parent/guardian/sponsor or medical insurance company.

**GAMES AND SPORTS**

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

The University offers a wide range of sporting activities for both ladies and gentlemen. Students participate in these activities for recreation or competition. At competitive level, we accord students opportunity to travel widely to compete at inter- university sports bi-annual championships and tournaments organized at local, national and regional Levels.

The students are strongly advised to appreciate the policy of the University that encourages all students to come with their own training and practice kit and appropriate playing equipment for games and sports of their choice. For example, students who intend to participate in any of the following category of games and sports should bring their own playing kit as follows:

- |   |   |
|---|---|
| 1. Soccer/football/rugby                  | - Uniforms and boots                    |
| 2. Basketball/volleyball/handball/netball | - Uniforms and footwear                 |
| 3. Hockey                                 | - Uniforms, footwear and hockey stick   |
| 4. Tennis/badminton/table tennis          | - Uniforms rackets or bats and footwear |
| 5. Athletics/swimming                     | - Track suits/swimming costumes         |
| 6. Karate/Tae-kwon-do                     | - Ghee suits                            |

The University has an **“official competition kit”** which will be provided **ONLY during Competitions**. Other basic items for training such as balls will be provided for training and practice of the respective teams.

**STUDENT ADVISORY**

The University runs an elaborate Student Advisory system coordinated by the Student Affairs Office. This includes Student Counseling and Academic Advisory.

**STUDENT ORGANIZATION**

All students are automatic members of the MMUST Student Union. The Students Union is an Organization run by and for students. The events, clubs and societies will be diverse and inspiring enough for involvement.

**REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS**

University Students are expected to observe Regulations Governing the Conduct and Discipline of students while in the University. The regulations are provided in Document B. Students accepting the offer of admission are expected to sign form MMU/2 which should be submitted to the Registrar Academic Affairs. The rules and regulations are made for the good order and governance of the University. Document B **must** be thoroughly read comprehended and kept for future reference.

**INSTRUMENTS AND PROTECTIVE CLOTHING FOR STUDENTS IN THE FOLLOWING DEPARTMENTS**

Students in the following departments are required to bring the listed instruments and clothing:

**(a) All Engineering & Sugar Technology students**

- (i) A set of Draughtsman drawing instruments.
- (ii) T-Square
- (iii) Set squares 0, 30, 45, 60, 90 (degrees)
- (iv) 2H, HB and 31 pencils and a good quality eraser.
- (v) Blue Overall
- (vi) One White Laboratory Coat
- (vii) Gum Boots

**(b) Computer Science, Physics and /Chemistry Students**

- (i) One White Laboratory Coat.

**(c) Education (Science)/Biotechnology/Biology Students.**

- (i) One White Laboratory Coat
- (ii) Gum Boots (for students in Biological Sciences)
- (iii) Dissecting Kit (for students in Biological Sciences)

**(d) School of Public Health Biomedical Sciences and Technology**

- (i) One White Laboratory Coat

**(e) School of Nursing, Midwifery and Paramedic Services**

- (i) Stethoscope
- (ii) White coat (three quarter sleeves)
- (iii) Uniform (to consult the school)
- (iv) Thermometer
- (v) Name tag
- (vi) Closed black/ brown leather shoes.
- (vii) Wristwatch (with a second hand)
- (viii) Indexing fee (determined by NCK)

**ADMISSION AND REGISTRATION CRITERIA**

This admission offer is made on the basis of the statement of your qualifications as presented by the Kenya National Examination Council (KNEC) or other approved examination bodies. As a student you will be expected to register for courses in your degree programme. Any change of Faculty or Department will be permitted only by approval of the University Authorities.

**1. DEFERMENT OF STUDIES**

A **BONA FIDE** student will be considered to be one registered in the University during a current academic year. Students unable to register in the academic year may **DEFER** their studies. This should be done by writing a letter to the office of the Registrar Academic Affairs, stating reasons for **DEFERMENT** to the next academic year. The deferment period shall be one (1) academic year renewable continuously up to a maximum of three (3) academic years.

**REASONS FOR DEFERMENT**

Shall normally be due to:

- (a) Financial reasons;
- (b) Compassionate reasons;
- (c) Medical reasons (provide medical documents) or
- (d) Any other reason acceptable to Senate.

**CONDITIONS FOR REGISTRATION**

No student will be registered without producing the following:

- (a) Original Admission Letter
- (b) Original result/certificate and a photocopy
- (c) Original National Identity Card (or Birth Certificate for those who are under age) and a photocopy
- (d) Original copy of the completed Student Personal Details Form MMU/3
- (e) Entrance Medical Examination Form MMU/5
- (f) Receipts for requisite fees from the Finance Department

Present on the  
Opening Day



In addition **Bachelor of Science in Nursing (Upgrading and Distance Learning) students**, will be required to present:

- (a) Nursing Council of Kenya Practice License and a photocopy of the same
- (b) Nursing Council of Kenya Registration Certificate and a photocopy of the same

## **DOCUMENT B**

### **RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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

#### **1.0 PRELIMINARY**

- 1.1 These regulations are made by the Senate and the University Council in accordance with the provisions of Masinde Muliro University of Science and Technology Act December 2006 and Statutes whose objective and purpose are among others, to provide for the control, governance and administration of the University.
- 1.2 The Senate, as per the University Act Article 10(2) and statute XVII (S); shall be responsible to the Council for the general conduct and discipline of the students.
- 1.3 These regulations shall apply to ALL students of MMUST, its constituent colleges and campuses subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with statutes in general.
- 1.4 These regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/ her stay in the University.
- 1.5 Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

#### **2.0 DISCIPLINARY AUTHORITY**

- 2.1 For the purposes of these regulations the Vice Chancellor, acting on behalf of Council, is the disciplinary authority of the University and may in that capacity:
  - a) Vary or add to the list of disciplinary offenses specified herein.
  - b) Suspend any students, suspected of committing an offence under these regulations, from the University's pending further disciplinary measures.
  - c) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

#### **2.2 DEFINITION OF STUDENT**

In these regulations the term student means a person who is registered as a student of the University during a current academic year for a first or higher degree, diploma, certificate or such other qualifications or courses of the University as may be approved by the Senate as qualifying a person for status of a student, and includes a student of an affiliated institution who is registered for examinations leading to degrees, diplomas, certificates and other academic awards of the University.

#### **3.0. THE CONDUCT OF STUDENTS**

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

##### **3.1.1 General Conduct**

- a) Respect and adhere to the administrative and academic rules, procedures and structures established by the MMUST University Act and Statutes for the control, governance and operations of the University.
- b) Respect the rights and privileges of the members of the University community at all times.
- c) Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
- d) Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.

- e) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions or at any University functions.
- f) Adhere to all Rules and Regulations by various sections of the University at all times

### 3.1.2 Channels of Communication

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

- a) **Academic matters:** Class representatives, Academic Advisers, Head of Department, Deans of Faculties / Dean of Student and Registrar (AA) in that order.
- b) **Residential matters:** Housekeepers/janitor, Hostel Officers, Wardens, Catering and Hostels Manager and Dean of Students in that order.
- c) **Welfare Matters:** Class Representatives, SGC, Wardens and Dean of Students
- d) **Students and their organizations** shall be expected to adhere to the Procedures in (a), (b) and (c) above to ensure prompt processing of their grievances.

