



# KIBABII UNIVERSITY



## STUDENT ADMISSION REQUIREMENTS HANDBOOK

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## DOCUMENT A

### JOINING INSTRUCTIONS TO STUDENTS

#### 1. TRAVELLING TO KIBABII UNIVERSITY

Kibabii University is situated in Bungoma County, eight kilometers from Bungoma town along the Bungoma – Chwele Road. The University is served by public transport (*matatus*) from the Bungoma Town Centre Bus Station. You may alight at Kanduyi Market then take a matatu heading to Chwele and ask that you alight at the Junction leading to Kibabii University.

#### 2. ARRIVAL AND REGISTRATION

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

#### 3. IMMIGRATION

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

#### 4. LETTER OF ACCEPTANCE BY THE CANDIDATES

Before signing the letter of Acceptance by the Candidate KIBU/1 the student must read Document B on the Rules and Regulations Governing the Conduct and Discipline of Students. The Rules and Regulations are made for the good order and governance of the University.

#### 5. STUDENTS PERSONAL DETAILS FORM - KIBU/3

You are required to complete the Students Personal Details Form - KIBU/3 and attach colour passport size photograph on the form. The photograph should bear the name of candidate and admission/registration number in **FULL (NO INITIALS PLEASE)** on the reverse side. (This information is important in the event of the photograph being misplaced.

Forward one completed copy of the Students Personal Details Forms (KIBU/3) together with the Letter of Acceptance KIBU/1; the Students Regulation Declaration KIBU/2 to the Registrar Academic Affairs on the day of registration.

Information in the Students Personal Details KIBU/3 form is intended to help the Office of the Registrar, Academic Affairs to understand you better. In subsequent years any change of Home Contact Address and Telephone number should be forwarded to the Registrar's Office in writing.

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

#### 6. FEES

##### (a) Kenyan Students

Fees are payable at the beginning of every year or at the beginning of every semester. A copy of the fees structure is posted with this admission handbook (a copy of the fees structure can be viewed on the University website).

The fees structure helps students and sponsors to plan payments either per semester; annually or over the duration of the degree programme. An annual fee structure will be available but a four/five year fees structure can be provided upon request. The fees structure is subject to change. Please consult the office of the Registrar, Academic Affairs for further details.

**(b) Non-Kenyan Students**

All Non-Kenyan students must produce evidence of adequate financial support before coming to the University. The evidence **must be** in the form of a letter from a sponsoring body guaranteeing adequate financial support for the entire duration of the programme. Fees will be collected at the time of registration.

**7. MEDICAL EXAMINATION**

Admission into the University is subject to receipt of a satisfactory Medical Report. Students are, therefore required to undergo medical examination by a recognized government medical practitioner before coming to the University. Form KIBU/4 is enclosed for this purpose and should be filled, signed and presented in person on the day of Registration.

**8. MEDICAL ATTENTION AT THE UNIVERSITY**

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

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

**(b) Dental 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.

**9. GAMES AND SPORTS**

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

The University offers a wide programme of sporting activities for both men and ladies. These include soccer, hockey, basketball, tennis, table tennis, badminton, tae-kwo-ndo, karate, athletics, netball, chess, scrabble, darts and rugby. Students participate in these activities for recreation or competitively. At competitive level, we accord students opportunity to travel widely subject to availability of funds to compete at inter-university sports bi-annual championships and tournaments organized at local, national and regional levels.

The students are strongly advised to appreciate the policy of the University that encourages all students to come with their own training and practice kits 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 kits 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.

### **10.STUDENT ADVISORY**

The University runs an elaborate Student Advisory system coordinated by the Coordinator, Academic Advisory Services, Career Mentorship and Placement Office. This includes Academic Advising, Career selection, Mentoring, Job Placement, and Student Counseling..

### **11.STUDENT ORGANIZATION**

All students are automatic members of the KIBU Student Union. The Students Union is an Organization run by and for students. Events and ts/activities of clubs and societies will be diverse and inspiring enough for involvement.

### **12.REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS**

University Students are expected to observe Regulations Governing the Conduct and Discipline of students while in the University. The regulations are provided in Document B. Students accepting the offer of admission are expected to sign KIBU/1 which should be submitted to the Registrar Academic Affairs during Registration. The rules and regulations are made for the good order and governance of the University. **Document B must** be thoroughly read, comprehended and kept for future reference.

