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# **RULES AND REGULATIONS GOVERNING CONDUCT AND DISCIPLINE OF STUDENTS**

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## **FOREWORD**

On behalf of Management and Staff of Rongo University may I take this opportunity to welcome every student who has chosen to join this institution of higher learning. This booklet provides important information to enable students cope with life in the University as they pursue their studies. The rules and regulations are meant to enable every student accomplish academic pursuits besides individual development and fulfillment.

In this edition, attention was given to the contents to incorporate requirements of the Constitution of Kenya, 2010, Universities Act 2012 and subsequent amendments, Rongo University Charter 2016, and Rongo University Statutes. Some of the areas include recognition of the Bill of Rights, promotion of national values, cohesion and integration, and entrenchment of integrity in the students' leadership. The regulations have been simplified to provide general information and separately outline conduct that may result in disciplinary proceedings.

Students are reminded to read and understand the rules and regulations. It is a requirement that a student should sign a declaration to confirm readiness to abide by the rules and regulations before taking the offer to undertake any studies in the institution. It is hoped that by accepting to live harmoniously in the community of scholars, students will attain the standards that are desirable.

Finally, I wish every student a wonderful experience as they go about their academic activities at this University .

Signature .....

Date.....

**DR. RACHAEL MSAKE**  
**CHAIRPERSON OF COUNCIL**

Signature.....

Date.....

**PROF. SAMUEL GUDU**  
**VICE-CHANCELLOR**

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## **DEFINITION OF TERMS**

For the purpose of this policy the terms defined below will have the meanings assigned by the statements made after the word or phrase.

**Closure of University** - refers to the suspension of any teaching or learning activity by the University for a duration in which students or a group of students are required to remain outside the University.

**Cohabiting** –refers to cases where students of the opposite sex living together in a University hostel room without authority and maintaining a husband-wife like relationship without being legally married.

**Council** – refers to Rongo University Council

**Deferment** - refers to the postponement of studies by a student for one or more academic years on financial grounds or other reasons with authority from the University.

**Dismiss the case** –refers to a conclusion made by the disciplinary committee which absolves an accused student from the allegations.

**Exclusion from halls of residence** - refers to the withdrawal of some or all privileges relating to the student's use of or access to the University's residences.

**Expel to show cause** – means to formally inform a student that his/her studentship is terminated unless convincing or justifiable reasons as to why this should not be effected are given.

**Expulsion from the University** – means termination of all student's rights and privileges in the University, with no possibility of re-admission.

**Leave of absence** - refers to permission granted to a student by the relevant University authorities to be away from the institution for a specified period of time, usually not exceeding 21 days of the semester, on compassionate grounds or to allow her or him attend to some important function/assignment.

**Making good on any loss or damage** - refers to paying in monetary terms an amount equivalent to the value of the item lost or damaged.

**Re-admission** – means the act of allowing a student who had deferred studies to return to the university to continue with studies.

**Rules and Regulations**- means rules and regulations governing conduct and discipline of students

**Senate** – means Senate of the University.

**Student** - means a person registered by the University for the purpose of receiving instructions in a particular area of study with a view to obtaining a qualification of the University or any other person who is determined by the Senate to be a student.

**Student Disciplinary Committee** - refers to a committee of Rongo University Senate established to consider students disciplinary matters

**Students Association** – means the Association that is recognized by the University as representing Rongo University Students

**Sublet a hostel room** – means to allow another student or person to occupy one’s room on an illegal tenancy arrangement that results in financial gain to the bona fide occupant.

**Suspension** - refers to the withdrawal of some or all university privileges accorded to a student for a specified period of time.

**Ten to ten rule** – means the period between 10pm and 10am when students resident in university hostels are prohibited from receiving or entertaining visitors or members of the opposite sex in their rooms.

**University** – means Rongo University

**Warn or to caution** – means to reprimand in writing a student who has committed a light offence and to require of him/her to desist from such offence in the future.

**Withdrawal from the University** – means to a student leaving the university without the possibility of coming back to continue with studies.

**Students entertainment** - refers to University-wide entertainment approved by the Dean of students

**Vocational residence** – means residence in the University hostels during the period in which a student is on recess or attachment.