## COMMUNITY LIVING

### 4.1 RESIDENTIAL CONDUCT

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

Shall;

- a) Share rooms in addition to other facilities of common use. However, it shall be an offence to 'pirate' in the University Hostels
- b) Admit visitors/students to their rooms only between the hours of 10.00a.m. and 10.00 p.m. and in so doing shall pay due consideration and regard to the conveniences of their roommates
- c) Not remove or damage any facility or equipment in their rooms or any other part of the halls
- d) Not cook or sell food in the hostels
- e) Not conduct business or trade in the halls
- f) Not cohabit while in the university halls of residence
- g) Not enter/remain in opposite sex halls of residence/rooms between 10.00 p.m. and 10.00 a.m.
- h) Not keep animals

**NOTE:** Register with the Dean of Students if they are non-residents

### 4.2 CLEARANCE FROM HALLS OF RESIDENCE

Each student shall be required to surrender room keys at the end of the semester promptly if and when

required They have to clear with the respective Housekeepers.

### 4.3 VOCATIONAL RESIDENCE

All students shall leave the University premises at the end of every academic session. Permission for vocational residence shall only be granted by the Dean of Students on the advice from the Dean of Faculty that residence shall be required for the purpose of carrying out an academic assignment or for other reasons approved by the Dean of Students.

- 4.4 Vocational residence shall be in a specified hall and paid for in advance at least two weeks before the start of the vacation.

### 5.0 UNIVERSITY PROPERTY

- 5.1 A student shall take reasonable care of properties of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.
- 5.2 Where student (s)/club has/have rented university premises for business purposes, he/she/club is /are expected to pay the agreed rent in full.

### 6.0 MUSIC AND MUSICAL INSTRUMENTS

- 6.1 Radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between 5.00 a.m. and 11.00 p.m. and at no time should the sound be so loud as to cause disturbance to others.
- 6.2 Video entertainment shows are restricted to Friday and Saturday evenings only and at no time should the

shows run past 2.00 a.m. On Sundays, the shows shall run until midnight.

- 6.3 Discos, other dances and parties shall be held on Friday and Saturday evenings upon approval by the Dean of Students

#### **7.0 NOISE AND NUISANCE**

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

## **8.0 GENERAL**

### **8.1 Fire-fighting Appliances**

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

### **8.2 Security of Student Property**

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

### **8.3 Motor Vehicles**

A student shall not keep a motor vehicle on University premises without prior written permission from the Deputy Vice Chancellor (Administration and Finance). Permission shall not be given without proof of a valid insurance cover, and a current driving license. Permission may be refused or withdrawn at the discretion of the Deputy Vice Chancellor (Administration and Finance).

## **9.0 CRIMINAL OFFENCES**

The University has no exclusive jurisdiction over its students in criminal matters and other offences covered by law. All crimes and other offences under the Laws of Kenya, THE PENAL CODE CAP 63 shall be reported to the Police. These shall include the following:

- a) Being drunk and disorderly.
- b) Drug abuse/possession of illegal brew.
- c) Drug trafficking.
- d) Fighting (Affray).
- e) Possession of dangerous weapons e.g. daggers, arrows, guns, etc.
- f) Assault causing bodily harm.
- g) Arson, attempts to commit arson or attempts to destroy or damage to property.
- h) Theft and other related offences e.g. robbery and extortion.
- i) Picketing, rioting, obstruction to perform duty.
- j) Organizing unlawful demonstrations/ procession/ incitement.
- k) Rape or attempted rape.
- l) Kidnapping/ abduction, detentions.
- m) Sexual harassment, indecent assaults, defilement.
- n) Impersonation and false pretences.
- o) Forgery, fraud, counterfeiting.
- p) Illegal/unlicensed trade e.g. hawking.
- q) Trespass.
- r) Aiding suicide and attempted suicide.
- s) Concealing birth, killing of unborn child and abortion.
- t) Subversion/Treason.
- u) Murder, manslaughter.

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

## **10.0 LEAVE OF ABSENCE**

10.1 The University shall grant a student (s) leave of absence from the University on the following grounds only:

- a) Sick leave
- b) Maternity leave
- c) Compassionate leave
- d) Special leave
- e) Paternity
- f) Deferment of Studies e.g. on financial grounds

The request for leave shall normally be supported by documentary evidence.

10.2 In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or any certified Medical Practitioner to the Dean of

relevant faculty and the Office of the Deans of Students. Where private practitioner has treated a student the medical certificate shall be submitted to the University Medical Officer for record.

- 10.3 Leave application forms are available at the Dean of Students Office and the applicant shall fill the application form before leave begins.

### **11.0 PROCESSIONS, DEMONSTRATIONS AND CEREMONIES**

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

### **12.0 CORRESPONDENCE**

- 12.1 Correspondence to the press or other mass media by an individual or officials of the student's organization shall bear the individual names and signature.
- 12.2 It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students Organization.
- 12.3 Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- 12.4 Advertising notices must be in approved designated notice boards and shall be subject to approval by the Dean of Students office. However, those who are responsible shall remove such notices within one week after the advertised event takes place.
- 12.5 Correspondence through letters by individual students or by officials of the Students Organizations (including student societies) to the following matters pertaining to the University shall be sent through the Office of the Dean of Students who will forward as maybe appropriate:
  - a) Government Officers.
  - b) Foreign governments.
  - c) Ministers and Members of Parliament or other dignitaries.
  - d) Sponsoring bodies
  - g) Other such bodies
- 12.6 Invitations of Government Ministers, Government Officials, and Politicians, Representatives of foreign governments or any other important persons to visit the University in their official capacities shall be notified within adequate time to the Vice Chancellor through the Dean of Students.

### **13.0 ACADEMIC RESPONSIBILITY AND LEADERSHIP**

- 13.1 Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction is compulsory. It is therefore an offence for a group or class to boycott lectures/practicals/fieldwork for more than two days consecutively. Such an offence may lead the whole group to be suspended from University for a specified period.
- 13.2 It is an offence to interfere with or block scheduled activities.
- 13.3 Students who have missed more than 20% of scheduled lectures, tutorials, seminars, practical sessions and other instruction shall **NOT** be allowed to sit end of semester examinations and subsequently shall repeat the year or semester as shall be recommended by the Senate.

#### **Students Governing Council (SGC) Elections**

- 13.4 (a) No student shall be allowed:
  - (i) To contest for any elective post in the Students' Governing Council (S.G.C.) of the MMUSO, if by so doing it will compromise academic performance.
  - (ii) To contest, a prospective candidate should demonstrate that class work would not suffer by obtaining a minimum average mean mark of (60%) in the previous University examinations.
  - (iii) A First year student intending to contest should have obtained at least a credit pass (60%) average of C.A.T. marks.

The fulfillment of the above requirements shall be confirmed by the Dean of the respective Faculty/School/Centre/Institute.

- (b) No student shall be allowed to contest:



- (i) If one has been suspended from the University at any one time.
- (ii) Has suffered from mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.

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

- 13.6 The tenure of service in the Student Governing Council shall be restricted to one Academic year.
- 13.7 Representative in Council and Senate will be restricted to two elected students each on gender basis.
- 13.8 Students shall be expected to comply with all other regulations made by Departments, Faculties, Schools, Centres, Institutes and College or any other such limits of the University.