### **13. INSTRUMENTS AND PROTECTIVE CLOTHING FOR STUDENTS IN THE FOLLOWING DEPARTMENTS**

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

#### **(a) Computer Science Students**

- (i) One White Laboratory Coat.
- (ii) Preferably buy a lap top

#### **(b) Education (Science)/Biotechnology/Biology Students/ Bio-resources/Biofuels**

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

#### **14. ADMISSION AND REGISTRATION CRITERIA**

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

A bona fide student will be considered to be one registered in the University during a current academic year. Students unable to register in the academic year may **Defer** their studies or take an **Academic Leave** for that academic year. This should be done by filling a **deferral/readmission form** and submitting it to the office of the Registrar (Academic Affairs), stating reasons for deferment to the next academic year. The deferment period shall be one (1) academic year renewable continuously up to a maximum of three (3) academic years. Reasons for deferment shall normally be due to: Financial reasons; compassionate reasons; medical reasons (provide medical documents) or any other reason acceptable to Senate.

#### **15. CONDITIONS FOR REGISTRATION**

No student will be registered without producing the following: -

- (a) Original and a copy the Admission Letter.
- (b) Original and a copy of KCSE Certificate/Result Slip. The original document will be returned to the student after verification of its authenticity.
- (c) Students acceptance of admission offer form - KIBU/1
- (d) Signed Students Regulation Declaration - KIBU/2
- (e) One copy of the completed Student Personal Details Form KIBU/3
- (f) The Entrance Medical Examination Form KIBU/4.
- (g) Original and a copy of National Identity Card or Birth Certificate for those who are under 18 years.

## DOCUMENT B

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

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 and staff. Students are required to sign a form to confirm that they have read and understood and will abide by the rules and regulations as stipulated.

#### **1.0 PRELIMINARY**

- 1.1 These regulations are made by the University Senate and the University Council in accordance with the provisions of Kibabii University Charter and Statutes whose objective and purposes are among others, to provide for the control, governance and administration of the University.
- 1.2 The Senate as per the University Charter and Statutes shall be responsible to the Council for the general conduct and discipline of the students.
- 1.3 These regulations shall apply to ALL students of Kibabii University subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with the Statutes in general.
- 1.4 These regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/ her stay in the University.
  - 1.4.1 Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

#### **2.0 DISCIPLINARY AUTHORITY**

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

#### **3.0 DEFINITION OF STUDENT**

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

## **4.0 THE CONDUCT OF STUDENTS**

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

### **4.1 General Conduct**

- a) Respect and adhere to the administrative and academic rules, procedures and structures established by the Kibabii University Charter 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, decent and appropriate attire at all times and in particular while attending lectures, practical sessions or at any University functions.
- f) Adhere to all Rules and Regulations by various sections of the University at all times.
- g) Students are advised not to use social media to insult or intimidate others.

### **4.2 Channels of Communication**

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

- a) **Academic matters:** Class representatives, Academic Advisers, Chairpersons of Departments, Deans of Faculties/Schools and Registrar (Academic Affairs), Dean of Students, Deputy Vice Chancellor (Academic and Students Affairs) and the Vice Chancellor in that order.
- b) **Residential matters:** Housekeepers/janitor, Hostel Officers, Wardens, Catering and Hostels Officer and Dean of Students in that order.
- c) **Welfare Matters:** Class Representatives, Students Leadership, Wardens and Dean of Students
- d) **Students and their organizations** shall be expected to adhere to the Procedures in (a), (b) and (c) above to ensure prompt processing of their grievances.

## **5.0 COMMUNITY LIVING**

### **5.1 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. Share rooms in addition to other facilities of common use. However, it shall be an offence to illegally stay in a room in the University Hostels
- b. 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. Not remove or damage any facility or equipment in their rooms or any other part of the halls
- d. Not cook or sell food in the hostels
- e. Not conduct business or trade in the halls
- f. Not cohabit while in the University halls of residence
- g. Not enter/remain in opposite sex halls of residence/rooms between 10.00 p.m. and 10.00 a.m.
- h. Not keep pets

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



## **5.2 Clearance from Halls of Residence**

Each student shall be required to clear with the respective Housekeepers and to surrender room keys at the end of the semester promptly if and when required.

