



# THE CO-OPERATIVE UNIVERSITY OF KENYA

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## RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF THE UNIVERSITY



CUK is ISO 9001: 2015 Certified

## VISION

A leading University in Co-operative Training, Education, Research and Innovation.

## MISSION

To Provide Education, Training, Research and Consultancy in Order To Produce Leaders in the Fields of Co-operative Development, Community Development, Rural Transformation, Business, Applied Sciences, Information and Communication Technology for Development.

## CORE VALUES

In order to realize the above vision and mission, certain core values shall be developed. The University shall be guided by the following core values:

- ❖ **Co-operation:** The University will ensure teamwork through synergy to achieve its objectives.
- ❖ **Equity:** In discharging its mandate the University will ensure that all its stakeholders are treated with fairness and justice.
- ❖ **Integrity:** Uphold strong ethical and moral principles in all decisions and actions.
- ❖ **Professionalism:** Ensure and maintain high standards in the discharge of responsibilities and delivery of services.
- ❖ **Accountability:** Demonstrate and take responsibility for all decisions and actions.
- ❖ **Creativity and Innovation:** Encourage generation and nurturing.



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## I.0 PREAMBLE

These regulations are made by the Council in consultation with the Academic Board in accordance with the provision of The CO-OPERATIVE UNIVERSITY OF KENYA Order, Legal Notice No. 161 of 2011 on whose object and purpose inter alia is to provide for the control, governance and administration of THE CO-OPERATIVE UNIVERSITY OF KENYA (hereinafter referred to as the University).

The rules and regulations shall be binding upon every student of the University upon registration and so long as such student remains registered.

1. a) Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration appended hereunder that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby.  
b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration;
2. a) Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance and undertaking to be of good conduct throughout his/her stay at the University;  
b) Such bond, assurance or undertaking when required and executed shall have the same effect as it were incorporated herein.
3. For purpose of these regulations the term student means and includes:-
  - a) Any person who has been formally admitted to a course of study for undergraduate degree, diploma or certificate within the University;
  - b) All occasional students who are registered students of another University but are admitted to a course of study within the Co-operative University of Kenya;
  - c) All graduate and postgraduate students who are registered within the University for higher degree, diploma or other qualifications as may be approved by the Academic Board;
  - d) Any other person who is determined by the Academic Board to be a student.



## 2.0 CHANNELS OF COMMUNICATION

In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following;-

- i) **Academic Matters:** Class representatives, Academic Affairs, Head of Departments, Deans of Schools and the Dean of Students in that order.
- ii) **Welfare Matters:** Housekeepers, Halls Administrator, Cateress/Caterers, Catering Manager, Wardens and Dean of Students in that order.
- iii) The hierarchy of Students' Association or organization shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful and non-violent dealing and processing of students grievances.
- iv) Failure to adhere to the above procedures shall be violation of University Regulations.
- v) **Notice Board:** Notice boards are official media of communication to the students and University community by designated officers or student association officials. These are located in various strategic positions on the campuses. It is imperative that students should develop the habit of reading notices. It shall be an offence for students to post non official materials on the notice boards. Officials of groups who need to post notices will do so in consultation with the Dean of Students.
- vi) **The CUK Website:** The CUK website, [www.cuk.ac.ke](http://www.cuk.ac.ke), is a very important source of information flow. All students are expected to visit it frequently. Every student has been assigned a corporate e-mail address for individual as well as official communication. It is crucial that one checks their e-mail regularly.
- vii) **The CUK social media channels:** The University has carefully designed social medial platforms to ease flow of information and encourage inquiries on universities matters. Such platforms include twitter, facebook, snapchat, and instagram. The University lays great emphasis on positive and responsible use of these platforms. Abuse or misuse of internet and social media is prohibited by State Law.
- viii) **The CUK SMS Services:**



### **3.0 STUDENTS GOVERNANCE: THE CO-OPERATIVE UNIVERSITY GOVERNING COUNCIL (SGC)**

The CUK Charter and Statutes provide for involvement of students in the governance of the University. This is done through the elected student leaders. The Students Governing Council is the mouthpiece of the student community, voicing the views of the students and organizing various student activities. The leaders sit in key decision-making organs of the University including the Senate.