## **ABBREVIATIONS AND ACRONYMS**

<b>ASA</b>	:	Academic and Student Affairs
<b>AFP</b>	:	Administration, Finance and Planning
<b>TV</b>	:	Television
<b>VCR</b>	:	Video Cassette Recorder
<b>VC</b>	:	Vice-Chancellor
<b>DVC</b>	:	Deputy Vice-Chancellor

## **1.0 BACKGROUND OF THE UNIVERSITY**

### **1.1 The Vision**

A world class technology - driven University in learning and practice.

### **1.2 The Mission**

To provide quality and innovative higher education through teaching, research and community service.

### **1.3 Core Values**

1. Integrity
2. Professionalism
3. Innovation
4. Equity
5. Social responsibility.

### **1.4 Mandate of the University**

The University derives its mandate from the Rongo University Charter of 7<sup>th</sup> October, 2016, which stipulates the objects and functions of the University as follows:

- a) Provide directly, or in collaboration with other institutions of higher learning, facilities for technological, professional, and scientific education;
- b) Advance knowledge and its practical application by research and other means;
- c) Disseminate the outcomes of research by various means and commercially exploit the results of such research;
- d) Participate in scientific and technological innovation as well as in the generation, discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development;
- e) Contribute to scientific, technological and industrial development of society in collaboration with industry and other organizations;
- f) Make proposals for new academic programmes culminating in degrees, diplomas and certificates;
- g) Make proposals for the establishment of colleges, campuses, faculties, schools, institutes, directorates, departments, centres and other resource and administrative units as may be appropriate;
- h) Inculcate a culture of innovation in technology, engineering and science amongst staff, students, and society;



- i) Promote education in social dynamics, science and technology within the institution and society;
- j) Develop an institution of excellence in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products;
- k) Provide a multi-level system of education and training that is relevant to the needs of the local, national and global community covering a wide range of fields and levels with provision for recognition of prior learning and flexibility of transition between educational levels;
- l) Play a leading role in the development and expansion of opportunities for socio-cultural, technological and vocational education and training;
- m) Provide high quality educational, research, residential, commercial, cultural, social, recreational, sporting, and other facilities;
- n) Facilitate student mobility between programmes of study at different accredited technical training institutions, polytechnics, and universities;
- o) Promote critical enquiry, independence and creativity in education, training and research within the institution;
- p) Participate in commercial ventures and activities that promote the objectives of the institution;
- q) Foster the general welfare of students and staff;
- r) Provide equal opportunity for development and further training for staff of the institution;
- s) Develop and provide educational, cultural, professional, technical and vocational services to the community and, in particular, the fostering of corporate social responsibility;
- t) Provide programmes, products, and services in ways that reflect the principles of equity and social justice;
- u) Conduct examinations for, and grant such academic awards as may be provided for in the Statutes, and to syndicate examinations for awards at other institutions as may be approved by the Senate;
- v) Generally, facilitate the development and provision of appropriate and accessible academic and other programmes.

## **2. PRELIMINARY INFORMATION**

1. These rules and regulations are made by the University Council in accordance with the provisions of Universities Act 2012 and its subsequent amendments, Rongo University Charter 2016 and Rongo University Statutes.
2. The Vice-Chancellor shall be responsible to the Council for the adherence to these rules by the students.
3. These Rules and Regulations have been developed to provide information and guidance to students admitted to pursue programmes at the University.
4. The regulations shall be binding to every student of the University upon registration and so long as such a student remains registered.
5. Every student shall be required to read these regulations and sign a declaration appended herein that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby before being registered.
6. Failure or refusal to comply with clause 4, above may constitute ground for denial of registration.
7. These Rules and Regulations shall apply to all students of Rongo University.
8. All students shall be required to read and abide by these rules and regulations.
9. These Rules and Regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.
10. Any bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these Rules and Regulations.

## **3. DISCIPLINARY AUTHORITY**

1. For purposes of these regulations the Vice-Chancellor, acting on behalf of Council, is the disciplinary authority of the University and may in that capacity:
  - i. Vary or add to the list of disciplinary offenses specified herein;
  - ii. Suspend any student(s), suspected of committing an offence under these regulations, from the University pending further disciplinary measures for a period not exceeding four months;
  - iii. Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order;
2. The Vice-Chancellor may delegate such functions to any of the Deputy Vice-Chancellors or Students Disciplinary Committee;

## **4. CONDUCT OF STUDENTS**

### **a. General Provisions**

1. The provisions in this document shall be applicable with respect to the conduct of students within and in so far as applicable outside the University precincts.
2. As enshrined in chapter IV (4), of the Constitution of Kenya, 2010, the University will guarantee the rights and freedoms of students subject to the limitations of the Bill of Rights in the constitution.
3. A student shall be expected to promote national values and principles set in the constitution of Kenya chapter 10.