## **5.3 Vacation Residence**

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

**5.4** Vacation residence shall be in a specified hall and paid for in advance at least two weeks before the start of the vacation.

## **6.0 UNIVERSITY PROPERTY**

**6.1** A student shall take reasonable care of properties of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.

**6.2** Where student(s)/club has/have rented University premises for business purposes, he/she/club is/are expected to pay the agreed rent in full.

## **7.0 MUSIC AND MUSICAL INSTRUMENTS**

**7.1** Radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between 5.00 a.m. and 11.00 p.m. and at no time should the sound be so loud as to cause disturbance to others.

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

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

## **8.0 NOISE AND NUISANCE**

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

## **9.0 GENERAL SECURITY OF STUDENTS**

### **9.1 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.

### **9.2 Student Property**

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

### **9.3 Motor Vehicles**

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

## **10.0 CRIMINAL OFFENCES**

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

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

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

## **11.0 LEAVE OF ABSENCE**

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

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

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

**11.2** In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or any certified Medical Practitioner to the Dean of relevant faculty and the Office of the Dean of Students. Where private practitioner has treated a student the medical certificate shall be submitted to the University Medical Officer for record.

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

## **12.0 PROCESSIONS, DEMONSTRATIONS AND CEREMONIES**

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

## **13.0 CORRESPONDENCE**

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

## **14.0 ACADEMIC RESPONSIBILITY AND LEADERSHIP**

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

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

15.1 (a) No student shall be allowed:

- (i) To contest for any elective post in the Students' Governing Council (S.G.C.) of the Kibabii University 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 at least an average mean mark (60%) in the previous University examinations.
- (iii) A First year student intending to contest should have obtained at least credit pass (60%) average of C.A.T. marks.
- (iv) Must have been in the University for at least one (1) semester

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

(b) No student shall be allowed to contest:

- (i) If one has been suspended from the University at any one time.
- (ii) Has suffered from mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.
- (iii) If there is evidence of receiving sponsorship from external groups eg. politicians
- (iv) If there is evidence of threatening, intimidating and insulting colleagues in the social media.

15.2 Eligible candidates for elective posts in the Students' leadership shall be limited to bona fide students who have cleared payments of ALL University fees that are due at the time as shall be confirmed by the Finance Officer.

15.3 The tenure of service in the students' leadership shall be restricted to one Academic Year.

15.4 Representative in Senate will be restricted to two elected students each on gender basis.

15.5 Students shall be expected to comply with all other regulations made by Departments, Faculties, Schools, Centres, Institutes and College or any other such limits of the University.

15.6 Ban politicians coming into campus during students' elections campaigns

## **16.0 MISCELLANEOUS PROVISIONS**

16.1 A student shall not use or have in his/her possession harmful chemicals, weapons, knives, sticks, metal bars or any other objects/ articles which might endanger other members of the University community.

16.2 A student shall not use vulgar language or abusive language while on or out of the University precincts.

16.3 A student shall not threaten or hold hostage extort or strike or physically harm any other student, or a member of staff or other employees of the University, or a member of public.

16.4 It shall be an offence for a student to interfere with movement of University vehicles or cause traffic obstruction in or outside the University.

16.5 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 the dustbins provided.

16.6 University facilities like halls, lecture theatres and common rooms may not be used by Students for business, meetings and parties without written approval from the Dean of Students.

16.7 Students shall not be permitted to enter places on campus designated as "Out of Bounds" or "No through Way", such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works and other areas as notified from time to time.

16.8 Students on academic or social trips shall be accompanied by an officer of the University.

- 16.9 A list of names of students on the trip shall be prepared by the University officer accompanying the students and submitted to the Dean of Students and Dean of Faculty/School and Registrar Academic Affairs at least one day prior to the departure. No student shall travel on a trip without prior approval by the Dean of Students/Dean of Faculty. Students on a trip shall be required to strictly observe the trip itinerary. Where students need to be away they shall seek permission from the Officer in Charge.
- 16.10 Students/Clubs operating business at the Students Centre shall adhere to all statutory requirements of running such businesses and compliance with the Public Health Act where relevant.