- a) The objective of the Students Governing Council shall be:
- i. To promote the academic and social welfare of the students of the University;
  - ii. To act as a link between students, the University academic staff and other University administration;
  - iii. To promote the academic welfare of the students of the University;
  - iv. To represent student's opinion in matters affecting their welfare in the Academic Board and University Council;
  - v. The development, establishment and encouragement of worthy traditions of social and academic life on the University;
  - vi. To establish and enhance co-operation with such other student organizations within the University and other institutions of higher learning as may be recognized by the Council and Academic Board;
- b) Membership of the Co-operative University of Kenya Student Governing Council shall be open to all bonafide students registered in the University on payment to the University of such fees as may be prescribed by the Organization.
- c) The Co-operative University of Kenya Students Governing Council shall determine its own organs and procedures and particular shall develop a constitution setting our clearly:
- i) The Officers of that organization;
  - ii) The duties and powers of such officers;
  - iii) The frequency of and procedures at meetings;
  - iv) The possible sources of funds of the organization;
  - v) The purposes to which the funds of the organization are to be applied;
  - vi) The manner and form in which such students' organization shall be presented in the Academic Board and the University Council respectively.
- e) In addition to any other permits required by law, all meetings and other activities of the University Students Association (whether professional, academic or otherwise) to be held within the University precincts shall not take place until permission is first obtained from the relevant University authorities.



#### 4.0 THE CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside the University precincts.

##### a) General Conduct

All students of the University shall conduct themselves with the highest standard of integrity, personal discipline and morality and in particular shall:-

- i) Respect and adhere to the administrative and academic procedures and structures established by the Co-operative University of Kenya Order for the control, governance and operations of the University;
- ii) Respect the rights and privileges of the members of the University community at all times;
- iii) Refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium;
- iv) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens;
- v) Refrain from all acts of violence, hooliganism, unruly or rowdy behavior or any conduct likely to cause a breach of the peace and disturbance to others within or outside the University;
- vi) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical(s), during meal times, in the dining hall or at any University functions;
- vii) Not keep motor vehicles on the University premises without prior written permission of the Deputy Vice Chancellor (FPA). Such permission will not be given without proof of a current driving license, a valid road license and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof;
- viii) Desist from tampering with fire-fighting appliances wherever installed and shall use such appliances or fire fighting purposes only;
- ix) Desist from misuse or willful damage to or destruction of University property in default of which such student or group of students shall bear full responsibility thereof;
- x) Refrain from, and/or avoid such drunkenness or drunken behavior as would constitute a disturbance to other students and staff of the University;
- xi) Refrain from creating noise that may cause disturbance or annoyance to the University Community;
- xii) Desist from abuse of drugs and totally refrain from the use of drugs the possession and use of which is prohibited by law.



- xiii) Not possess keys to rooms or buildings on the campus other than those obtained through the official channel;
- xiv) Avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever.
- xv) Not engage in fund-raising activities without written authority from the government and approval by the University Council;
- xvi) Not engage in/or use University facilities for political purposes;
- xvii) Not either as individuals or through the students association and societies use University telephone, printing or mailing facilities for unauthorized purposes;
- xviii) Not remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities;
- xix) Not use the name “The Co-operative University of Kenya (THE CO-OPERATIVE UNIVERSITY OF KENYA)” either as an individual, club, society or student organization without prior written approval from the Vice Chancellor.

#### **b) Conduct with the Public**

In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain wherefore:

- i) All correspondences to the press or other mass media by students or officials of the University students association in their individual capacities shall bear their names and private addresses;
- ii) All public statements affecting the University which are intended to be issued on behalf of any association of students must receive prior written approval of the Vice Chancellor;
- iii) Invitations to Government Officers, representatives of foreign governments or other public personalities to visit the University in their official capacity shall be channeled through the Dean of students to the relevant University authorities;

#### **c) Academic Conduct**

All students shall apply themselves diligently to the courses of study approved by the Academic Board and for which they are registered and, in particular shall:-

- i) Except for good cause, attend all lecturers, tutorials, seminars, practical and other scheduled courses or instructions;





- ii) In case of absence from class for a good cause, e.g. on account of illness, such absence must be authorized by the Dean of the relevant faculty on production of certified evidence e.g. medical certificate;
- iii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University;
- iv) Abide by all other regulations made by the departments and faculties for the proper conduct of specific programme;
- v) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University;

In case of any academic irregularities, the same shall be referred to the Academic Board for appropriate action.

