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# **MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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

## **ADMISSION REQUIREMENTS**

## **STUDENT HANDBOOK**

**TABLE OF CONTENT****PAGE**

1.	Traveling to MMUST.....	3
2.	Arrival and Registration.....	3
3.	Immigration.....	3
4.	Letter of Acceptance by the Candidates.....	3
5.	Students Personal Details .....	3
6.	Fees.....	3
7.	Medical Examination.....	4
8.	Medical Attention at the University .....	4
9.	Games and Sports.....	4
10.	Student Advisory.....	4
11.	Student Organization.....	4
12.	Regulations Governing the Conduct and Discipline of Students.....	4
13.	Instruments and Protective Clothing for Students.....	4
14.	Admission and Registration Criteria.....	5
15.	Deferment of Studies .....	5
16.	Condition for Registration.....	5
17.	Document B - Rules and Regulations.....	6

**APPENDICES**

ii.	Bond – MMM/2A .....	15
iii.	Games and Sports – MMU/2B.....	16
iii.	Student Personal Details - MMU/3.....	17
iv.	Entrance Medical Examination – MMU/5.....	21

# DOCUMENT A

## JOINING INSTRUCTIONS TO STUDENTS

### 1. 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 Total Petrol Station located next to the Bus Station.

### 2. ARRIVAL AND REGISTRATION

Students are expected to arrive between 8:00 a.m. to 5:00 p.m. on the opening day for registration. Any student arriving after 5:00 p.m. will not be **registered** nor be given **accommodation** until the following day.

### 3. 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.

### 4. 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 and book can be accessed on the University website: [www.mmust.ac.ke](http://www.mmust.ac.ke)

Forward one completed copy of the Students Personal Details Forms (MMU/3) together with the Students Regulation Declaration MMU/2 to the Registrar Academic Affairs immediately. The rest of the provided Forms will be handed in on the day of registration.

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.

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

### 5. FEES

#### (a) FEES

Fees are payable at the beginning of every 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 will be collected at the time of registration.

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

Students are advised to bring with them between 6,000/= (Six 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 Kshs. 4,000 (Four Thousand Shillings) per year if you will be in University residence (please refer to the Fees Structure).

### 6. 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.

## **7. MEDICAL ATTENTION AT THE UNIVERSITY COLLEGE**

### **(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 trouble 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.

## **8. 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 programme of sporting activities for both men and ladies. Students participate in these activities for recreation or competitively. 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.

## **9. STUDENT ADVISORY.**

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

## **10. 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.

## **11. 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 MMU/2 which should immediately sent 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.

## **12. 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 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)

**13. 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.

**14. 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.

**15. CONDITIONS FOR REGISTRATION**

No student will be registered without producing the following:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>(a) Original Admission Letter</li> <li>(b) Original result/certificate and a photocopy</li> <li>(c) Original National Identity Card (or Birth Certificate for those who are under age) and a photocopy</li> <li>(d) One copy of the completed Student Personal Details Form MMU/3</li> <li>(e) The Entrance Medical Examination Form MMU/5</li> <li>(f) Receipts for requisite fees from the Finance Department</li> </ul> | } | Submit during<br>Verification of Original<br>Certificate before<br>opening day |
|   | } | Present on Opening<br>Day  |

In addition **Bachelor of Science (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 and Dean of Student 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.

## **4.0 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 an average mean mark (60%) in the previous University examinations.
  - (iii) A First year student intending to contest should have obtained 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 or hold hostage extort or 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 without 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 inventory. 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 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 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 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 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 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 the 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.

## **PART OF THE REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS**

A complete text of the Rules and Regulations governing University examinations can be viewed on the MMUST website

[www.mmust.ac.ke](http://www.mmust.ac.ke)

### **EXAMINATION IRREGULARITIES SHALL INCLUDE:**

#### **Group I**

- i. Having unauthorized material in an examination room.
- ii. Attempting to read answer scripts belonging to another candidate.
- iii. Committing a breach of any other examination rule or regulation which may be communicated to the candidate from time to time by the invigilators.
- iv. Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- v. Failing to write a statement.

#### **Group II**

- i. Attempting to copy from or making references to unauthorized material(s) or sources in the examination room.
- ii. Attempting to obtain assistance from candidate, or attempting to give assistance to another candidate, directly or indirectly in answering an examination paper.
- iii. Carrying examination scripts, one's/or another candidate's out of the examination room.
- iv. Attempting to carrying examination scripts/answer sheets, one's/or another candidate's, out of the examination room.
- v. Writing on the question paper.

#### **Group III**

- i. Reading answer scripts belonging to another candidate.
- ii. Copying from, or destroying or refusing to surrender evidence which may be used as proof of an examination irregularity. Resisting, assaulting an invigilator.
- iii. Obtaining assistance from another candidate, and/or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- iv. Permitting another candidate to copy from or make use of one's papers.
- v. Committing a subsequent examination irregularity after being warned or suspended and readmitted.