## **17.0 DISCIPLINARY ACTIONS**

### **17.1 Jurisdiction**

The following provisions 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.

## **18.0 OFFICER IN CHARGE**

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

## **19.0 ENFORCEMENT OF REGULATIONS**

- 19.1 In the event of breach of the regulations, and depending on the nature of the offence the Officers referred above shall adopt the following procedures:
- a) Shall require the student to make a written statement in response of the charges.
  - b) Shall warn or caution the student either verbally or in writing.
  - c) Shall report the student to the Office of the Dean of Students in writing enclosing all documentary evidence for further processing. The Dean of Students shall:
    - (i) Investigate and establish whether there is a case to answer. In this respect, the Dean of Students may warn or caution the accused.
    - (ii) Process the disciplinary offence and forward to the Deputy Vice Chancellor (Academic and Students Affairs).
    - (iii) Or take any other action that may be deemed appropriate at the time.

## **20.0 DISCIPLINARY PROCEDURES**

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

### **20.1 Notice of Meeting**

- 20.1.1 The Secretary shall notify both 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.
- 20.1.2 The student shall be required to attend the hearing in person accompanied by the registered parent or guardian. Summons to attend shall take precedence over all other students' commitments.

## **20.2 Procedure of the Committee**

- 20.2.1 All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of “*Principles of Natural Justice*” which are namely: That
- a) No one shall be a judge of his/her own cause.
  - b) Each party shall have the right to be heard and call witnesses.
  - c) The accused has a right of appeal.
- 20.2.2 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.
- 20.2.3 These proceedings are of management nature internal to the administration of the University and therefore shall not involve legal representation. However, if a student wishes to be legally represented he/she must give notice to the secretariat to enable the University to instruct its lawyers appropriately.
- 20.2.4. The Committee’s decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

## **21.0 POWERS OF THE STUDENTS DISCIPLINARY COMMITTEE**

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

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

### **21.2 Communication of Disciplinary Decisions**

The Deputy Vice Chancellor (Academic and Students Affairs) shall communicate the Committee’s decision to the student and the guardian. Such decisions shall take effect immediately.

### **21.3 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.

### **21.4 Notice of Appeal**

- 21.4.1 Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed to the Vice Chancellor within fourteen (14) days of the communication of Committee’s decision.
- 2.4.2 Notice of appeal against Senate decision must be given in writing to the Chairman of Council through the Vice Chancellor within fourteen (14) days of the date of communication of the Kibabii University decision.

- 21.4.3 On receipt of a copy of notice of appeal, the Secretary to the Disciplinary Committee shall send to the Vice Chancellor a copy of all the relevant minutes and documents pertaining to the hearing of the case.
- 21.4.4 On receipt of a copy of notice of appeal the Secretary of Council shall send to the Chairman of Council a copy of all relevant minutes pertaining to the case.

### **21.5 Saving Clause**

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

## **22.0 RULES FOR CLUBS AND SOCIETIES**

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

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

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

### **22.3 Management of Clubs and Societies**

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

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

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

## **23.0 PROTECTION OF NAME – KIBABII UNIVERSITY**

Any individual Students' Organization, Club or Society may not use the name **Kibabii University** without the written approval of the Vice Chancellor through the Dean of Students.