#### **14.0 MISCELLANEOUS PROVISIONS - GENERAL**

- 14.1 A student shall not use or have in his/her possession harmful chemicals, weapons, knives, sticks, metal bars or any other articles, which might endanger other members of the University community.
- 14.2 A student shall not use profane or abusive language while on the University.
- 14.3 A student shall not threaten, hold hostage, extort, strike or physically harm any other student, or a member of staff or other employees of the University, or a member of public.
- 14.4 It shall be an offence for a student to interfere with movement of University vehicles or cause traffic obstruction in or outside the campus.
- 14.5 Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University campus in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided. Posters shall be in designated places.
- 14.6 University facilities like halls, lecture theatres and common rooms may be used by Students for business, meetings and parties with written approval from the Dean of Students.
- 14.7 Students shall not be permitted to enter places on campus designated as "Out of Bounds" or "No Through Way", such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works and other areas as notified from time to time.
- 14.8 Students on academic or social trips shall be accompanied by an officer of the university.
- 14.9 A list of names of students on the trip shall be prepared by the university officer accompanying them and submitted to the Dean of Students and Dean of Faculty and Registrar Academic Affairs at least one day prior to the departure.

No student shall travel on a trip without prior approval by the Dean of Students/Dean of Faculty. Students on a trip shall be required to strictly observe the trip itinerary. Where students need to be away they shall seek permission from the Officer in Charge.

#### **STUDENTS CENTRE**

- 14.10 Students/Clubs operating business at the Students Centre shall adhere to all statutory requirements of running such businesses and compliance with the Public Health Act where relevant.

#### **15.0 DISCIPLINARY ACTIONS**

##### **15.1 JURISDICTION**

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

##### **16.0 OFFICER IN CHARGE**

- 16.1 The responsibility of maintaining discipline at the University is vested with the Office of the Vice Chancellor who may from time to time delegate such power to other Officers of the University for the purpose of investigation and enforcement.
- 16.2 Administrative and Academic staff of the University have authority to ensure that the rules and regulations are adhered to by all students.
- 16.3 Students on field trips, industrial attachments, and school attachment shall be subject to the supervision of the Officers under whom the University places them.

##### **17.0 ENFORCEMENT OF REGULATIONS**

- 17.1 In the event of breach of the regulations, and depending on the nature of the offence, the Officers referred above shall adopt the following procedures:
  - a) Shall require the student to make a written statement in response of the charges.
  - b) Shall warn or caution the student either verbally or in writing.
  - c) Shall report the student to the Office of the Dean of Students in writing enclosing all documentary

evidence for further processing. The Dean of Students shall:

- (i) Investigate and establish whether there is a case to answer. In this respect, the Dean of Students may warn or caution the accused.
- (ii) Process the disciplinary offence and forward to the Deputy Vice Chancellor, Academic & Student Affairs.
- (iii) Or take any other action that may be deemed appropriate at the time.

## **18.0 DISCIPLINARY PROCEDURES**

18.1 Senate shall constitute a Students Disciplinary Committee.

18.2 The Chairman of the Students Disciplinary Committee shall convene a meeting of the Disciplinary Committee within a reasonable time after the reports are received.

### **18.3 Notice of Meeting**

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

18.3.2 The student shall be required to attend the hearing in person accompanied by the registered parent or guardian. Summons to attend shall take precedence over all other students' commitments.

### **18.4 Procedure of the Committee:**

18.4.1 All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of "*Principles of Natural Justice*" which are namely: That

- a) No one shall be a judge of his/her own cause.
- b) Each party shall have the right to be heard and call witnesses.
- c) The accused has a right of appeal.

18.4.2 The Committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular the Committee shall ensure that both sides are heard and that persons required to be WITNESSES in the case do not sit as members of the Committee.

18.4.3 These proceedings are of management nature internal to the administration of the University and therefore shall not involve legal representation. However, if a student wishes to be legally represented he/she must give notice to the secretariat to enable the University to instruct its lawyers appropriately.

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

## **19.0 POWERS OF THE SENATE STUDENT DISCIPLINARY COMMITTEE**

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

- a) Dismiss the case against the student
- b) Warn or caution the student either verbally or in writing.
- c) Put the student on probation for a specified period
- d) Require the student to make good any loss or damages commensurate with the nature and gravity of the offence committed or impose a cash fine.
- e) Forfeit bursary or goods to the University.
- f) Exclude the student from the Halls of Residence for such a period as the Committee may deem fit.
- g) Exclude the student from attendance of lectures or other course of instruction for such a period as the Committee may deem fit.
- h) Suspend the student from the University for a specified period.
- i) Expel the student.

### **19.2 Communication of Disciplinary Decisions**

The Deputy Vice Chancellor- Academic & Student Affairs shall communicate the Committee's decision to the student and the guardian. Such decisions shall take effect immediately.

### **19.3 Appeal**

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

### **19.4 Notice of Appeal**

19.4.1 Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed

- to the Vice Chancellor within fourteen (14) days of the communication of Committee's decision.
- 19.4.2 Notice of appeal against Senate decision must be given in writing to the Chairman of Council through the Vice Chancellor within fourteen (14) days of the date of communication of the Senate decision.
- 19.4.3 On receipt of a copy of notice of 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.
- 19.4.4 On receipt of a copy of notice of appeal the Secretary of Council shall send to the Chairman of Council a copy of all relevant minutes and pertaining to the case.

## **20.0 SAVING CLAUSE**

The provision of these regulations and any decisions made by the Disciplinary Committee shall not derogate from the right of the police or any member of the public so entitled to bring any action or to institute criminal proceedings in respect of the same state of facts against any student in a Court of Law, nor shall anything herein preclude the State from taking any action which it may deem necessary against any student.

## **21.0 RULES FOR CLUBS AND SOCIETIES**

### **21.1 CLUBS AND SOCIETIES**

- 21.2**
- a) Clubs and Societies may be formed for the advancement of the functions and objectives of the University in accordance with the University Statute.
  - b) Clubs and Societies shall be self-supporting in all financial matters.

### **21.3 Procedure for forming Clubs and Societies**

- a) The students proposing to form a club or a society shall prepare a draft proposal, which must include the following:
  - (i) Justification
  - (ii) Objectives
  - (iii) Interim office bearers and patron
  - (iv) An indication of likely membership
  - (v) Possible sources of funding
- b) The students shall then:
  - (i) Discuss the proposal with the Dean of Students
  - (ii) Draw up the proposed club or society's constitution
  - (iii) Seek approval for the registration of the club/ Society from the Deputy Vice Chancellor - Academic & Student Affairs through the Dean of Students.

### **21.4 Management of Clubs and Societies**

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

### **21.5 General Conduct of Clubs and Societies**

- (a) Topics of discussion by outside guests shall be approved by Vice Chancellor through the Dean of Students.
- (b) University Facilities may not be used for district or national political campaigns.
- (c) Fund raising by students on campus shall not be allowed unless authorized by the appropriate Government authorities and approved by Vice Chancellor through the Dean of Students.
- (d) Clubs and Societies shall not use the university logo on their documents (e.g certificates) without approval of the Dean of Students

### **21.6 PROTECTION OF NAME – MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)**

Any individual Students Organization, Club or Society may not use the name "Masinde Muliro University of Science and Technology" without the written approval of the Vice Chancellor through the Dean of Students.

