

UNIVERSITY OF ELDORET

ADMISSION REQUIREMENTS

STUDENT HAND BOOK

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UNIVERSITY OF ELDORET

1. TRAVELLING TO UNIVERSITY OF ELDORET

University of Eldoret is nine (9) kilometers North of Eldoret Town on the Eldoret - Ziwa road.

The University is served by public means (matatus). The matatus operate from Eldoret Town. Students reporting can board the matatus on the Eldoret - Iten road opposite the fire brigade station next to the Public Library.

2. ARRIVAL AND REGISTRATION

Students are expected to arrive between 8:00A.M. and 5:00P.M. on the opening day for registration at the University. Any one 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 East Africa must be in possession of **VALID PASSPORT 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 courses and must bring their passport with them when they come to register at the University.

4. BURSARY FORMS AND LOANS

Kenyan students who wish to be considered for the Kenya Government Loan and Bursary should complete the necessary forms. The forms are enclosed with the admission documents.

5. STUDENTS PERSONAL DETAILS FORM UoEJ1/2

You are required to complete in quadruplicate and attach passport size photograph, taken on a **yellow background**, on each form. The photographs should bear names of candidates and admission number **FULL (NO INITIALS PLEASE)** on the reverse side. (This information is important in the event of the photographs being misplaced) Forward one completed copy of the personal details form (UoEJ1/2) together with the acceptance letter UoEJ1/A to the Registrar immediately.

6. FEES AND BURSARIES

(a) 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 sponsoring body guaranteeing adequate financial support for the entire duration of the course. Fees will be collected at the time of registration.

(b) Clothing, pocket money, Laundry

Non-Kenyan students are advised to bring with them between Kshs.18, 000.00 (Eighteen Thousand shillings only) and Kshs. 24,000.00 (Twenty Four Thousand Shillings only) per Semester for the above expenses. In addition they may bring at least Kshs.5, 000.00 (Five Thousand Shillings Only) for incidental expenses.

7. MEDICAL EXAMINATION

Admission into the University is subject to receipt of satisfactory medical Report. Students are, therefore required to undergo medical examination by a recognized Medical Practitioner before coming to the University. UoEJ1/3 Form is enclosed for this purpose and should be returned with your Acceptance of Admission. If this is not possible it should be submitted at the time of registration.

8. MEDICAL ATTENTION AT THE UNIVERSITY

A health clinic is opened to all students at the University. Please note that the University does not provide health services as detailed in 9 and 10 below. The University is not responsible for expenses incurred with hospitals, physicians or pharmacists without prior referral.

9. NON-RESIDENT STUDENTS

Students not residing in University Halls of Residence are expected to make their own arrangements for medical attention, however, when on University , services of the University Clinic will be open to them.

10. DENTAL AND OPTICAL TREATMENT

The University does not provide dental or optical treatment. Any student having or suspecting eye trouble should consult opticians and where necessary get spectacles before coming to the University. Students with

dental and eye problems will be directed to the Moi Teaching and Referral Hospital for treatment.

11. GAMES AND SPORTS

Extra-curricula activities are essential for 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 academic. 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. These include soccer, hockey, basketball, volleyball, handball, lawn tennis, table tennis, badminton, tae-kwon do, karate, athletics, swimming, netball, chess, scrabble, darts and rugby. Students participate in these activities both at recreational and competitive levels. At competitive level, we accord students opportunity to travel widely to compete at inter-university sports bi-annual championships, tournaments organized at local and national levels, East Africa University Games and World University Games.

The students are therefore, strongly advised to 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.

12. CONDITIONS FOR REGISTRATION

No student will be registered without producing the following:-

- (a) The admission letter

- (b) Original result slip/certificate (which will be returned to the student after verification of its authenticity)
- (c) Two photocopies of the Result slip/certificates
- (d) Three copies of the completed personal details form.
- (e) Copy of the National Identity Card or birth Certificate for those who are below 18 years old.
- (f) Receipts for requisite fees from the Finance Department

13. 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 outlined for your information and compliance

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF THE UNIVERSITY OF ELDORET.