### **PROCEDURE IN DEALING WITH EXAMINATION IRREGULARITIES**

- i. Invigilators shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.
- ii. When an Invigilator suspects that a candidate has committed an examination irregularity or irregularities, other Invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Vice Chancellor, Academic Affairs.
- iii. The Invigilator shall, if possible, confiscate the material that is suspect, but the candidate shall be allowed to complete writing the examination.
- iv. The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Deputy Vice Chancellor, Academic Affairs by the Main Invigilator.
- v. The Main Invigilator and the Chairman of Department shall make a full report on the incident to the Deputy Vice Chancellor (Academic Affairs) through the Dean or Director of Faculty/School/Institute/Centre immediately after the examination.
- vi. The Main Invigilator's report and the Candidate's statement shall be considered by an Investigation Committee appointed by Senate.
- vii. An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Chairman of Department. If the Chairman of Department considers that an examination irregularity has occurred, a full report shall be made to the Deputy Vice Chancellor (Academic Affairs) through the Dean/Director.

### **DISCIPLINARY ACTION**

If it is evidently established that a candidate has committed an examination irregularity, appropriate disciplinary action shall be taken immediately.

Disciplinary action may include:

### **Group I**

- i. Issuance of a letter of warning to the candidate.
- ii. Cancellation of examination results in the course and issuance of a letter of warning.
- iii. Cancellation of examination results in the course and suspension of the candidate for one academic year.

### **Group II**

- i. Cancellation of examination results in the course and suspension of the candidate for two academic years.

### **Group III**

- i. Cancellation of examination results and expulsion from the University.

## **LEAKAGE OF EXAMINATION**

- i. Any person, who suspects that a leakage has taken place, shall immediately report to the Registrar, Academic Affairs.
- ii. Where a leakage has been established as having occurred, the Deputy Vice Chancellor, Academic Affairs shall **NULLIFY** the examination and order a fresh examination to be set and administered.
- iii. An investigation Committee shall be set up by Senate to investigate the suspected leakage. The Committee shall be constituted comprised of four members of Senate or their representatives, one of whom shall be the Chairman; the Dean/Director of Faculty/School/Centre; Dean of Students and the Registrar Academic Affairs who shall be the Secretary to the Committee.
- iv. The Investigating Committee shall make recommendations to Senate, based on their findings as soon as practicable.
- v. Senate shall take appropriate disciplinary action(s).

## **INSTRUCTIONS TO CANDIDATE AND INVIGILATORS**

- a) Candidates shall be allowed into the examination room five minutes before the start of examination. Question papers shall be placed upside-down on the desks before candidates enter the examination room. Candidates must not turn the question paper over until they are instructed to do so.
- b) A candidate, who arrives within the first half hour of the start of the examination, may be allowed into the examination room provided no other candidate has left the room. Such a candidate will have no extension of time to compensate for the lateness.
- c) No candidate shall enter the examination room after 30 minutes from the start of the examination. A candidate who is excluded from the examination under this regulation should report to the Chief Internal Examiner.
- d) Examination registration cards and students identification cards should be conspicuously displayed. Candidates who do not have examination cards shall not be allowed to sit the examination.
- e) Books, bags, notes, rough papers, cell phones or any other such materials that may hinder transparency, or that are likely to raise suspicion should not be carried into an examination room. Log books and calculators should not be brought into the examination room, unless there is a provision to the contrary for a particular paper. All unauthorized materials should be handed over to the Main Invigilator before the start of an examination.
- f) Invigilators shall have powers to confiscate any unauthorized material(s) brought into an examination room. They shall have the power to expel from the examination room, any candidate who creates disturbance and breaches the peace and quite of an examination room.
- g) Candidates should acquaint themselves with the instructions on the front page of the answer books.
- h) Candidates should write their registration numbers, course codes, course titles and paper numbers, on each answer booklet and on continuation sheets.
- i) Candidates are not allowed to communicate with each other, either verbally or through other means, during an examination without the permission of the invigilator.
- j) Candidates are not allowed, in their course and assignments, to reproduce the works of another person, other persons without acknowledgment, and with intent to deceive. This amounts to plagiarism, a serious offense which will lead to disciplinary action being taken against such a candidate.
- k) Smoking is forbidden in an examination room.
- l) Candidates must stop writing and assemble their scripts at the end of the examination, on the instructions of the Main Invigilator and hand in their answer scripts together with their examination cards for signing.
- m) Candidates are not allowed to remove books or sheets from the examination room.
- n) A candidate who is unable to sit an examination should report the circumstances to the Deputy Vice Chancellor, Academic Affairs immediately.
- o) Misreading the examination timetable is not a sufficient cause for failing to sit an examination.

# Masinde Muliro University of Science and Technology



Tel: 056-30873  
Fax: 056-30873  
E-mail: registraraa@mmust.ac.ke  
Website 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 procedures against me.

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

---

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

Rubber Stamp.....

# Masinde Muliro University of Science and Technology

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 Fax: 056-30873  
 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						
<b>OTHERS</b>							
1							
2							
3							
4							

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





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"/> |                |                          |

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.

\_\_\_\_\_  
\_\_\_\_\_

I certify that the information I have provided is correct.

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

Tel: 056-30873  
 Fax: 056-30873  
 E-mail:  
 registrar@mmust.ac.ke  
 Website www.mmust.ac.ke



P.O Box 190  
 Kakamega  
 50100  
 Kenya

**AFFIX  
 COLOURED  
 PASSPORT  
 SIZE PHOTO  
 HERE**

## 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 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.**