# UNIVERSITY EXAMINATIONS RULES AND REGULATIONS

## 1.0. Admission in Examinations

- 1.1 Only authorized persons shall enter an examination venue.
- 1.2 Only the following people may enter or remain in an examination room during and for purposes of an examination:
  - i. Students registered and have met all course requirements;
  - ii. Examination invigilators;
  - iii. Members of academic staff;
  - iv. Security officer(s) authorised by the University;
  - v. Other persons authorised by the Registrar, Academic Affairs.
- 1.3 The examination venue will be open for admission 30 minutes before the time scheduled for the commencement of the examination.
- 1.4 All students are expected to be at the designated venue at least thirty (30) minutes before the commencement of the examination. Misreading the examination timetable will not be accepted as a reason qualifying one for a special examination.
- 1.5 Students are responsible for arriving on time for scheduled examinations.
- 1.6 Students shall be required to present a valid KIBU photo identification card or other acceptable form of photo identification to be allowed to enter the examination venue. Where the identification provided is not clear, additional forms of identity verification may be requested.
- 1.7 A student who fails to produce an identification card on request may be refused admission to the examination room.
- 1.8 A student who fails to present student identification card, but is admitted into the examination room, shall be required to produce it within 24 hours to the relevant Invigilator. If the student fails to do so, his/her results for that examination shall be cancelled.
- 1.9 A students who arrives late for any written examination paper but before thirty (30) minutes have elapsed from the start of the examination shall be permitted to sit the paper, but such student shall not be allowed any extra time, whatever the reason for lateness.
- 1.10 A student who arrives after thirty (30) minutes have elapsed shall not be permitted to sit the examination.
- 1.11 Unless authorized by the invigilator, no reference materials or electronic devices shall be allowed in the examination venue. Unauthorized materials include, but are not limited to:
  - i) Books;
  - ii) Class-notes or reference sheets;
  - iii) Unauthorized electronic or communication devices that include, but not limited to cell phones, laptops, tablets, kindles, palm pilots or pagers.
- 1.12 Students having and/or using electronic devices other than those authorized and approved by the course lecturer during an examination will be considered to have committed an act of examination misconduct.
- 1.13 All personal belongings and any unauthorized material must be kept as directed by the invigilator at a designated area outside the examination venue.
- 1.14 The University will not be responsible for any loss of personal belongings in or outside the examination venue.



## **2.0 Candidates Conduct in Examinations**

- 2.1 Candidates will check the correctness of their registration details and sign the attendance register for the examination.
- 2.2 Candidates sitting an examination must not give or attempt to give any form of assistance to any other candidate, unless the same is expressly approved by the invigilator.
- 2.3 No candidate shall accept any assistance from another candidate during an examination, unless such assistance has been expressly approved by the examination invigilator.
- 2.4 A candidate who permits another candidate to read, copy from or use their examination question or answer paper, unless expressly approved by the examination invigilator shall be committing an academic misconduct.
- 2.5 During an examination, candidates shall be permitted to have access to only those materials or aids specifically approved by the course lecturer for use in that examination paper and sitting.
- 2.6 Where regulations permit a student to bring their own texts into the examination venue, the texts must be completely un-annotated.
- 2.7 If students are allowed to use electronic calculators in an examination, they must be compact, hand-held, and quiet in operation.
- 2.8 Devices with internet connection shall not be permitted in the examination venue.
- 2.9 Bringing unauthorized material and the use or attempted use of the same in an examination constitutes cheating and shall result in disciplinary action being taken against a candidate.
- 2.10 Candidates are not permitted to wear attire that compromises examination integrity, except where exemption applies for religious and/or health reasons, during examinations. Invigilators will request that students remove any clothing such as hats/caps, coats, sweaters and such type and to place it in the area reserved for storage of personal items for the duration of the examination.
  - 2.11 Food and drink are not permitted in the examination venue with the exception of water which, if required, should be in a clear plastic bottle with no label.
  - 2.12 Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report of examination misconduct made to the Registrar, Academic Affairs.
- 2.13 Students may not speak or communicate by any means, manner or device with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- 2.14 Students should read the instructions on the question paper and follow them carefully.
  - 2.15 Students should conspicuously display their identification document(s) for the marking of attendance and verification of identity during the examination.
  - 2.16 All examinations scripts are anonymous and no student should write their name on the answer booklet. They should write only their admission number, correctly and legibly, in the space provided on the cover of each answer booklet. Providing incorrect/illegible registration number or not writing a number could risk an answer booklet being considered void.
  - 2.17 Students must provide all other required details on the answer booklet.
  - 2.18 Draft work must be written in the answer booklets or on other examination stationery provided in the examination room by the University. A student shall not carry any paper to the examination venue for draft work.
  - 2.19 A student who becomes ill during an examination must submit all examination materials to the invigilator and request their examination to be cancelled. If this information is not passed to the invigilator and a request is not made, the unfinished script will still be marked and graded.
- 2.20 It is the responsibility of every student to ensure that all their answer booklets are firmly secured.