### **b. General Conduct**

1. Respect and adhere to the administrative and academic rules, procedures and structures established by the Universities Act 2012 and subsequent amendments, the University Charter, University Statutes, and these Rules and Regulations.
2. Respect the rights and privileges of the members of the University community at all times.
3. Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
4. Carry himself/herself in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
5. Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions or at any other University functions.
6. Take reasonable care of property of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.
7. Where a student has rented University premises for business purposes he/she must pay prescribed rent in full.
8. Permission to keep a vehicle/motorcycle within the University premises shall only be given with proof of a valid insurance cover, a current driving license, and proof of ownership (copy of registration logbook).
9. Permission in 8 may be refused or withdrawn at the discretion of the Deputy Vice-Chancellor (ASA) without notice.
10. Parking of vehicles and motorcycles shall be at the owner's risk and the University shall not be held responsible for loss or damage for such vehicles or motor cycles. Students shall not be permitted to operate commercial vehicles in the University.

11. Students with permission to use motor vehicles shall be issued with stickers and park appropriately as may be directed.
12. 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.
13. Fire-fighting appliances: A student shall not interfere with, damage or remove, other than for firefighting purposes, any of the fire-fighting appliances.
14. Security: Students are advised to take reasonable care to ensure personal security and 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 in University premises.
15. Motor Vehicles and Motor cycles: A student shall not keep a motor vehicle or motor cycle on University premises without prior written permission from the Deputy Vice-Chancellor (ASA).

**c. Conduct Related to Health Matters**

1. Apart from complying with the government laws on health, all students shall be required to comply with health requirements as may be laid down by the University from time to time.
2. Students may seek medical attention on all cases requiring such services at the University Health Units.
3. Except in emergency cases, where a student wishes to seek medical services outside the University, he/she shall notify the Medical Officer.
4. In case of treatment required outside the University, the University will take the student to a public hospital.
5. Where a private practitioner has treated a student the medical certificate shall be submitted to the University Medical Officer for record.
6. The University shall not be responsible for student treatment outside its authorized medical facilities hence costs incurred for treatment obtained in health facilities other than the University shall be the full responsibility of the student and the parent, guardian or sponsor.
7. For cases of injuries sustained by the students during sporting activities, the University will provide basic first aid support before referring the student to the nearest medical facility.
8. All cases of emergency or serious illness in the Halls of Residence requiring medical attention must be reported at once to the Halls Staff on duty.

9. Students on vacation or attachment/teaching practice shall not be entitled to medical services at the University health facility.

**d. Catering Services**

1. To facilitate satisfactory and effective services in the Catering Department, students are required to conduct themselves in an orderly manner, and be courteous to the catering staff.
2. Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times.
3. Students shall observe the schedule for provision of meals as prescribed or at such times as shall be notified to the students by the Catering Department from time to time.
4. No University crockery, cutlery or other utensils shall be removed from the dining halls.
5. No student shall enter the serving area, kitchen or stores without prior permission from the Catering Officer.
6. No visitors shall be allowed to dine in the University dining halls. Meals will be served in the said dining halls at subsidized rates for bona fide students only.
7. Students may entertain their visitors at the Students' Centre or any other cafeteria available to them in the University.

**e. Games, Sports and Recreation**

1. Students are encouraged to take part in games, sports and recreation to promote talent development and good health.
2. A student is expected to obtain personal attire, training kits and equipment for games and sports of choice.
3. Where possible students representing the University in sports or competitions will be provided with official University kits during competitions only.
4. The kits or equipment must only be used for the defined purposes.
5. The kits or equipment issued must be surrendered at the end of the competitions or performance.
6. Ceremonies: a student or groups of students who may want to conduct any ceremony within the University must seek the permission of the Vice-Chancellor. Such permission shall be made by the student through the Dean of Students.
7. Students' entertainment: 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, shows shall not run beyond midnight (12.00 midnight).