#### **d) Pregnancy**

Female students are urged to note the following rules and regulations which pertain to cases of pregnancy:

##### **a) The Stand of University with regard to student pregnancy**

It should be clearly understood that the University does not expect students to get pregnant while they are still pursuing their courses of study.

Apart from the general rules on pregnancy, all female students of the University shall abide by the specific rules and regulations made concerning students pregnancy while at the University. It will therefore be in the interest of the students to read and understand the rules which are issued on admission. Strict observance of the said rules will enable students complete their studies in good time and without undue stress. The following specific rules shall apply in case of student pregnancy;

##### **b) Reporting the Pregnancy**

Every expectant student must report to the University Medical Officer before the end of her first three (3) months of pregnancy for the following reasons;

- i) Information;
- ii) Guidance and Counseling;
- iii) Advice on;
  - a) Antenatal care;
  - b) Confinement;
  - c) Her conduct during the period of pregnancy.

##### **c) Rules for Pregnant Student in Residence**



In the event of pregnancy either before or after taking residence in the halls, one must move out of the halls of residence at least three (3) months before confinement. A pregnant student who proceeds on confinement will be allowed up to a maximum of three (3) weeks to resume her studies in the University.

In view of (c) above, the Finance Officer should be advised on the exact duration the student stays away from the Halls of residence for the purpose of refunding to the student any money paid to the University for accommodation/catering.

All affected students: -

- i. Can re-apply to the Dean of students for accommodation in the Halls of residence three (3) months after confinement;
- ii. Will be expected and be required to participate fully in all aspects of training/learning as contained in the University Regulations without exception or excuse of inability because of pregnancy;
- iii. Should not expect any privileges e.g., special diet except on recommendation from the University Medical Officer and where special diet is provided, the affected students shall meet the extra cost, if any, of such service;
  - a. Will subject to recommendation by the University Medical Officer be allowed to sit special examinations in case the University examinations were held while the student was admitted in hospital or on confinement.

#### **e) Conduct in relation to the Catering Services**

To facilitate satisfactory and efficient services in the catering department, students are required to conduct themselves in an orderly manner, and be courteous to the catering staff.

In addition, all students shall observe the following:

- i) Appear for meals at the prescribed times only. The meals times shall be as follows:
 

a) Breakfast	6.30 a.m	-	8.00 a.m
b) Lunch	11.30 a.m	-	2.00 p.m
c) Dinner	5.00 p.m	-	8.00 p.m.



- ii) Or at such times as shall be notified to the students by the catering department from time to time. The meal times must be adhered to strictly;
- i) All meals shall be served in the dining halls only. Except for good cause, no meals or beverages shall be carried out of the dining hall. Any student seeking to remove meals from the dining hall must first seek permission from the catering Manager of his/her dining hall and if necessary support such request with a certificate from the Medical Officer in charge of the student health services;
- ii) No crockery, cutlery or other utensils shall be removed from the dining halls;
- iii) No student shall enter the server, kitchen or stores without prior permission from the Catering Manager;
- iv) All students shall be required to produce meal cards or other prescribed means of identification before he/she is allowed entry into the dining halls. Each student shall be restricted to a particular dining hall;
- v) No visitors either of the students or other shall be allowed to dine in the University dining halls. Meals are served in the said dining halls at prescribed rates for bonafide students only;
- vi) Students shall entertain their visitors at the Students' Centre or any other cafeteria available to them in the University;
- vii) The following shall be prescribed procedure regarding the Pay As You Eat (PAYE) system of service in the dining halls:-
  - a) A notice of the items on the Menu of every meal shall be posted at appropriate and strategic notice boards near the dining halls at the time that the meal prior to it is being served, or at least early enough, but in any event not less than three (3) hours before the said meal is served;
  - b) Each student shall peruse the itemized menu before proceeding to the Cashier to pay for the items he has selected, or any of them, and obtain an item pre-coded receipt for the same from the said cashier;
  - c) He/she shall then go on to the server, show the receipt to the catering Personnel on duty there, and wait to be served with the items he/she has paid for;
  - d) He/she shall then proceed towards the exit where he/she shall present the receipt to an awaiting officer who will check it against the food served;
  - e) The student shall then go through the last turnstile and proceed to the dining table.