### **3.0 Student Exit from Examinations**

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

### **4.0 Examination Misconduct**

- 4.1 Any act that violates the KIBU Examinations Policy, KIBU Guidelines and Procedures, and these Rules and Regulations shall constitute examination misconduct.
- 4.2 Examination misconduct shall include, but not limited to:
  - 4.2.1 The willful and deliberate disregard for good academic practice in respect of using another person's intellectual material(s) without acknowledgement (Plagiarism).
  - 4.2.2 Having unauthorized material in an examination venue.
  - 4.2.3 Possessing, while in the examination venue, any device which permits communication with others or receives communication from others;
  - 4.2.4 Copying from, consulting or making use of another candidate's answer; or attempting to copy from, consult or make use of another candidate's answer;
  - 4.2.5 Improperly aiding or attempting to aid another candidate, or improperly obtaining or attempting to obtain aid from any person;
  - 4.2.6 Consulting or attempting to consult unauthorized material in any form while present in the examination venue, including washrooms;
  - 4.2.7 Impersonating or attempting to impersonate another candidate or being impersonated knowingly;

- 4.4.8 Exposing answers for view by others and attempting to read other candidate's examination answers;
- 4.4.9 Providing invigilators with incorrect or misleading information prior to, during, or after the examination;
- 4.4.10 Removal of an examination script/booklet or blank examination stationery from the examination venue without authority;
- 4.4.11 Any unauthorized absence from the examination venue;
- 4.4.12 Unauthorized and undeclared acquisition of examination questions prior to an examination, whether or not that examination is to be sat by the student concerned (leakage);
- 4.4.13 Assaulting or attempting to assault an invigilator or any other person in the examination venue;
- 4.4.14 Destruction of unauthorized material which could be used as evidence in disciplinary proceedings;
- 4.4.15 Failing to write a statement concerning an examination misconduct as asked by the invigilator in the examination venue;
- 4.4.16 Forgery of examination documents;
- 4.4.17 Bribery so as to compromise examination credibility;
- 4.4.18 Intimidation of staff
- 4.4.19 Committing a subsequent examination irregularity.

#### **5.0 Procedure for Handling Examination Misconduct**

- 5.1 Any allegation of examination misconduct should be raised initially by the invigilator to the candidate involved. The invigilator has to have evidence that misconduct has taken place.
- 5.2 If the invigilator is convinced that misconduct has been committed by a student, they shall document that and forward the concern to the Registrar, Academic Affairs through their relevant Chairpersons of departments.
- 5.3 The student must be made aware of the allegation against them and of any evidence to be considered.
- 5.4 A student shall be required to write and sign a statement about the examination misconduct.
- 5.5 If the invigilator believes that misconduct has been committed and should be dealt with as an examination irregularity, they shall submit a signed and dated 'Allegation of Examination Offence' (see Appendix 2) statement in writing to the Academic Registrar, through their relevant Chairperson.
- 5.6 The invigilator must set out clearly the name of the student and registration number against whom the allegation is made, the nature and full details of the offense alleged and all the supporting evidence to be presented.
- 5.7 Any misconduct shall be reported to Kibabii University for action by the Registrar, Academic Affairs within one (1) week after the examination period ends.
  - 5.8 A Kibabii University Student Examinations Misconduct and Disciplinary Committee shall be constituted and seize of the matter and institute proceedings within two (2) weeks after Kibabii University deliberations and recommendations.
  - 5.9 The Kibabii University Student Examination Misconduct and Disciplinary Committee shall comprise the following:
    - i) An Associate Professor who is a member of Kibabii University or Professor as Chair;
    - ii) Dean of the relevant Faculty/School/Centre;
    - iii) Chairperson of relevant Department;
    - iv) Two members of Kibabii University;
    - v) Registrar, Academic Affairs;
    - vi) Legal Officer;