8. Discos and other dances will be held on Friday and Saturday evenings only following approval by the Dean of Students.

**f. Correspondence**

1. Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear the individual names and signatures.
2. All public statements affecting the University which are intended to be issued on behalf of an association of students must receive prior written approval of the Vice-Chancellor.
3. Advertising notices must be in approved designated notice boards and shall be subject to approval by the Dean of Students.
4. A student granted permission to place advertisements on notice-boards shall remove such notices within one week after the advertised event takes place.
5. Correspondence through letters by individual students or by officials of the Students Organization, clubs and societies to the bodies listed below, on matters pertaining to the University shall be approved by the Vice-Chancellor. The bodies include:
  - i. National and County government officers
  - ii. Foreign government officials
  - iii. Cabinet Secretaries, Members of National Assembly or other dignitaries
  - iv. Sponsoring bodies
  - v. Other such bodies
6. Invitations to Cabinet Secretaries, government officials, politicians and 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.

**g. Residential Regulations**

1. All students shall conduct themselves with responsibility and maturity while in residence at the University. In particular, a student shall strictly observe the following:
  - i. Pay requisite fee for room that is allocated;
  - ii. Share rooms as allocated in addition to other facilities of common use;
  - iii. Not change rooms, halls or hostels once allocation has been made, except with the written permission of the Head of Hostels Department;
  - iv. Forfeit all monies paid to the University if he/she decides to vacate his/her room during the term unless it is on medical grounds in which case the Medical Officer will notify the University authorities in writing;

- v. May admit visitors or fellow students to their rooms only between the hours of 10.00 a.m. and 10.00 p.m. and in so doing shall pay due consideration and regard to the convenience of their room-mates;
  - vi. Shall not remove or damage any facilities or equipment or furniture in their rooms or any other part of the halls;
  - vii. Except for designated places one shall neither cook nor sell food in the hostels;
  - viii. Shall not conduct businesses or trade in the hostels;
  - ix. Shall not reside with a member of the family or any other relative in the university hostels, unless in residential areas specified by the University;
  - x. Other than an iron box, radio, mobile phones, TV and computers, the use of all other electrical and electronic appliances is prohibited in the University hostels;
  - xi. Shall not cohabit while in the University halls of residence;
  - xii. Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University in general;
  - xiii. Shall not enter or remain in the opposite sex halls of residence/rooms between 10.00 p.m. and 10 a.m;
  - xiv. Radios, Television sets, videos (VCR), musical instruments and percussion instruments may be used and at no time should the sound be so loud as to cause disturbance to others.
2. A student who has been allocated a room in the hostels shall be required to surrender room keys promptly if and when required.
  3. All students shall leave the University premises at the end of every academic session;
  4. Vocational residency shall be in a specified hall and paid for in advance at least two weeks before the start of the vacation.
  5. Students shall vacate University premises immediately they are required to do so or on disciplinary grounds.

**h. Non-residential Conduct**

1. Any student who is not offered accommodation in the University hostels shall fill in and submit a non-resident form at the start of each academic year.
2. Where one changes residence in the course of the year a new form should be filled in and surrendered to the Dean of Students.
3. A Non-resident student should ensure they meet their rental obligations with the proprietors.

## **5. ACADEMIC RESPONSIBILITY**

### **a. General**

1. Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction is compulsory.
2. A student should obtain prior permission in case of absence from academic activity.
3. Students shall be expected to comply with all other rules or regulations governing academic programmes and examinations.
4. In case of absence from class/lectures for good cause such as illness, the absence must be authorized by the Head of Department in the School where the course is offered upon production of evidence e.g., a medical certificate.
5. A student shall refrain from any conduct whose object or logical consequence is to disrupt the operations of academic programmes or activities of the University.
6. In addition to the above, students shall be expected to comply with all other regulations made by Departments and Schools or any other such units of the University e.g. Libraries.
7. Students may take part in a University academic or social trip only with permission by the Head of Department or Dean of Students as the case may apply. Where permission is granted the names of students on such trips shall be submitted to the Dean of Students.

### **b. Leave of Absence**

1. The University shall grant leave of absence from the University on any of the following grounds:
  - i. Sick leave up to 21 days
  - ii. Maternity leave up to 90 days
  - iii. Paternity leave up to 14 days
  - iv. Compassionate leave up to 10 days
  - v. Special leave up to 10 days
2. Leave application forms may be obtained from the Dean of Students Office and must be filled by the applicant at least one day before leave begins.
3. Where the leave exceeds 21 days, the student shall be required to defer studies by submitting a duly completed deferment of studies form.
4. The request for leave shall normally be supported by documentary evidence.
5. The University shall not entertain any claims where a student takes leave without prior official permission.
6. 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 Head of Department, Dean of relevant School and the Dean of Students.