Provided nothing in these rules shall be deemed to prevent the Catering Manager, the University Administration or any other Officer with the authority to do so from altering, changing or restructuring the said procedure or system or any part thereof without any notice to the students, if the situation so warrants.

- vi) Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times
- vii) Any student complaints or grievances whatsoever, arising from the administration of the catering services shall be addressed through the correct channels of communications and in this case to the office of the Dean of Students through the Catering Manager.

#### **f) While in Residence**

All students shall conduct themselves with responsibility and maturity while in residence at the University and, in particular, shall strictly observe the following:-

- i) Adhere to the list of allocation of rooms determined by the Dean of students; change of rooms, halls or hostels once allocation has been made will not be allowed except with the written permission of the Dean of students. All applications of change of rooms, halls or hostels shall be made to the Dean of Students through the Halls Administration before the commencement of the Academic year for which the change is sought. No student shall be allocated a room except upon production of evidence that he/she has made prior payment for the same to the appropriate authority;
- ii) Share rooms in addition to other facilities of common use;
- iii) Admit visitors to their rooms only between the hours of 10.00 a.m and 10. 00 p.m. Any extension of these times will be made with the approval of the Dean of Students and halls doors will be closed at 10.30 p.m;
- iv) Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls and catering services except by permission from the head of department concerned;
- v) Take reasonable care of furniture, fittings and any other items in the Halls of Residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him shall be made good at the student's expense;
- vi) Surrender all keys issued in respect of the rooms to the Halls Administrator before proceeding for vacation; Loss of any key or keys so issued shall be replaced at the student's expense;



- vii) Use video tapes, radios or any musical instruments in the Halls of residence only on condition that the sound does not cause any disturbance to the other residence and that they are played only between hours 6.00 a.m. and 11.00 p.m;
- viii) Except with the written permission of the Dean of students, vacate all rooms during vacation. Such permission will only be granted on advice from University authorities and vocational residence and board will be in a specified hall and paid for in advance;
- ix) Report all absence from residence in the Halls to the Halls Administration. Any student absent from residence for a continuous period of two weeks without prior permission from the Halls Administration shall be deemed to have forfeited his/her residence; A student who intends to be absent from the Halls of Residence for more than seven days shall obtain written permission from the Dean of Students and leave his/her contacts address;
- x) Forfeit all monies paid to the University if he/she decided 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;
- xi) Not to indulge in cooking in the halls of residence.

## 5.0 STUDENT WELFARE SERVICES

### A. Health

Health and wellness services are provided by the CUK Dispensary to staff and students. The Dispensary is located within the Main Campus. The Nairobi Campus has a unit offering similar services. The Dispensary has qualified and competent staff comprising of clinical officers, nurses, pharmacists, laboratory technicians and records clerks. The Dispensary offers a range of services such as preventive and curative health care, health promotion, treatment of sports-related injuries and other medical emergencies on campus. There is a laboratory that provides a range of various medical tests and a well-stocked pharmacy. Only regular students who are in session and duly registered for the semester and have a valid identity card will receive medical care. Whereas the Dispensary is open 24 hours, students are encouraged to access services during day time when more staff is available. The University does not cater for dental and optical care. Other rules and regulations include:

- i) Apart from complying with the general law on health, all students shall be required to comply with health requirements as may be laid down by The University from time to time;
- ii) Students shall seek medical attention for all cases requiring such services at The University Health Centre;
- iii) All cases of emergency or serious illness in the Halls of Residence requiring medical



attention must be reported at once to the Halls' Administrator;

- iv) In all cases of absence from classes on account of sickness, The University Medical Officer will submit a report to the Dean of Students, Dean of the relevant Faculty, Academic Registrar and Chairperson of the Department concerned, respectively;
- v) Student shall avail themselves for medical examination as and when required by The University Administration;
- vi) Except in emergency cases, where a student wishes to seek medical services outside the University he/she shall not notify the University Medical Officer. The University will not pay medical bills incurred by a student without authority and prior referral by the University Medical Officer.

## **B. Marriage of Students**

A student who intends to get married and remain a student of the University shall for welfare purposes only, notify the Dean of Students.

## **C. HIV/AIDS**

The ACU is under the DOS. The section offers training in peers education and reproductive health. The vision is to create a well-informed HIV/AIDS free community while creating awareness with a wide range of the community for the successful fight against new HIV infections within and outside the Co-operative University of Kenya.