## DOCUMENT C

### EXAMINATION RULES AND REGULATIONS

#### 3.0 Preamble

The Masinde Muliro University of Science and Technology (MMUST) Examination Rules and Regulations define, amongst other things, the matters, the requirements, the time, and the procedure and process of examinations. The Examination Rules and Regulations have been formulated with a view to putting into place a credible and efficient system for the conduct of examinations.

Examinations are an important part of university experience and MMUST takes this process seriously. The University determines when, where and how examinations take place and students must attend examinations as required. Candidates for University examinations must read, and will be assumed to have read, these rules and regulations which apply to all examinations conducted by the University. Staff members are required to familiarize themselves with these rules and regulations to enable them to carry out their duties and responsibilities effectively.

These Examination Rules and Regulations may be amended from time to time by Senate as deemed necessary.

#### 3.1 Purpose

MMUST Examination Rules and Regulations exist in order to ensure that assessment sessions provide an opportunity for students to demonstrate what they have learned in their courses. The Rules and Regulations cover different aspects of the evaluation process, and are to ensure the smooth and orderly exercise as well as to safeguard the security and integrity of all examinations.

A person who commits a breach of any item contained in these Rules and Regulations shall be guilty of a breach of academic integrity or misconduct for the purposes of the MMUST Examinations Policy. Nothing in these Rules and Regulations, or any action taken under them, shall deprive the University of any other action or right it may have in the circumstances, nor prevent the University from taking any other action.

#### 3.2 Assessment Requirements

- 3.2.1 All students must attend end of semester examinations, and/or any other examinations for which they are registered during their course/programme.
- 3.2.2 All students must also hand in required coursework assignments. If a student has Extenuating circumstances they believe may affect their performance in assessed coursework or examinations, or causes them to miss an examination, they should fill in the 'MMUST Extenuating Circumstances Form' (See Appendix 1).
- 3.2.3 A student who, with sufficient cause, misses an assessment will have their circumstances taken into account by the course lecturer and Department. If the student is offered an alternative assessment, the timing and form of this evaluation will be at the discretion of the respective student's Department and Faculty/School/Centre in consultation with the course lecturer and subject to the approval of Senate.
- 3.2.4 A student will be regarded as missing an assessment with sufficient cause if the student can prove with circumstantial evidence that it would be unreasonable to expect the student to have attempted the assessment. Senate will determine, on the basis of recommendations made by Departments and Faculties/Schools/Centres, and on evidence submitted by the student, whether or not sufficient cause existed to warrant opportunity for an assessment.
- 3.2.5 If a student has registered for a course but fails to take the examination for which they are eligible to sit without sufficient cause, the student shall be deemed to have failed the course.
- 3.2.6 A student who fails to submit in-course assignment(s) without sufficient cause shall not be allowed to sit final examinations.
- 3.2.7 All students are required to be present for scheduled examinations unless authorized otherwise.

- 3.2.8 Examinations will be conducted during the allocated times shown in the Examination Timetable. Examinations will normally start at 9.00 am and end at 5.00 pm from Monday to Friday. Senate may, with justifiable cause, vary these times and days.
- 3.2.9 It is candidates' responsibility to ensure that they know the correct course, date, time and location of all their examinations.
- 3.2.10 Students must be prepared to identify themselves through the presentation of a relevant MMUST photo-identification card or any other legally recognized identity document.
- 3.2.11 Missing an examination may affect a student's progression to the next year of study, their eligibility for a degree, or the classification of a degree.
- 3.2.12 Examination offences are extremely serious. The University takes a serious view of cheating. All students are expected to take note of the written examination instructions issued to them as well as



the announcements made during examinations.

- 3.2.13 A candidate who is suspected of cheating in examinations is liable to disciplinary action including, but not limited to, cancellation of results, suspension or expulsion from the university.
- 3.2.14 All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.
- 3.2.15 A student will not be allowed into an examination room if the student is in debt to the University.
- 3.2.16 A student shall not commit a breach of academic integrity or misconduct during the course of an examination. A person, whether a student or not, shall not do anything intended to assist a student sitting for an examination to commit a breach of academic integrity.
- 3.2.17 MMUST operates a zero tolerance policy in relation to cheating in examinations.

### **3.3 Powers of the Invigilator**

- 3.3.1 Students sitting an examination must obey instructions given by an examination invigilator for the proper conduct of an examination.
- 3.3.2 Invigilators will be present at all examinations and are responsible for their proper conduct.
- 3.3.3 On the authority of Senate, invigilators will ensure strict adherence to all examination rules and regulations. It is an offence to disregard a legitimate instruction given by an invigilator. Candidates violating such instructions will be liable to disciplinary action.
- 3.3.4 Examinations will start and finish on the instruction of the invigilator. Students shall not open examination papers or start writing until instructed to do so.
- 3.3.5 A student shall comply with all instructions set forth on the examination booklet and/or the examination paper, and with any examination notice displayed in the examination room, and with any instruction given by an invigilator.
- 3.3.6 An invigilator may require that any candidate in the examination room show by such means as the invigilator may specify and as are appropriate to the circumstances, that they do not possess any unauthorized material, or that they are not committing, or attempting to commit, a breach of any policy, procedures and rules relating to the conduct of examinations.
- 3.3.7 The invigilator shall confiscate any unauthorized material brought into the examination room. The confiscated material, together with a statement of the circumstances from both the invigilator and the student, shall be handed to the Chairperson of Department who will forward to the Registrar, Academic Affairs to be used during disciplinary proceedings for examination irregularity.
- 3.3.8 The invigilator shall question any person, student or not, on matters related to the person's behavior in the examination room.
- 3.3.9 An invigilator shall require any person, whether a student or not, to leave the examination room if their behavior is such as to disturb or distract students sitting an examination.
- 3.3.10 Any person present in an examination room shall comply with any requirements of an invigilator and answer any question(s) asked.
- 3.3.11 The invigilator shall have, and exercise, such other powers as are necessary for the proper and efficient conduct of an examination.

### **3.4 Admission in Examinations**

- 3.4.1 Only authorized persons shall enter an examination venue.
- 3.4.2 Only the following people may enter or remain in an examination room during and for purposes of an examination:
- i. Students registered and have met all course requirements;
  - ii. Examination invigilators;
  - iii. Members of academic staff;
  - iv. Security officer(s) authorised by the University;
  - v. Other persons authorised by the Registrar, Academic Affairs.

- 3.4.3 The examination venue will be open for admission 30 minutes before the time scheduled for the commencement of the examination.
- 3.4.4 All students are expected to be at the designated venue at least thirty (30) minutes before the commencement of the examination. Misreading the examination timetable will not be accepted as a reason qualifying one for a special examination.
- 3.4.5 Students are responsible for arriving on time for scheduled examinations.
- 3.4.6 Students shall be required to present a valid MMUST photo identification card or other acceptable form of photo identification to be allowed to enter the examination venue. Where the identification provided is not clear, additional forms of identity verification may be requested.
- 3.4.7 A student who fails to produce an identification card on request may be refused admission to the examination room.