- vii) Any other co-opted member (*Either gender must be represented on the Committee*).
- 5.10 The Registrar, Academic Affairs, shall within a week of Kibabii University's decision give formal notice of impending disciplinary action relating to misconduct to each student named. The formal notice shall consist of:
- i) A copy of the allegation of examination misconduct;
  - ii) The date, time and venue of the inquiry;
  - iii) Details of where help and advice may be sought;
- 5.11 The formal notice shall be deemed to have been received by the student if a copy of the document is sent by email, posted on notice board, university website and recorded delivery to the student's last known contact address.
- 5.12 If the student is unable to attend they can submit a written statement of the case to the Registrar, Academic Affairs which will be considered at the disciplinary meeting.
- 5.13 If a student fails to attend the disciplinary hearing without good reason, the University panel shall proceed in his/her absence.
- 5.14 The Committee will determine its findings in relation to the evidence they have seen and heard on the balance of probabilities except where the offence is such that the student may be excluded, temporarily or permanently, where the Committee needs to be convinced beyond reasonable doubt that the allegation is proven. The Disciplinary Committee shall take account of any mitigation by the student when fixing the penalty.
- 5.15 As soon as possible after the determination of the allegation, the Registrar, Academic Affairs shall issue the Decision Notice that shall consist of the following:
- i) A summary of the major points made during the Disciplinary Inquiry;
  - ii) A concise rationale of its findings;
  - iii) A concise statement of the Disciplinary Committee's findings in relation to the
  - iv) Allegation of Misconduct;
  - v) In case a student is responsible for misconduct, the penalty to be applied;
  - vi) An explanation of the student's right of appeal.
- 5.16 A student shall have the right of appeal against the findings of the Disciplinary Committee and/or against the penalty imposed.
- 5.17 An appeal should be lodged by the submission of a signed and dated statement from the student to the Vice Chancellor within ten working days of the date of issue of the written decision from the Kibabii University Student Examination Misconduct and Disciplinary Committee.
- 5.18 The Vice Chancellor will within three days of receipt of a student appeal, constitute an Appeals Committee to consider the appeal together with documents considered by the original hearing. Members of the Appeals Committee should not have had previous involvement with the matter.
- 5.19 The Appeals Committee shall consist of:
- i) A University Professor as Chair;
  - ii) A senior Faculty Representative;
  - iii) A member nominated by the Academic Staff Union;
  - iv) A student nominated by the Students Governing Council;
  - v) The Registrar AA or their Nominee
- 5.20 The Appeals Committee shall within three (3) days after constitution by the VC, convene, consider and determine the student's appeal. The Committee can uphold, amend or rescind the decision of the original hearing and shall report its decision to Senate for consideration and ratification.
- 5.21 The decision of Senate after the Appeals Committee shall be final. Within two days of Senate ratification, the student shall be informed of the Appeals Committee decision in writing together with the reasons for the decision.

5.22 Senate shall name and shame students who engage in academic misconduct by publishing and publicizing a list of all those found guilty.

## **6.0 Penalties for Examination Misconduct**

6.1 The Senate takes serious view of any breach of the Examinations Rules and Regulations and Examinations Procedures and Guidelines as they apply both to in-course and final assessment and shall impose such a penalty as it deems fit.

6.2 Having considered the evidence presented at the Disciplinary meeting, the Senate Committee shall determine the allegation. If the allegation is proven, the Committee will then fix an appropriate penalty from the list below guided by the table of 'Examination Irregularities and Respective Penalties'.

6.2.1 Warning

6.2.2 Cancellation of either in-course or end course examination results or both;

6.2.3 Cancellation of results for the whole semester;

6.2.4 Cancellation of the results for the whole academic year;

6.2.5 Suspension from the University for One (1) year;

6.2.6 Suspension from the University for Two (2) years;

6.2.7 Expulsion;

6.2.8 Reduction of the mark originally awarded;

6.2.9 Institution of criminal charges;

6.2.10 Any combination of the penalties defined above

### OFFENCES AND PENALTIES

S/N	IRREGULARITY	PENALTY
1.	Writing on examination question papers.	Warning letter to the candidate.
2.	Unauthorized absence from the examination venue.	Warning letter to the candidate
3.	Having Unauthorized material in an examination venue	Cancellation of examination results in the course & suspension for one (1) Academic Year
4.	Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.	Cancellation of examination results in the course Suspension of the candidate from the University for one (1) Academic Year.
5.	Reading answer scripts belonging to another candidate	Cancellation of examination results in the course Suspension of the candidate from the University for one (1) Academic Year
6.	Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.	Cancellation of examination results in the course Suspension of the candidate from the University for one (1) Academic Year.
7.	Possessing, while in the examination venue any device that permits communication with others or receive communication from others	Cancellation of examination results in the course. Suspension of the candidate from the University for one (1) Academic Year
8.	Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.	Cancellation of examination results for that course Suspension of the candidate from the University for two (2) Academic Years.
9.	Permitting another candidate to copy from or make use of one's papers.	Cancellation of examination results for that course. Suspension of the candidate from the University for two (2) Academic Years.
10.	Presenting for examination the works of another person(s) without acknowledgement and with intent to deceive.	Cancellation of examination results for that course Suspension of the candidate from the University for two (2) Academic Years.
11.	Destroying evidence which may be used	Cancellation of examination results for that course