**c. Deferment of Studies**

1. Students who wish to defer studies from the University shall be required to fill a deferment of studies form obtained from the Deputy Vice-Chancellor (ASA).
2. A request for deferment of studies should be duly signed by the student, Head of Department, Dean of the School and approved by Deputy Vice-Chancellor (ASA).
3. Deferment of studies shall be for one academic year provided that a student can subsequently re-apply for an extension of deferment of studies for another one academic year. Beyond this, the student will be expected to re-apply for admission.

**d. Re-admission**

1. A student seeking re-admission after the end of deferment period shall submit a request for resumption of studies in writing to the Deputy Vice-Chancellor (ASA) through the Dean of School.
2. Once the request is accepted, the student will proceed to register for courses as may be set from time to time.

**e. Withdrawal from the University**

1. A student who wishes to withdraw from the University shall submit written notice to the Deputy Vice-Chancellor (ASA).
2. The student should thereafter proceed to clear with University Departments as appropriate.

**6. STUDENTS ASSOCIATION**

**a. General**

1. There shall be a students' association pursuant to the Universities Act 2012 and its subsequent amendments and Rongo University Charter 2016 and statutes.
2. The Association shall operate on a constitution that is approved by the Senate and the Council.
3. The constitution of the Association shall be subordinate to the provisions of these Rules and Regulations.
4. A student leader is expected to adhere to leadership integrity, promote national values and principles of good governance espoused in the Kenya Constitution, 2010.

## **b. Leadership in the Students Organization**

1. To be eligible to contest leadership position in the students' organization, the student shall meet the following minimum conditions, in addition to any other set in the constitution of the Association. He/she:
  - i. must be a duly registered student;
  - ii. must have made full payment of requisite fee for the semester in which the election is conducted;
  - iii. must maintain an academic performance of an average minimum of 60% in the previous year of study. A first year student intending to contest should have obtained credit pass (60%) average in the continuous assessment tests (C.A.T) marks.
2. A student shall not be eligible to contest under any of the following circumstances:
  - i. If one has been suspended from the University by the Students Disciplinary Committee at any one time.
  - ii. Has suffered from mental sickness, temporary insanity or any other infirmity that may hinder academic performance and leadership.
  - iii. Has been involved in any criminal offence, convicted and reported to the University.
  - iv. Has failed to meet any requirements set in the constitution of the Association.
3. The tenure of service in the Students' Association shall be *restricted to a maximum of two terms comprising two academic years or any part thereof*.
4. Any student who has served as an official for two terms shall not be eligible to serve in any other capacity thereafter.
5. Students will normally be represented by their leaders in Senate and any other Committees of the University where such provisions have been made.

## **7. CLUBS AND SOCIETIES**

### **a. General**

1. Clubs and societies may be formed for the advancement of the functions and objectives of the University.
2. A club or society shall be set up to promote academic achievement, national values, cohesion, integration and principles of good governance.
3. Regional or ethnic based clubs or societies shall not be registered.
4. All clubs or societies shall be registered to operate within the University by the Dean of Students.
5. Clubs and Societies shall be self-supporting in all financial matters.

**b. Procedures for Forming Clubs and Societies**

1. The student or groups of students who intend to form a club or a society shall submit a draft proposal to the Dean of Students.
2. The proposal should include:
  - i. Justification or the need for formation of such club or society
  - ii. Objectives of the club or society
  - iii. Names of proposers and proposed patron
  - iv. An indication of likely membership
  - v. Possible sources of funding.
3. The proponents shall then prepare the constitution of the proposed club or society.
4. On recommendation by the Dean of Students the proponents should seek approval for registration of the club or society from the Deputy Vice-Chancellor (ASA) through the Dean of Students.
5. The University may refuse or cancel the registration of a club or society by assigning reason(s) thereunto.

**c. Management of Clubs and Societies**

1. All clubs and societies shall be managed in accordance with their approved constitutions.
2. All scheduled activities including meetings must have prior approval of the Dean of Students.
3. A list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.

**d. General Conduct of Clubs and Societies**

1. Topics of discussion by outside guests shall be approved by the Vice-Chancellor through the Dean of Students.
2. Guest speakers shall be approved by the Vice-Chancellor.
3. The clubs/societies shall not use University facilities for Ward, Constituency, County or national political campaigns.
4. Clubs or societies shall not use the University logo on their documents e.g. certificates without approval by the Dean of Students.
5. Fund raising by students on campus shall be allowed if authorized by the appropriate Government authorities and approved by the Vice-Chancellor through the Dean of Students.
6. University facilities may not be used for County or national political campaigns.