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

I.0 PRELIMINARY

- a) These rules and regulations are made by the Senate and the University Council in accordance with the provisions of University of Eldoret Charter of 11th February, 2013 and Statutes whose objective and purpose are, among others, to provide for the control, governance and administration of the University.
- b) The Vice-Chancellor as per the University Charter and Statutes shall be responsible to the Council for the general conduct and discipline of the students.
- c) These regulations shall apply to **ALL** students of the University and its 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.
- d) These regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.

- e) 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

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 students, suspected of committing an offence under these regulations, from the University pending further disciplinary measures.
- iii) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

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 such other qualifications or courses of the University as may be approved by the Senate as qualifying a person for the status of a student, and includes a student of an affiliated institution who is registered for examinations leading to the degrees, diploma, certificates and other academic awards of the University.

3.0 THE CONDUCT OF STUDENTS

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

3.1 General Conduct

- (a) Respect and adhere to the administrative and academic rules, procedures and structures established by the University of Eldoret Act, 2012 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 other University functions.

3.2 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 Advisors, Heads of Departments, Deans of Schools and Dean of Students in that order.
- (b) Residential matters: Housekeepers/janitors, Hostel Officers, Wardens, Catering and Hostels Manager and Dean of Students in that order.
- (c) Student and their organizations shall be expected to adhere to the procedures in (a) and (b) above to ensure prompt processing of their grievances.
- (d) Failure to adhere to the above procedures shall be a violation of University regulations.

4.0 RULES ON 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:

- (a) Shall share rooms in addition to other facilities of common use. However, it shall be an offence to **'pirate'** in the University hostels.
- (b) Shall admit visitors/students to their rooms only between the hours of 10:00 a.m. and 10.00 P.M. and in so doing shall pay due consideration and regard to the conveniences of their roommates.
- (c) Shall not remove or damage any facilities or equipment in their rooms or any other part of the halls.
- (d) Shall not cook or sell food in the hostels.
- (e) Shall not conduct illegal business or trade in the halls of residence.
- (f) Not reside with a member of the family in the University Hostels, e.g. child, mother, father or any other relative unless in specified areas which the University may identify.

- (g) Not cohabit while in the University halls of residence.
- (h) Not enter or remain in the opposite sex halls of residence/rooms between 10.00 p.m. and 10.00 a.m.
- (i) Fill non resident, forms for non resident students only, within the first 2 weeks of the semester.

4.2 KEYS

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

It is the duty of each student to keep the keys to their rooms in safe custody

4.3 VOCATIONAL RESIDENCE

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

5.0 UNIVERSITY PROPERTY

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 be caused by negligence, willful destruction or misuse or such property by the student or group of students.

6.0 MUSIC AND MUSICAL INSTRUMENTS

Radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between 5.00 a.m. and 10.00 p.m., and at no time should the sound be so loud as to cause disturbance to others.

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

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

7.0 NOISE AND NUISANCES

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

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 Students Property

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

8.3 Motor Vehicles

A Student shall not keep a motor vehicle on University premises without prior written permission from the Registrar, (Administration, finance and Planning). Permissions 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 Registrar (Administration, Finance and Planning).

9.0 CRIMINAL OFFENCES

The University has no right of exclusive jurisdiction over its students in criminal matters and other offences covered by law. All crimes and other offences under the Laws of Kenya shall be reported to police. These include the following:

- a) Offensive SMS and Cyber crimes
- b) Being drunk and disorderly
- c) Drug abuse/possession of illegal brew.
- d) Drug trafficking.
- e) Fighting (Affray).

- f) Possession of dangerous weapons e.g. daggers, arrows, guns, etc.
- g) Assault causing bodily harm.
- h) Arson, attempts to commit arson or attempts to destroy or injuries to property.
- i) Theft and other related offences e.g. robbery and extortion.
- j) Unauthorised picketing, rioting, obstruction to perform duty.
- k) Organizing unlawful demonstrations/processions/ incitement.
- l) Rape or attempted rape.
- m) Kidnapping/abduction, detentions.
- n) Sexual harassment, indecent assaults, defilement.
- o) Impersonation and false pretences.
- p) Forgery, fraud, counterfeiting.
- q) Illegal/unlicensed trade e.g. hawking.
- r) Trespass.
- s) Aiding Suicide and attempted suicide.
- t) Concealing birth, killing of unborn child and abortion.
- u) Subversion/Treason.
- v) 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

- (a) The University shall grant leave of absence from the University on the following grounds only:-
 - i) Sick leave
 - ii) Maternity leave
 - iii) Compassionate leave
 - iv) Special leave

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

- (b) In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or any certified Medical Practitioner to the dean of the relevant school and the office of the Dean of Students. Where a private practitioner has treated a student the Medical Certificate shall be submitted to the University Medical Officer for record.
- (c) Leave application forms are available from the Dean of Students Office and must be filled by the applicant at **least one day before** leave

begins. The University shall not entertain any claims where a student leaves without prior official permission.