## **D. Counseling**

- i. Chaplaincy: The Chaplaincy is under the DOS. CUK values the spiritual welfare of its students and thus provides chaplaincy services. Students are encouraged to visit their Chaplains frequently for religious and other counselling services.
- ii. Counselling: The Counselling office provides services aimed at improving the well-being of students. Students with individual problems or concerns are advised to avail themselves of these services. All matters presented on a personal level to the Guidance and Counselling Office shall be treated in strict confidence.

**E. Sports and Recreation:** Students shall be expected to participate in as many of the University sporting and recreational activities as they are able. Observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

## **F. Students Clubs and Societies**

The University encourages students to enroll in societies, clubs and performing groups as a means for channeling leadership skills, creativity and community outreach. These societies are run by students and add



value to their academic qualifications at the end of their studies. The following regulations govern the existence of clubs:

- i) No clubs or societies shall operate in the University unless they are registered by the University authorities.
- ii) Students proposing to form a club or society within the University shall observe the following procedures:-
  - a) Prepare the following particulars:
    - The objectives of the intended club or society;
    - The names and designations of the interim office bearers and patron;
    - An indication of likely membership;
    - Possible sources of funding.
  - b) The interim office bearers shall discuss the proposal with the Dean of students;
  - c) The interim office bearer will then apply for the registration of the club/society to the Deputy Vice Chancellors (Academic Affairs) through the Dean of students;
  - d) Upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions;
  - e) All scheduled club/society activities must be approved by the Dean of students. For these purposes, a list of scheduled activities shall normally be forwarded to the
  - f) Dean of Students at the beginning of each semester;
  - g) The University may refuse and/or cancel the registration of a club or society without assigning any reason thereunto.
- iii) Students are encouraged to register with at least one of the clubs and/or societies and to actively participate in its programmes.

### **G. Services for Students with Disabilities**

CUK is among Public and private University that admit students with special needs for various programmes. These students are encouraged to provide assessment reports at the time of registration to help in determining their level of need. Various services for Students with Disabilities are offered at the Dean of students.



## 6.0 THE DISCIPLINE OF STUDENTS

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

### a) Disciplinary Authority

For purposes of these regulations the Vice Chancellor, acting on behalf of the Council, is the disciplinary authority of the University and may in that capacity:

- i) Vary or add to the list of disciplinary offences specified herein but such action shall cease to have effect unless approved at the next meeting of the Council;
- ii) Suspend any student suspected of committing any disciplinary offence under this regulation from the University pending appropriate disciplinary action;
- iii) Take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

### b) Disciplinary Offences

All crimes and other offences under the Laws of Kenya including;-

- i) Any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of the University;
- ii) Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations;
- iii) Boycott of scheduled lectures, tutorials, seminars, practical(s), field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully missed more than 20% of scheduled lectures, tutorials, seminars, practical(s) and other instruction shall be barred from sitting end of semester examinations;
- iv) Assault of members of staff while discharging official duties;
- v) Possession of knives, swords, sticks, metal bars or any other items or weapons which might endanger the lives of members of staff or students or any other persons;
- vi) Any form of picketing or organized obstruction of students and staff in any manner whatsoever;
- vii) Writing, publishing and/or distributing of anonymous literature of a malicious or libelous nature including placards;





- viii) Any attempt to conceive, design or affect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University;
- ix) Malicious or willful damage to or loss of University property;
- x) Being in possession of stolen items;
- xi) Disorderly conduct and molestation of other members of the University and/or interference with or obstruction of motor vehicles within or outside the University precincts;
- xii) Use of profane or foul language against any members of University community or/the general public;
- xiii) Admission of unauthorized person(s) into the Halls of Residence;
- xiv) Any attempt to convene or organize or any participation or involvement in demonstration, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or the Government authorities;
- xv) Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law;
- xvi) Involvement in cheating in academic matters, examination leakages or impersonation in University examinations;
- xvii) Cohabiting with another student or with any other person whilst in the University Halls of Residence;
- xviii) Conviction in a Court of Law for commission of a criminal offence of such nature as should in the opinion of Council, warrant expulsion from the University;
- xix) Notwithstanding any action that may be taken by the police or law courts under the foregoing paragraph, the University may take independent disciplinary action against any affected students.