- 3.4.8 A student who fails to present student identification card, but is admitted into the examination room, shall be required to produce it within 24 hours to the relevant Invigilator. If the student fails to do so, his/her results for that examination shall be cancelled.
- 3.4.9A students who arrives late for any written examination paper but before thirty (30) minutes have elapsed from the start of the examination shall be permitted to sit the paper, but such student shall not be allowed any extra time, whatever the reason for lateness.
- 3.4.10 A student who arrives after thirty (30) minutes have elapsed shall not be permitted to sit the examination.
- 3.4.11 Unless authorized by the invigilator, no reference materials or electronic devices shall be allowed in the examination venue. Unauthorized materials include, but are not limited to:
- i) Books;
  - ii) Class-notes or reference sheets;
  - iii) Unauthorized electronic or communication devices that include, but not limited to cell phones, laptops, tablets, kindles, palm pilots or pagers.
- 3.4.12 Students having and/or using electronic devices other than those authorized and approved by the course lecturer during an examination will be considered to have committed an act of examination misconduct.
- 3.4.13 All personal belongings and any unauthorized material must be kept as directed by the invigilator at a designated area outside the examination venue.
- 3.4.14 The University will not be responsible for any loss of personal belongings in or outside the examination venue.

### **3.5 Candidates Conduct in Examinations**

- 3.5.1 Candidates will check the correctness of their registration details and sign the attendance register for the examination.
- 3.5.2 Candidates sitting an examination must not give or attempt to give any form of assistance to any other candidate, unless the same is expressly approved by the invigilator.
- 3.5.3 No candidate shall accept any assistance from another candidate during an examination, unless such assistance has been expressly approved by the examination invigilator.
- 3.5.4 A candidate who permits another candidate to read, copy from or use their examination question or answer paper, unless expressly approved by the examination invigilator shall be committing an academic misconduct.
- 3.5.5 During an examination, candidates shall be permitted to have access to only those materials or aids specifically approved by the course lecturer for use in that examination paper and sitting.
- 3.5.6 Where regulations permit a student to bring their own texts into the examination venue, the texts must be completely un-annotated.
- 3.5.7 If students are allowed to use electronic calculators in an examination, they must be compact, hand-held, and quiet in operation.
- 3.5.8 Devices with internet connection shall not be permitted in the examination venue.
- 3.5.9 Bringing unauthorized material and the use or attempted use of the same in an examination constitutes cheating and shall result in disciplinary action being taken against a candidate.
- 3.5.10 Candidates are not permitted to wear attire that compromises examination integrity, except where exemption applies for religious and/or health reasons, during examinations. Invigilators will request that students remove any clothing such as hats/caps, coats, sweaters and such type and to place it in the area reserved for storage of personal items for the duration of the examination.
- 3.5.11 Food and drink are not permitted in the examination venue with the exception of water which, if required, should be in a clear plastic bottle with no label.
- 3.5.12 Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report of examination misconduct made to the Registrar, Academic Affairs.

- 3.5.13 Students may not speak or communicate by any means, manner or device with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- 3.5.14 Students should read the instructions on the question paper and follow them carefully.
- 3.5.15 Students should conspicuously display their identification document(s) for the marking of attendance and verification of identity during the examination.
- 3.5.16 All examinations scripts are anonymous and no student should write their name on the answer booklet. They should write only their admission number, correctly and legibly, in the space provided on the cover of each answer booklet. Providing incorrect/illegible registration number or not writing a number could risk an answer booklet being considered void.
- 3.5.17 Students must provide all other required details on the answer booklet.
- 3.5.18 Draft work must be written in the answer booklets or on other examination stationery provided in the examination room by the University. A student shall not carry any paper to the examination venue for draft work.

- 3.5.19 A student who becomes ill during an examination must submit all examination materials to the invigilator and request their examination to be cancelled. If this information is not passed to the invigilator and a request is not made, the unfinished script will still be marked and graded.
- 3.5.20 It is the responsibility of every student to ensure that all their answer booklets are firmly secured.

### **3.6 Student Exit from Examinations**

- 3.6.1 No student shall be permitted to leave the examination venue until one hour has elapsed from the beginning of the examination. A student who leaves the examination room during the first one hour will not have their final examination graded.
- 3.6.2 A student will not be allowed to leave the examination room during the last 30 minutes of the scheduled examination.
- 3.6.3 Outside of the above times (in 8.1 & 8.2), a student who wishes to leave the room should raise their hand to attract the attention of the invigilator. Students may leave an examination room only if granted permission to do so by an invigilator.
- a) A student permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Invigilator will provide a report to the Registrar, Academic Affairs, in such cases.
  - b) No answer booklet or part of an answer booklet, whether used or not, may be removed from the examination venue.
  - c) At the end of an examination, all candidates must stop writing, remain seated quietly. Throughout for invigilators to properly account for all answer scripts to be collected and counted. Students must remain in their seats until all examination materials are collected and the Examination Invigilator has given permission to leave.
- 3.6.4 A student wishing to leave an examination venue early must inform the invigilator and must remain in their seat until their script has been collected. They must leave the examination venue quietly with minimum disturbance both inside and immediately outside the examination venue.
- 3.6.5 Candidates are responsible for ensuring that their answer scripts are submitted at the end of the examination. If a candidate is present for an examination and does not submit their answer script, they will be deemed to have sat for and failed the examination concerned.
- 3.6.6 Students must ensure that they take all their personal belongings with them when they leave at the end of an examination.
- 3.6.7 In the event of an emergency evacuation, students must follow the invigilator's instructions at all times.

### **3.7 Examination Misconduct**

- 3.7.1 Any act that violates the MMUST Examinations Policy, MMUST Guidelines and Procedures, and these Rules and Regulations shall constitute examination misconduct.
- 3.7.2 Examination misconduct shall include, but not limited to:
- 3.7.3 Writing on examination question papers.
  - 3.7.4 Unauthorized absence from the examination venue.
  - 3.7.5 Having Unauthorized material in an examination venue
  - 3.7.6 Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.
  - 3.7.7 Reading answer scripts belonging to another candidate
  - 3.7.8 Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.
  - 3.7.9 Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.
  - 3.7.10 Permitting another candidate to copy from or make use of one's papers.
  - 3.7.11 Presenting for examination the works of another person (s) without acknowledgement and with

intent to deceive.

- 3.7.12 Destroying evidence which may be used as proof of an examination irregularity.
- 3.7.13 Threatening/intimidating invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
- 3.7.14 Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.
- 3.7.15 Refusing to write a statement after being asked to do so by the invigilator.
- 3.7.16 Committing a subsequent offence after serving a suspension for three (3) Academic Years.
- 3.7.17 Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.

- 3.7.18 Impersonating or attempting to impersonate another candidate or being impersonated knowingly
- 3.7.19 Forgery of examination documents
- 3.7.20 Bribery so as to compromise examination credibility
- 3.7.21 Possessing, while in the examination venue any device that permits communication with others or receive communication from others
- 3.7.22 Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage)