11.0 PROCESSION, DEMONSTRATIONS AND CEREMONIES

- (a) It shall be an offence for any student while on University 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.
- (b) In addition to any other permits which may be required by the law, permission to hold meetings in the University precincts shall be given by the Dean of students and a report made to Head of University Security Services.
- (c) Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

12.0 CORRESPONDENCE

- (a) Correspondence to the press or other mass media by an individual or officials of the Students organization shall bear their individual names and signatures.
- (b) It shall be an offence to make slanderous/or irresponsible statements about matters affecting the University or Students Organization.
- (c) Publishing, writing and/or distributing of anonymous literature of a malicious nature including placards, shall be subject to disciplinary action.
- (d) 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.
- (e) Correspondence through letters by individual students or by officials of the Students or by officials of the Students Organization (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 may be appropriate.
 - i) Government Officer
 - ii) Foreign governments
 - iii) Ministers and Members of parliament or other dignitaries
 - iv) Sponsoring bodies
 - v) Other such bodies
- (f) Invitations to Government Ministers, Government Officials, Politicians, Representatives of foreign governments or any other important persons to visit the University in their official capacities shall be notified

within adequate time to the Vice Chancellor through the Dean of Students.

13.0 ACADEMIC RESPONSIBILITY AND LEADERSHIP

- (a) Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction is compulsory. The Senate considers attendance of lectures and practicals as 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 the University for a specified period.
- (b) It is an offence to interfere with or block scheduled activities.
- (c) 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.
- (d) Students shall be expected to comply with all other regulations made by Departments, Schools and Colleges or any other such units of the University.
- (e) No student shall be allowed:
 - i) To contest for any elective post in the Students' Governing Council (S.G.C) of the The University of Eldoret Students' Organization (UESO), if by so doing it will compromise academic performance.
 - ii) To contest, a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous University examinations.
 - iii) A First year student intending to contest should have obtained credit pass (60%) average of C.A.T. marks.
 - iv) If one has been suspended from the University at any one time.
 - v) Has suffered from mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.

The fulfillment of the above requirements shall be confirmed by the Dean of the respective School and Dean of Students.

- (f) Eligible candidates for elective posts in Students Governing Council

(SGC) shall be limited to bona fide students who have cleared payments of ALL University fees that is due at that time as shall be confirmed by the Registrar – Academics.

- (g) The tenure of service in the Students Governing Council shall be restricted to one term of one academic year only and no such student shall be eligible to serve in any other capacity thereafter
- (h) Representation in Senate will be restricted to one elected members of the SGC. Appointments to these posts will be annual on a rotational basis between campuses and such representatives shall be nominated as per the University Charter (2013), Statutes and these Regulations

14.0 MISCELLANEOUS PROVISIONS

- (a) A student shall not use or have in his/her possession knives, sticks, metal bars or any other articles which might endanger other members of the University Community.
- (b) A student shall not use profane or abusive language while in the University.
- (c) A student shall not threaten or hold hostage or strike or physically harm any other student, or a member of staff or other employee of the University or a member of public.
- (d) It shall be an offence for a student to interfere with movement of University vehicles or cause traffic obstruction in or outside the University.
- (e) Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University in general. It shall therefore be an offence to litter or throw any waste items outside dustbins provided.
- (f) University facilities like halls, lecture theatres and common rooms may not be used by students for meetings and parties without written approval from the Dean of Student.
- (g) Students shall not be permitted to enter places on University designated as out of Bounds 'or No through Way' such as Telephone Switchboards, Examination Offices, Water Treatment Works and other such areas as notified from time to time.

15.0 DISCIPLINARY ACTIONS

15.1 The Discipline of Students

These rules and regulations shall apply to all disciplinary actions taken against students in respect of the disciplinary offences specified herein,

whether such offences are committed within or outside the University precincts.