7. 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 Head of University Security Services after notification.

## **8. CHANNELS OF COMMUNICATION**

1. In the redress of any grievances, students shall be expected to adhere to the laid down channels and procedures as follows:
  - i. **Academic matters:** class representatives, Heads of Department, Deans of Schools, Deputy Vice-Chancellor (ASA) and Vice-Chancellor in that order.
  - ii. **Residential matters:** Students representative, Housekeepers/janitors, Hostel or Catering Officers, Dean of Students, Deputy Vice-Chancellor (ASA) and Vice-Chancellor in that order.
  - iii. **Welfare matters:** Students Leaders, Dean of Students, Deputy Vice-Chancellor (ASA) and Vice-Chancellor in that order.
2. All students, Students Associations, clubs and societies shall be expected to adhere to these procedures to ensure prompt processing of their grievances.

## **9. PROTECTION OF UNIVERSITY NAME**

Any individual, Students' Organization, Club or Society may not use the name "Rongo University" or "Rongo" together with "University" without the written approval of the Vice-Chancellor through the Dean of Students.

## **10. DISCIPLINARY OFFENCES**

### **a. General**

1. Disciplinary offences shall include all crimes and other offences under the Laws of Kenya including any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of the University.
2. The University has no right of exclusive jurisdiction over its students in criminal matters and other offences covered by law.
3. All offences under the Penal Code Cap 63 and any other Laws of Kenya may be reported to police to take independent action.
4. Notwithstanding any action that may be taken by the police under the foregoing paragraph, the University may take independent disciplinary measures.
5. Without prejudice to the generality of the above provisions, the conduct listed under 9b, 9c and 9d below shall constitute specific disciplinary offences.

## **b. Criminal Offences**

These shall include the following:

1. Being drunk and disorderly
2. Possession or trafficking of prohibited drugs
3. Possession of illegal brew
4. Affray or fighting
5. Possession of offensive weapons e.g. daggers, bows, arrows, guns and fire arms, etc.
6. Assault or Assault causing bodily harm
7. Arson, attempts to commit arson or attempts to destroy or injuries to property
8. Theft and other related offences e.g. robbery and extortion
9. Handling of stolen property
10. Obstruction to perform duty
11. Molesting other people
12. Organizing and/or participating in unlawful demonstrations, processions or incitement.
13. Rioting
14. Rape or attempted rape
15. Kidnapping, abduction or detentions
16. Sexual harassment, indecent assaults, defilement
17. Indecent exposure/exhibition
18. Impersonation and false pretence
19. Forgery, fraud, counterfeiting
20. Illegal or unlicensed trade
21. Trespass
22. Aiding Suicide or attempted suicide
23. Concealing birth, killing of unborn child and abortion
24. Abandonment of a minor
25. Subversion or treason
26. Murder, Manslaughter
27. Illegal assembly
28. Use of abusive or profane language
29. Threats to endanger one's life or property
30. Any other offence that shall be deemed as a crime from time to time by the laws of Kenya.

### **c. Civil Offences**

These shall include:

1. Failure to pay fines
2. Failure to honour summons
3. Failure to settle debts
4. Deviant behaviour such as wilful breakage of property, etc.
5. Any other offence that shall be deemed as a civil crime from time to time by the laws of Kenya.

### **d. Cyber Offences**

Any misuse of internet or management information systems or electronic devices such as:

1. Manipulation of fee balances
2. Defamation of other people in the social media
3. Sending or circulating abusive text messages
4. Falsifying admission records
5. Promoting ethnic hatred, animosity or incitement
6. Transfer of unauthorized information or materials
7. Gaining access to unauthorised information
8. Any other offence that shall be deemed as a cyber-crime from time to time by the laws of Kenya.

### **e. Other Disciplinary Offences**

The offences shall include:

1. Threatening or holding hostage or extortion or to strike or physically harm any other student, staff or any other employee of the University, or a member of public.
2. Forceful ejection of students and staff from lecture halls, library, hostels and offices.
3. Interference with the movement of University vehicles or cause traffic obstruction in or outside the campus.
4. Use of University facilities like halls, lecture theatres and common rooms by students for business, meetings and parties without written approval from the Dean of Students.
5. Accessing or using places on University designated as 'Out of Bounds' or 'No Through Way', such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works and other such areas as notified from time to time.
6. Uprooting/damage of flowers/plants, defacing buildings; to harm/kill pets and domestic animals within the University precincts.
7. Keeping any kind of domestic animals and pets within the University precincts.