### **3.8 Procedure for Handling Examination Misconduct**

- 3.8.1 Any allegation of examination misconduct should be raised initially by the invigilator to the candidate involved.
- 3.8.2 If the invigilator is convinced that misconduct has been committed by a student, they shall document that and forward the concern to the Registrar, Academic Affairs through their relevant Chairpersons of departments.
- 3.8.3 The student must be made aware of the allegation against them and of any evidence to be considered.
- 3.8.4 A student shall be required to write and sign a statement about the examination misconduct.
- 3.8.5 If the invigilator believes that misconduct has been committed and should be dealt with as an examination irregularity, they shall submit a signed and dated 'Allegation of Examination Offence' (see Appendix 2) statement in writing to the Academic Registrar, through their relevant Chairperson.
- 3.8.6 The invigilator must set out clearly the name of the student and registration number against whom the allegation is made, the nature and full details of the offense alleged and all the supporting evidence to be presented.
- 3.8.7 Any misconduct shall be reported to Senate for action by the Registrar, Academic Affairs within one (1) week after the examination period ends.
- 3.8.8 A Senate Student Examinations Misconduct and Disciplinary Committee shall be constituted and seize of the matter and institute proceedings within two (2) weeks after Senate deliberations and recommendations.
- 3.8.9 The Senate Student Examination Misconduct and Disciplinary Committee shall comprise the following:
  - i) An Associate Professor who is a member of Senate or Professor as Chair;
  - ii) Dean of the relevant Faculty/School/Centre;
  - iii) Chairperson of relevant Department;
  - iv) Two members of Senate;
  - v) Registrar, Academic Affairs;
  - vi) Legal officer;
  - vii) Any other coopted member
 (*Either gender must be represented on the Committee*).
- 3.8.10 The Registrar, Academic Affairs, shall within a week of Senate's decision give formal notice of impending disciplinary action relating to misconduct to each student named. The formal notice shall consist of:
  - i) A copy of the allegation of examination misconduct;
  - ii) The date, time and venue of the inquiry;
  - iii) Details of where help and advice may be sought;
- 3.8.11 The formal notice shall be deemed to have been received by the student if a copy of the document is sent by email, posted on notice board, university website and recorded delivery to the student's last known contact address.
- 3.8.12 If the student is unable to attend they can submit a written statement of the case to the Registrar, Academic Affairs which will be considered at the disciplinary meeting.
- 3.8.13 If a student fails to attend the disciplinary hearing without good reason, the University panel shall proceed in his/her absence.
- 3.8.14 The Committee will determine its findings in relation to the evidence they have seen and heard on the balance of probabilities except where the offence is such that the student may be excluded, temporarily or permanently, where the Committee needs to be convinced beyond reasonable doubt that the allegation is proven. The Disciplinary Committee shall take account of

any mitigation by the student when fixing the penalty.

3.8.15 As soon as possible after the determination of the allegation, the Registrar, Academic Affairs shall issue the Decision Notice that shall consist of the following:

- i) A summary of the major points made during the Disciplinary Inquiry;
- ii) A concise rationale of its findings;
- iii) A concise statement of the Disciplinary Committee's findings in relation to the
- iv) Allegation of Misconduct;
- v) In case a student is responsible for misconduct, the penalty to be applied;
- vi) An explanation of the student's right of appeal.



- 3.8.16 A student shall have the right of appeal against the findings of the Disciplinary Committee and/or against the penalty imposed.
- 3.8.17 An appeal should be lodged by the submission of a signed and dated statement from the student to the Vice Chancellor within ten working days of the date of issue of the written decision from the Senate Student Examination Misconduct and Disciplinary Committee.
- 3.8.18 The Vice Chancellor will within three days of receipt of a student appeal, constitute an Appeals Committee to consider the appeal together with documents considered by the original hearing. Members of the Appeals Committee should not have had previous involvement with the matter.
- 3.8.19 The Appeals Committee shall consist of:
- A university Professor as Chair;
  - A senior Faculty Representative;
  - A member nominated by the Academic Staff Union;
  - A student nominated by the Student Council;
  - The Registrar AA or their Nominee
- 3.8.20 The Appeals Committee shall within three (3) days after constitution by the VC, convene, consider and determine the student's appeal. The Committee can uphold, amend or rescind the decision of the original hearing and shall report its decision to Senate for consideration and ratification.
- 3.8.21 The decision of Senate after the Appeals Committee shall be final. Within two days of Senate ratification, the student shall be informed of the Appeals Committee decision in writing together with the reasons for the decision.
- 3.8.22 Senate shall name and shame students who engage in academic misconduct by publishing and publicizing a list of all those found guilty.

### 3.9 Penalties for Examination Misconduct

- 3.9.1 MMUST Senate takes serious view of any breach of the Examinations Rules and Regulations and Examinations Procedures and Guidelines as they apply both to in-course and final assessment and shall impose such a penalty as it deems fit.
- 3.9.2 Having considered the evidence presented at the Disciplinary meeting, the Senate Committee shall determine the allegation. If the allegation is proven, the Committee will then fix an appropriate penalty from the list below guided by the table of 'Examination Irregularities and Respective Penalties'.
- Warning letter to the candidate
  - Cancellation of either in-course or end course examination results or both;
  - Cancellation of results for the whole semester;
  - Cancellation of the results for the whole academic year;
  - Suspension from the University for One (1) year;
  - Suspension from the University for Two (2) years;
  - Suspension from the University for Three (3) years;
  - Expulsion from the university;
  - Reduction of the mark originally awarded;
  - Institution of criminal charges;
  - Any combination of the penalties defined above

**Examination Irregularities and Respective Penalties**

| S/NO | IRREGULARITY  | PENALTY  |
|------|---|--|
| 1    | Writing on examination question papers.   | Warning letter to the candidate.   |
| 2.   | Unauthorized absence from the examination venue.  | Warning letter to the candidate  |
| 3    | Having Unauthorized material in an examination venue  | Cancellation of examination results in the course & suspension for one (1) Academic Year   |
| 4    | Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other | <ul style="list-style-type: none"> <li>Cancellation of examination results in the course</li> <li>Suspension of the candidate from the University</li> </ul> |

|             |  |  |
|-------------|--|--|
|             | material.  | for one (1) Academic Year.   |
| 5           | Reading answer scripts belonging to another candidate  | <ul style="list-style-type: none"> <li>• Cancellation of examination results in the course</li> <li>• Suspension of the candidate from the University for one (1) Academic Year</li> </ul>       |
| 6           | Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.   | <ul style="list-style-type: none"> <li>• Cancellation of examination results in the course</li> <li>• Suspension of the candidate from the University for one (1) Academic Year.</li> </ul>      |
| <b>S/NO</b> | <b>IRREGULARITY</b>  | <b>PENALTY</b>   |
| 7.          | Possessing, while in the examination venue any device that permits communication with others or receive communication from others  | <ul style="list-style-type: none"> <li>• Cancellation of examination results in the course.</li> <li>• Suspension of the candidate from the University for one (1) Academic Year</li> </ul>      |
| 8.          | Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.                         | <ul style="list-style-type: none"> <li>• Cancellation of examination results for that course</li> <li>• Suspension of the candidate from the University for two (2) Academic Years.</li> </ul>   |
| 9.          | Permitting another candidate to copy from or make use of one's papers.   | <ul style="list-style-type: none"> <li>• Cancellation of examination results for that course.</li> <li>• Suspension of the candidate from the University for two (2) Academic Years.</li> </ul>  |
| 10.         | Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.   | <ul style="list-style-type: none"> <li>• Cancellation of examination results for that course</li> <li>• Suspension of the candidate from the University for two (2) Academic Years.</li> </ul>   |
| 11.         | Destroying evidence which may be used as proof of an examination irregularity.   | <ul style="list-style-type: none"> <li>• Cancellation of examination results for that course</li> <li>• Suspension of the candidate from the University for two (2) Academic Years.</li> </ul>   |
| 12.         | Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace. | <ul style="list-style-type: none"> <li>• Cancellation of examination results for that course</li> <li>• Suspension of the candidate from the University for two (2) Academic Years.</li> </ul>   |
| 13.         | Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.  | <ul style="list-style-type: none"> <li>• Cancellation of examination results for that course</li> <li>• Suspension of the candidate from the University for three (3) Academic Years.</li> </ul> |
| 14.         | Refusing to write a statement after being asked to do so by the invigilator.   | <ul style="list-style-type: none"> <li>• Cancellation of examination results for that course</li> <li>• Suspension of the candidate from the University for three (3) Academic Years.</li> </ul> |
| 15.         | Impersonating or attempting to impersonate another candidate or being impersonated knowingly   | <ul style="list-style-type: none"> <li>• Cancellation of examination results in the course</li> <li>• Suspension of the candidate from the University for two (2) Academic Years y</li> </ul>    |
| 16.         | Forgery of examination documents   | <ul style="list-style-type: none"> <li>• Cancellation of examination results for that course</li> <li>• Suspension of the candidate from the University for three (3) Academic Years.</li> </ul> |
| 17.         | Bribery so as to compromise examination credibility  | <ul style="list-style-type: none"> <li>• Cancellation of examination results in the course</li> <li>• Suspension of the candidate from the University for three (3) Academic Years.</li> </ul>   |
| 18.         | Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage)                       | <ul style="list-style-type: none"> <li>• Cancellation of examination results in the course</li> <li>• Suspension of the candidate from the University for three (3) Academic Years</li> </ul>    |
| 19.         | Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.   | <ul style="list-style-type: none"> <li>• Warning letter</li> <li>• Cancellation of results</li> <li>• Suspension for between one (1) &amp; three (3) Academic Years.</li> </ul>                  |
| 20.         | Committing a subsequent examination irregularity   | <ul style="list-style-type: none"> <li>• Expulsion from the University</li> </ul>  |