15.2 Officer in Charge

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 purposes of investigation and enforcement

- a) Administrative and Academic staff of the University have authority to ensure that the rules and regulations are adhered to by all students.
- b) Students on field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the University places them.

16.0 ENFORCEMENT OF REGULATIONS

- a) 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:
- b) Shall require the student to make a written statement in response to the charges **within two (2) days**
- c) Shall warn or caution the student either verbally or in writing **within two (2) days**. Or
- d) Shall report the student to the office of the Dean of Students in writing enclosing all documentary evidence for further processing **within four (4) days from the date the offence was committed**.
- e) The Dean of Students shall:-
 - i) Investigate and establish whether there is a case to answer. In this respect the Dean of Students may warn or caution the accused **within seven (7) days**; or
 - ii) Process the disciplinary offence and forward to the Registrar (Academic) **within fourteen (14) days**; or
 - iii) Take any other action that may be deemed appropriate at that time.
- (f) The Student Disciplinary Committee be convened at least twice every semester to deal with disciplinary cases.

There shall be a Students Disciplinary Committee of the Senate constituted as per Statutes of The University of Eldoret.

17.0 DISCIPLINARY PROCEDURES

There shall be a Students Disciplinary Committee of the Senate constituted as per Statutes of The University of Eldoret.

17.1 Meeting of the Disciplinary Committee.

- (a) Except in cases dealt with under statutes, the Chairman shall convene a meeting of the Disciplinary Committee within a reasonable time after the report being received.

17.2 Notice of a Meeting

- (a) The Secretary shall notify both the student and the complainant of the date and time of the meeting and inform them of their right to be present and to call witnesses.
- (b) The student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other student commitments.

17.3 Procedures of the Committee

- a) All disciplinary cases against students shall be handled fairly and competently in accordance with procedures prescribed hereafter and in particular there shall be observance of *Principles of Natural Justice* which are namely;
 - b) That no one shall be a judge of his/her own case.
 - c) That each party shall have the right to be heard and call witnesses.
 - d) That accused has a right of appeal.
 - e) The Committee shall hold due enquiry and shall not be required to adhere to rules of evidence or procedures as applied in 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.
 - f) 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 of the secretariat to enable the University instruct its lawyer appropriately.
 - g) The committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

18.0 POWERS OF THE SENATE STUDENTS DISCIPLINARY COMMITTEE

- a) The 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
 - (a) Make good any loss or damages to commensurate with the nature and gravity of the offence committed or
 - (b) Pay cash fine, or
 - (c) Forfeit bursary or goods to the University
- iv) Exclude the student from the Halls of Residence for a period as the Committee may deem fit.
- v) Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit.
- vi) Suspend the student from the University for a specified period and require him/her to show cause.
- vii) Expel the student.

18.1 Communication of Disciplinary Decision

The Registrar (Academic) shall communicate the Committee's decision to through postal mail, email or phone as provided for in the students records kept in the University and such decisions shall take effect immediately.

18.3 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 **within fourteen (14) days from the date of communication.**

18.4 Notice of appeal

- a) Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed to the Vice Chancellor **within fourteen (14) days** of the date of communication of the committee decision.
- b) 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.
- c) 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.
- d) 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 documents pertaining to the case.

18.5 Saving Clause

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

19.0 RULES FOR CLUBS AND SOCIETIES

- a) Clubs and Societies may be formed for the advancement of the functions and objectives of the University in accordance with Statutes.
- b) No clubs and societies shall be formed based on ethnic lines.
- c) Clubs and Societies shall be self-supporting in all financial matters.

19.1 Procedures for forming Clubs and Societies

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

19.2 Management of Clubs and Societies

- (a) All clubs and societies must be managed in accordance with their approved constitutions.
- (b) All Scheduled activities 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 the semester.

19.3 General conduct of clubs and societies

- (a) Topics of discussions by outside guests shall be approved by the 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 University shall not be allowed unless authorized by the appropriate Government authorities and approved by the Vice Chancellor through the Dean of Students.

19.4 Protection of name

Any individual, Student Organization, Club or Society may not use the name "The University of Eldoret" without the written approval of the Vice Chancellor through the Dean of Students.