8. Being in possession of knives, sticks, metal bars, harmful chemicals or any other articles which might endanger other members of the University community.
9. Malicious damage to University property.
10. Operating or participating in the activities of a club or society that is not registered in the University.
11. Operating business activity within the University premises without prior permission sort from the University authority
12. Making slanderous and/or irresponsible statements about matters affecting the University or Students Association.
13. Inviting unauthorized guests or dignitaries without permission.
14. Addressing media, public about the University without permission from the Vice-Chancellor.
15. Boycotting lectures, practical, field work or other academic activity.
16. Travelling to a University academic/social trip without prior approval by the Dean of Students or Dean of School.
17. Failure to adhere to University academic/social trip inventory/travel guides or instructions.
18. Use of any abusive or profane language while in the University.
19. To litter or throw any waste items outside the dustbins provided.
20. Cohabiting.
21. Creating unreasonable noise or engaging in unruly and rowdy behaviour causing disturbance or annoyance to other persons in the University premises.
22. Entering or staying in the hostel rooms of members of the opposite sex at any time beyond the permitted hours i.e between 10.00 pm to 10.00 am (ten to ten rule).
23. Enter or remain in a room not allocated beyond the permitted hours.
24. Admission of visitors to university hostels/rooms outside permitted hours.
25. Interfering with or blocking scheduled University activities such as lectures, seminars examinations.
26. Unauthorized cooking in the hostels.
27. Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards.
28. Residing with a relative or unauthorized persons in the University hostels.
29. Subletting a hostel room.
30. Failure to surrender hostel key(s) or property when required.
31. Failure to vacate University premises or hostels when required to do so.

32. Accessing University premises, facilities, or participating in functions while on suspension or expulsion from the University.
33. Organizing, participating or financing demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the University or a government authority.
34. Failure to appear before the University Students Disciplinary Committee when summoned to do so.

## **11. DISCIPLINARY ACTIONS**

### **a. 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.

### **b. Officers- in- charge**

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 powers to other officers of the University for purpose of investigation and enforcement.
2. Administrative and Academic staff of the University have authority to ensure that the rules and regulations are adhered to by all students.
3. Students on field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the University places them.

### **c. Enforcement of Regulations**

1. In the event of breach of the regulations, and depending on the nature of the offence the University staff shall adopt the following measures:
  - i. Require the student to make a written statement in response to the charges. Where the student fails to make the statement the disciplinary proceedings will continue.
  - ii. Shall warn or caution the student either verbally or in writing.
  - iii. Shall report the student to the Chief Security Officer in writing enclosing any documentary evidence for further investigation and processing.
  - iv. The Chief Security Officer shall investigate and forward relevant documentation to the Dean of Students for further action.
  - v. The Dean of Student shall establish whether there is a case to answer. In this respect, the Dean of Students may:
    - a. Warn or caution the accused;



- b. Provide counseling to the student;
  - c. Process the disciplinary offence and forward to the Deputy Vice-Chancellor (ASA) within fourteen (14) days;
  - d. Take any other action that may be deemed appropriate at that time.
2. The Student Disciplinary Committee will be convened as need arises following receipt of cases forwarded to the Deputy Vice-Chancellor (ASA).
  3. A student who has taken the University to court or has a pending court case against the University shall be suspended from the University until the case is heard and determined.
  4. In the event that a student who has pending or instituted court proceedings against the University wants to be heard by the Student Disciplinary Committee he/she shall be required to withdraw the case from the court.

## **12. DISCIPLINARY PROCEDURES**

There shall be a Students Disciplinary Committee of the Senate of Rongo University constituted as follows:

- i. Deputy Vice-Chancellor (ASA) - Chairperson
  - ii. Three (3) Members representing Senate
  - iii. Two students representatives
  - iv. Dean of Students
- In attendance*
- v. Registrar (Academic Affairs) - Secretary
  - vi. University Legal Counsel
  - vii. Chief Security Officer
  - viii. Dean of the School where the student is registered.