## Masinde Muliro University of Science and Technology

Tel: 0702-597360/1 EXT 2101  
E-mail: [registraraa@mmust.ac.ke](mailto:registraraa@mmust.ac.ke)  
Website [www.mmust.ac.ke](http://www.mmust.ac.ke)



P.O Box 190  
Kakamega  
50100  
Kenya

### Office of the Dean of Students

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#### BOND

I,.....Registration Number.....  
(FULL NAME)

I hereby bond myself to be of good conduct during my stay at the Masinde Muliro University of Science and Technology.

I also bond myself to abide by all the University Rules and Regulations as contained in the Student Guide.

Failure to adhere to the above, the Masinde Muliro University of Science and Technology will reserve the right to institute disciplinary procedures against me.

Signed:.....Date:.....

---

Signed: .....  
(Dean of Students)

Rubber Stamp.....



# Masinde Muliro University of Science and Technology

Tel: 0702-597360/1 EXT 2101  
 E-mail: registrar.aa@mmust.ac.ke  
 Website www.mmust.ac.ke



P.O Box 190  
 Kakamega  
 50100  
 Kenya

## Games and Sports Department

### PERSONAL INFORMATION ON SPORTING AND GAMES ACTIVITIES

Name:.....

Reg No.:..... Campus:.....

Tel. No.:..... Email No:.....

*Indicate by a tick (✓) the game/sport you have participated in or of your interest*

| NO.    | GAME                   | LEVEL OF PARTICIPATION |        |          |          |               | Sport/Game of Interest |
|--------|------------------------|------------------------|--------|----------|----------|---------------|------------------------|
|        |                        | Zonal                  | County | Province | National | International |                        |
| 1      | Soccer                 |                        |        |          |          |               |                        |
| 2      | Netball                |                        |        |          |          |               |                        |
| 3      | Volleyball             |                        |        |          |          |               |                        |
| 4      | Handball               |                        |        |          |          |               |                        |
| 5      | Rugby                  |                        |        |          |          |               |                        |
| 6      | Athletics-track/field  |                        |        |          |          |               |                        |
| 7      | Basketball             |                        |        |          |          |               |                        |
| 8      | Chess, Scrabble, darts |                        |        |          |          |               |                        |
| 9      | Tennis                 |                        |        |          |          |               |                        |
| 10     | Martial arts           |                        |        |          |          |               |                        |
| 11     | Swimming               |                        |        |          |          |               |                        |
| 12     | Hockey                 |                        |        |          |          |               |                        |
| 13     | Badminton              |                        |        |          |          |               |                        |
| 14     | Table tennis           |                        |        |          |          |               |                        |
| OTHERS |                        |                        |        |          |          |               |                        |
| 1      |                        |                        |        |          |          |               |                        |
| 2      |                        |                        |        |          |          |               |                        |
| 3      |                        |                        |        |          |          |               |                        |
| 4      |                        |                        |        |          |          |               |                        |

Signed..... Date.....





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P.O Box 190  
Kakamega  
50100  
Kenya

MMU/3

**AFFIX  
COLOURED  
PASSPORT  
SIZE PHOTO  
HERE**

**Office of the Registrar (Academic Affairs)**

**Masinde Muliro University of Science and Technology**

**STUDENTS PERSONAL DETAILS**

Information in this form is intended to help the Office of the Registrar understand the student better. It will be used for purposes of improving the Student's Welfare while at the University

(To be completed in written in CAPITAL/BLOCK letters or TICK where appropriate)

1 Name \_\_\_\_\_  
Surname First Name Initial/Other

2. National Registration Number (I/D)  Country \_\_\_\_\_

3. University Registration Number

Year of Study 1. First  2. Second  3. Third  4. Fourth  5. Fifth

4. Date of Birth.  Day  Month  Year

5. Religion 1. Protestant  2. Catholic  3. Muslim  4. Others  Specify: \_\_\_\_\_

6. Nationality 1. Kenyan  2. East African  3. Others  Specify \_\_\_\_\_

7. Home contact address (where you can be contacted during vacations)

\_\_\_\_\_  
P.O. BOX CITY/TOWN  
\_\_\_\_\_

TELEPHONE (LANDLINE) MOBILE PHONE (S) E-MAIL ADDRESS  
8. (a) Marital Status 1. Single  2. Married

(b) Name and Address of Spouse (if married) \_\_\_\_\_  
(SURNAME) (FIRST NAME) (INITIAL/OTHER)  
\_\_\_\_\_  
P.O. BOX CITY/TOWN  
\_\_\_\_\_

TELEPHONE (LANDLINE) MOBILE PHONE E-MAIL ADDRESS  
9. (a) Full Name of Father: \_\_\_\_\_  
(SURNAME) (FIRST NAME) (INITIAL/OTHER)

Deceased ☐ Alive ☐ Occupation \_\_\_\_\_

Date of Birth

Day

|  |  |
|--|--|
|  |  |
|--|--|

Month

|  |  |
|--|--|
|  |  |
|--|--|

Year

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

(b) Full Name of Mother:

(SURNAME)

(FIRST NAME)

(INITIAL/OTHER)

Deceased ☐ Alive ☐ Occupation \_\_\_\_\_

Date of Birth \_\_\_\_\_

Day   Month   Year

10. (a) Full Name of Guardian (SURNAME) (FIRST NAME) (INITIAL/OTHER) \_\_\_\_\_

(b). Occupation of Guardian \_\_\_\_\_ I/D No.

11. Address of Parent/Guardian \_\_\_\_\_

P.O. BOX CITY/TOWN

TELEPHONE (LANDLINE) MOBILE PHONE E-MAIL ADDRESS

12.(a) Name of Next of Kin (SURNAME) (FIRST NAME) (INITIAL/OTHER)

(b) Address of Next of Kin P.O. BOX CITY/TOWN

I.D. NO.