### **c. Disciplinary Procedures**

#### **i) Academic Matters**

As per the provisions of the Co-operative University Order and Statutes, the Academic Board shall receive and approve recommendations from School Board and Board of Examiners with respect to *inter alia* the following matters;-

- a) Who qualifies to sit University examinations;
- b) Who writes supplementary examinations;
- c) Who repeats which years;
- d) Who has breached examination regulations;
- e) Who should be discontinued from approved programmes of study?



The decision of the Academic Board is binding subject only to appeal for review on the basis of fresh evidence to the Chairperson of the University Academic Board.

## ii) **General Disciplinary Matters**

The Academic Board shall also operate as the Students' Disciplinary Committee with power to handle general offences.

### **Composition of the Students Disciplinary Committee**

Deputy Vice Chancellor (Academic Affairs)	-	Chairperson
Dean of Students	-	Member
One student representative	-	Member
Chairperson (Student Governing Council)	-	Member
Two Senate Representatives	-	Member
Dean of School reporting the case	-	Member
Security Officer	-	Member
Registrar (Academic Affairs)	-	Secretary
Any other person co-opted to the Committee		

### iii) **Meeting of the Student Disciplinary Committee**

The Chairperson shall call a meeting of the Student(s) Disciplinary Committee to be held within 14 days of the report being received by him/her.

### iv) **Notice of Meeting**

- a) The Secretary shall notify the affected student and the complainant of the date and time of the meeting and of their right to be present and to call a witness or witnesses.
- b) At all proceedings of a Student Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student shall be entitled to representation in person and not by any other person or lawyer.
- c) The Committee shall hold an inquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a Court of law. However the Committee shall ensure that both sides are heard and that persons required to be witnesses do not sit as members of the Committee.
- d) The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.



**v) Powers of the Students' Disciplinary Committee**

a) The Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof:-

- i) To dismiss the case against the student;
- ii) To issue a letter of warning or reprimand and such letters shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected students;
- iii) To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence;
- iv) To suspend the student from the University for a specific period;
- v) To expel the student from the halls of residence;
- vi) A combination of any two or more of the above;
- vii) To impose any other penalty or penalties as the Committee may deem fit to impose;
- viii) To recommend the expulsion of a student to University Senate.

b) The University Senate shall have the right to expel a student who commits any or a combination of the following offences without reference to him or her.

A student who;-

- i) Boycotts or agitates for a boycott of lectures, tutorials, practical(s) or any other courses of instruction or academic programmes;
- ii) Malicious or willfully damages University property;
- iii) Assault any member of staff discharging his/her duties;
- iv) Is found in possession of any drug or drugs the possession of which is prohibited;
- v) Is convicted by Court of Law of any criminal offence which the Senate shall deem serious enough to warrant expulsion from the University.

c) In arriving at an appropriate penalty or combinations thereof, the Students Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.

d) The record and decision of any disciplinary action taken against a student shall be furnished to his/her Wardens, Chairperson of the department, and Dean of the School, Dean of Students Welfare and the Vice Chancellor and shall form part of the student's record at those levels.



- e) The sovereignty of the state, together with the state security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, the provisions of these regulations and any decisions made by the disciplinary Committee and the University shall not derogate and/or be construed as derogating 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 set of facts against any student in criminal proceedings in respect of the same set 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 in the interest of security and public order.
- f) Students appearing before the Students' Disciplinary Committee shall be informed of the Committee's decision within fourteen days (14) from the date of the conclusion of proceedings.
- g) Students have the right to appeal to the Vice Chancellor against the decision of the disciplinary Committee if he considers himself aggrieved by the said decision and such appeals will be made in writing within fourteen (14) days of the date of communication of the Committee's decision.

**vi) Miscellaneous Matters**

- i) The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University premises.
- ii) The University Senate in consultation with the Academic Board reserves the right to change, add, amend or otherwise vary these regulations at any time without notice.



**SCHEDULE XIV**

**APPENDIX**

**STUDENTS REGULATIONS DECLARATION FORM**

I ..... Reg. No..... in the School/Institute of ..... Hereby declare that I have read and understood the Regulations Governing the conduct and Discipline of Students at The Co-operative University of Kenya. I further **PROMISE TO ABIDE** by the regulations Governing the conduct and Discipline of the students of The Co-operative University of Kenya.

Student’s Name: .....

Registration No. ....

I.D./Passport/Birth Certificate No. ....

Course Admitted To .....

Signature: .....

Date: .....