PART OF THE REGULATION GOVERNING UNIVERSITY EXAMINATIONS

Examination Irregularities shall include:

- (i) Having an unauthorized materials in an examination room.
- (ii) Copying from, or attempting to copy from or making reference to unauthorized material(s) in the examination room.
- (ii) Reading or attempting to read answer scripts belonging to another candidate.
- (iii) Permitting another candidate to copy from or make use of ones paper.
- (v) Obtaining or attempting to obtain assistance from another candidate and/or giving or attempting to give assistance to another candidate directly or indirectly.
- (vi) Committing a breach of any other examination rule or regulations, which may be communicated to the candidates from time to time by the invigilators.
- (vii) Destroying evidence, which may be used as proof against a candidate who is suspected to have committed an examination irregularity.

PROCEDURES IN DEALING WITH EXAMINATION IRREGULARITIES

- i) Invigilators shall, before each examination inform candidates of the seriousness with which examinations irregularities shall be treated.
- ii) When 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 Academic Registrar.

- iii) The invigilators 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 Registrar Academic by the senior invigilator.
- v) The senior invigilator and the chief examination officer shall make a full report on the incident the chief academic officer through the dean of the school institute, immediately after the examination.
- vi) An investigative committee appointed by the senate shall consider the senior invigilator's report and the candidate's statement.

The investigating committee shall normally be composed of:

- a) The Dean of School in which the candidate is registered.
 - b) The Dean of Students.
 - c) The Registrar Academic who is the secretary to the Committee, or his representative.
- vii) If it is evidently established that a candidate has committed an examination irregularity, appropriate disciplinary action shall be taken immediately. Disciplinary action may include:
 - a) Issuance of a letter of warning to the candidate.
 - b) Suspension with cancellation of examinations results of the candidate.
 - c) Expulsion from the University, and cancellation of examination results.

LEAKAGE OF EXAMINATION

Definition

Any act which results in a candidate or person having unauthorized access to or knowledge of examination questions or of any material related to the examination, before the scheduled date and time of the examination shall amount to leakage of the examination.

Instructions to candidates and invigilators

- (a) Candidates shall be allowed into the examination room five minutes before the start of the examination. Question papers shall be placed upside down on the desks before the candidates enter the

- examination room. Candidates must not turn the question paper over until they are instructed to do so.
- (b) Candidates should acquaint themselves with instructions on the front page of the answer books.
 - (c) Candidates should write their registration numbers, course codes, course titles and paper number on the answer booklets and on continuation sheets.
 - (d)
 - (i) No candidate shall enter the examination room after 30 minutes from the start of the examination.
 - (ii) A candidate who is excluded from the examination under the regulation should report to the Chief Internal Examiner.
 - (e) If a candidate arrives within the first 30 minutes of the start of the examination, the candidate may, at the discretion of the invigilator have extension of time to compensate for the lateness, provided no other candidate has left the room.
 - (f) Candidates who do not have examination cards shall not be allowed to sit an examination.
 - (g)
 - (i) A candidate who fails to turn up for an examination shall be deemed to have failed that examination, except when there is proof of illness or other plausible cause approved by the Senate.
 - (ii) A candidate who is unable to sit an examination should report the circumstances to the Registrar Academics immediately.
 - (iii) Misreading the examination timetable is not sufficient cause for failing to sit an examination.
 - (h) Examination registration cards should be conspicuously displayed.
 - (i) Books, bags, rough papers or any other such materials that may hinder transparency, or that are likely to raise suspicion should not be carried into an examination room. Mathematical Tables and calculators should not be brought into the examination room unless there is a provision to the contrary for a particular examination. All unauthorized materials should be handed over to the Senior Invigilator before the start of the examination.
 - (j) 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 quiet of an examination.

- (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 instruction of the senior invigilator. Candidates should leave the script on the desk, unless otherwise instructed.
- (m) Candidates are not allowed to communicate with each other, either verbally or through other means, during an examination without permission of the invigilator.
- (n) Candidates are not allowed to remove answer books or sheets from the examination room.
- (o) Candidates are not allowed in their course and assignment, to reproduce the works of another person or other persons without acknowledgement and with intent to deceive. This amounts to plagiarism, a serious offence which will lead to disciplinary action being taken against the candidate.