TELEPHONE (LANDLINE) MOBILE PHONE E-MAIL ADDRESS

13. Place of Birth: Village \_\_\_\_\_

Location \_\_\_\_\_

Name of Chief \_\_\_\_\_ Division \_\_\_\_\_ County \_\_\_\_\_

Constituency \_\_\_\_\_

14. Place of Permanent Residence:

Village \_\_\_\_\_ Nearest Town \_\_\_\_\_ Nearest Police Station \_\_\_\_\_

Location \_\_\_\_\_ Name of Assistant Chief \_\_\_\_\_ Name of Chief \_\_\_\_\_

15. Give names and addresses of two persons who can be contacted in case of emergency.

(i) (SURNAME) (FIRST NAME) (INITIAL/OTHER)

RELATIONSHIP P.O. BOX TOWN/CITY

TELEPHONE (LANDLINE) MOBILE PHONE E-MAIL ADDRESS

(ii) (SURNAME) (FIRST NAME) (INITIAL/OTHER)

RELATIONSHIP P.O. BOX TOWN/CITY

TELEPHONE (LANDLINE) MOBILE PHONE E-MAIL ADDRESS

16. Name and address of Secondary School attended:

|    | NAME | ADDRESS | TOWN | DATES |    |
|----|------|---------|------|-------|----|
|    |      |         |      | FROM  | TO |
| 1. |      |         |      |       |    |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

17. KCE/KCSE or equivalent Results (Subjects & Grades)

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Mean Score/Division (where applicable)

18. Name and address of School attended for KACE/"A" Level (Where applicable)

(a) Name

\_\_\_\_\_

(b) Address

\_\_\_\_\_

P.O. BOX

TOWN/CITY

19. KACE Results/"A" Level Results (Subject and Grades)

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

20. Any other Institutions attended and Qualifications attained

|    | NAME | SPECIALIZATION | QUALIFICATIONS |
|----|------|----------------|----------------|
| 1. |      |                |                |
| 2. |      |                |                |
| 3. |      |                |                |

21. Games/Sports: Which games and Sports do you participate in:

|               |                          |                  |                          |                  |                          |                |                          |
|---------------|--------------------------|------------------|--------------------------|------------------|--------------------------|----------------|--------------------------|
| 01. Soccer    | <input type="checkbox"/> | 02. Hockey       | <input type="checkbox"/> | 03. Basketball   | <input type="checkbox"/> | 04. Netball    | <input type="checkbox"/> |
| 05. Tennis    | <input type="checkbox"/> | 06. Badminton    | <input type="checkbox"/> | 07. Rugby        | <input type="checkbox"/> | 08. Volleyball | <input type="checkbox"/> |
| 09. Athletics | <input type="checkbox"/> | 10. Swimming     | <input type="checkbox"/> | 11. Table Tennis | <input type="checkbox"/> | 12. Darts      | <input type="checkbox"/> |
| 13. Karate    | <input type="checkbox"/> | 14. Martial Arts | <input type="checkbox"/> | 15. Others       | <input type="checkbox"/> | specify _____  |                          |

If you represented your school, etc. in games please give details:

\_\_\_\_\_

\_\_\_\_\_

22. Clubs and Societies: Which clubs and societies are you interested

in: Please give details of your application.

(a) First Choice

\_\_\_\_\_

(b) Second Choice

\_\_\_\_\_

( c ) Third Choice

\_\_\_\_\_

23. Do you suffer from any physical impairment? If so give details.

No. ☐ Yes ☐

\_\_\_\_\_

24. Please give any information you think is useful for you to communicate to the University.

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---

I certify that the information I have provided is correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





## Office of the Registrar (Academic Affairs)

### Masinde Muliro University of Science and Technology

## ENTRANCE MEDICAL EXAMINATION

### IMPORTANT

Students are requested to complete Part 1 of this Form. Part 11 should be filled by a Certified Medical Practitioner at a Government Hospital. The completed Form should be brought personally and presented to the Medical Registration Officers on the day of Registration by the student. No medical reports should be brought earlier or sent by post.

### PART 1

- (a) Surname ..... Other Names .....  
Date and place of birth ..... Sex ..... Nationality ..... Race .....  
Religion ..... Marital Status .....  
Faculty/School/Centre ..... Registration Number .....  
Name, Address, and Telephone Number of Parent/Guardian/Next of .....  
.....
- (b) Have you ever been admitted in a hospital? .....  
If so, state reason for admission and date .....  
.....
- (c) Have you had any of the following illness:  
(i) Tuberculosis or other chest infection? ..... Yes/No  
(ii) Fits, Nervous disease or fainting attacks? ..... Yes/No  
(iii) Heart disease or Rheumatic fever? ..... Yes/No  
(iv) Any disease of the digestive system? ..... Yes/No  
(v) Any disease of Genito Urinary System? ..... Yes/No  
(vi) Allergies to food or drugs? ..... Yes/No  
(vii) Malaria? ..... Yes/No  
(viii) ..... Sexually Transmitted Disease? .....  
..... Yes/No  
(ix) Poliomyelitis? ..... Yes/No  
If the answer to any of the above is Yes. Please give details with dates .....  
.....
- (d) If there are any other relevant details of your medical history not covered by the above questions  
please give  
particulars .....  
.....
- (e) Has any member of your family suffered from:  
(i) Tuberculosis? ..... Yes/No  
(ii) Insanity or Mental illness? ..... Yes/No  
(iii) ..... Diabetes Mellitus? Yes/No  
(iv) Heart disease? ..... Yes/No
- (f) Have you been immunized against any of the following diseases:  
(i) Smallpox? Yes/No ..... Date .....  
(ii) Tetanus? Yes/No ..... Date .....  
(iii) Poliomyelitis? Yes/No ..... Date .....  
(iv) Tuberculosis? Yes/No ..... Date .....  
(v) Typhoid? Yes/No ..... Date .....  
(vi) Hepatitis B? Yes/No ..... Date .....



Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## **PART 11**

(To be completed by the Examining Medical Officer)

- (a) Height.....Weight.....
- (b) Visual Acuity:  
Without glasses      R.6/..... L./6.....  
With glasses        R.6/..... L./6.....
- (c) Hearing:            Right Ear..... Left Ear.....
- (d) Condition of:  
Teeth: .....  
Nose: .....  
Throat: .....
- (e) Lymphatic glands.....  
Circulatory System.....  
Pulse.....  
Blood Pressure.....Systolic.....Diastolic.....
- (f) Respiratory System.....
- (g) Abdomen.....  
Spleen.....  
Any evidence of Hernia.....  
Any evidence of Haemorrhoids.....
- (h) Urine...SG.....Albumin.....Sugar.....
- (i) Any observable physical defects in addition to general record of observation:  
If any please specify.....
- (j) Is the student on any treatment?.....  
If any please specify.....
- (k) Blood KhanTest / VDRL.....
- (l) Any other observation of importance.....  
.....

**Medical Officer:** .....

**Address:** .....**Stamp & Date:**.....

## **PART III**

(To be completed by the University Chief Medical Officer)

Special Remarks.....  
.....  
.....

Is the Student fit for University Education? Yes/No

**Date:**.....

**Chief Medical Officer**

**For: MMUST**