### **a. Meeting of the Students Disciplinary Committee**

1. The Chairperson of the committee shall convene a meeting of the Disciplinary Committee within two weeks (2) after receiving the report.
2. The Chairperson of the students Disciplinary Committee shall inform in writing both the student and the complainant of the date and time of the meeting and inform them of the requirement to attend and their right to be present and to call witnesses.
3. The student shall be required to attend the hearing in person accompanied by the parent or guardian as captured in the University admission records.
4. Summons to attend shall take precedence over all other students' commitments.
5. Students who fail to appear before the Students Disciplinary Committee will be expelled to show cause.

6. An accused student shall be required to pay a disciplinary fee to be determined by the Committee from time to time.

**b. Procedure of the Committee**

1. All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of 'Principles of Natural Justice' which are namely: That,
  - i. No one shall be a judge of his/her own cause;
  - ii. Each party shall have the right to be heard and call witnesses;
  - iii. The accused has a right of appeal.
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.
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 Chairperson of the Students Disciplinary Committee to enable the University instruct its lawyers appropriately.
4. The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

**c. Powers of the Students Disciplinary Committee**

1. The Students Disciplinary Committee shall have powers to impose any one or more of the following measures, subject to ratification by the Senate:
  - i. Dismiss the case against the student;
  - ii. Warn or caution the student either verbally or in writing;
  - iii. Require the student to make good any loss or damages commensurate with the nature and gravity of the offence committed or impose a cash fine;
  - iv. Make the student forfeit bursary or goods to the University;
  - v. Exclude the student from the Halls of Residence for such a period as the Committee may deem fit;
  - vi. Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit;
  - vii. Expel to show cause;
  - viii. Suspend the student from the University for a specified period;

ix. Expel the student from the University.

**d. Communication of Disciplinary Decisions**

1. The Deputy Vice-Chancellor (ASA) shall communicate the Committee's decision to the student and such decisions shall take effect immediately.

**e. Appeal**

1. 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 decisions of Students Disciplinary Appeals Committee of the Senate.
2. The Disciplinary Appeals Committee shall be a committee of Senate provided that at all times the constitution shall be as follows:
  - i. Vice-Chancellor or his/her appointed representative who shall be the Chairperson
  - ii. Three members of the Senate appointed by the Vice-Chancellor provided that the members shall not be members of the Student's Disciplinary Committee
  - iii. Registrar in charge of Academic Affairs as the secretary
  - iv. The University Legal Counsel and the Dean of Students shall be in attendance in all meetings of the Disciplinary Appeals Committee.

**f. Procedure of Appeal**

1. Notice of appeal against the Students Disciplinary Committee's decision must be given in writing and addressed to the Vice-Chancellor within fourteen (14) days of the communication of Committee's decision.
2. Notice of appeal against Vice-Chancellor's Appeal Committee decision must be given in writing to the Chairperson of Council through the Vice-Chancellor within fourteen (14) days of the date of communication of the decision.
3. On receipt of a copy of notice of appeal, the Chairperson of 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.
4. On receipt of a copy of notice of appeal the Secretary of Council shall send to the Chairperson of Council a copy of all relevant minutes and documents pertaining to the case.
5. The decision of Council shall be final.

### **13. POWERS OF THE VICE-CHANCELLOR**

For the purpose of expediting disciplinary processes, the Vice-Chancellor shall have authority to take appropriate action against the breach of these regulations upon recommendations by the Dean of Students and the Deputy Vice-Chancellor (ASA), pending appearance before the Students Disciplinary Committee in accordance with these rules and regulations. Such an action shall be ratified in the subsequent Students Disciplinary Committee meeting.

### **14. SAVING CLAUSE**

The provision of these rules and regulations and any decisions made by the Disciplinary Committees 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.

### **15. REVIEW**

These rules and regulations may be reviewed from time to time at the sole discretion of Rongo University.



OFFICE OF THE DEAN OF STUDENTS

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DECLARATION

I .....Registration Number:.....

**(Full Name)**

I hereby declare that I have read the regulations governing the organization, conduct and discipline of students at Rongo University, and understood their content and meaning, and undertake to abide by them.

I hereby bond myself to be of good conduct during my stay at Rongo University.

I also bond myself to abide by all the University Rules and Regulations and accept that failure to adhere to the above, Rongo University will reserve the right to institute disciplinary measures against me.

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

National identity card/ Passport number: .....

Witness..... Relationship..... Tel.....

**(Full Name)**

Passport/National identity card number..... Tel.....

Sign..... Date.....

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

**(Dean of Students)**