**NOTE: This is extracted from the Examination Handbook. The complete text of the University Examination Handbook can be accessed on the University Website and at the University Library. Students are advised to read, comprehend and abide by these examination rules and regulations.**

**LETTER OF ACCEPTANCE BY THE CANDIDATE**

**NOTE:** Please read all documents provided in this admission offer before signing your Acceptance/Non-acceptance)

- Section A is to be completed by those ACCEPTING the offer.
- Section B to be completed by those NOT ACCEPTING the offer

**SECTION A**

With reference to your letter offering me a place in the Faculty/School of .....for a programme leading to a Degree/Diploma of .....this is to confirm that I DO ACCEPT THE OFFER;

PLEASE SIGNIFY YOUR ACCEPTANCE BY SIGNING YOUR NAME BELOW

Students Full Name:..... <small>(SURNAME) (OTHER NAMES)</small>		National ID NO: .....
Degree/Diploma	Course	Admitted To -
:.....		
Registration No: .....	Signature: .....	Date:.....

Parent/Guardian Name:..... <small>(SURNAME) (OTHER NAMES)</small>		National ID NO: .....
Tel. No: .....	Signature: .....	Date:.....

**SECTION B**

This is to confirm that I DO NOT ACCEPT the offer, because of the following reasons: (Mark X against that which is applicable)

S.N.	Reason	Mark X
1	Family Problems	
2	Ill Health	
3	I have been offered an Overseas Scholarship	

S.N.	Reason	Mark X
4	The University has not offered me the Programme I applied for	
5	I have taken on employment.	
6	Any other reason (state the reason here) ..... ..... .....	

Students Full Name:..... <small>(SURNAME) (OTHER NAMES)</small>		National ID NO: .....
Degree/Diploma	Course	Admitted To -
:.....		
Registration No: .....	Signature: .....	Date:.....

Parent/Guardian Name:..... <small>(SURNAME) (OTHER NAMES)</small>		National ID NO: .....
Tel. No: .....	Signature: .....	Date:.....

**NOTE:** Please complete this page and returned it immediately to: The Registrar, Academic Affairs, Kibabii University, P.O. Box 1699-50200 Bungoma, Kenya.



**KIBABII UNIVERSITY**

**STUDENTS REGULATIONS DECLARATION**

I,.....Reg.no.....of  
Faculty/Center/of .....  
Department of ..... hereby declare that I have read and understood  
the Regulations Governing the Conduct and Discipline of Students at the University as spelt out in Document B.

I further PROMISE TO ABIDE by the regulations governing the conduct and discipline of the students of Kibabii University as spelt out in Document "B" and prepared in accordance with the University Statutes.

Student's Name:.....Reg. No: .....

Signature: .....Date:.....





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

(b) Name and Address of Spouse (if married)

.....  
 (SURNAME) ..... (FIRST NAME) ..... (OTHER NAME) .....  
 .....  
 P.O. BOX ..... POSTAL CODE ..... CITY/TOWN .....  
 .....  
 TELEPHONE (LANDLINE) ..... MOBILE PHONE ..... E-MAIL ADDRESS .....

9. (a) Full Name of Father: .....  
 (SURNAME) ..... (FIRST NAME) ..... (OTHER NAME) .....  
 Deceased  Alive  Occupation.....

Date of Birth:..... ID No.....  
 Day Month Year

(b) Full Name of Mother: .....  
 (SURNAME) ..... (FIRST NAME) ..... (OTHER NAME) .....  
 Deceased  Alive  Occupation .....

Date of Birth:..... ID No.....  
 Day Month Year

10. (a) Full Name of Guardian:.....  
 (SURNAME) ..... (FIRST NAME) ..... (OTHER NAME) .....

(b). Occupation of Guardian ..... ID No.:.....

11. Address of Parent/Guardian .....  
 P.O. BOX ..... POSTAL CODE ..... CITY/TOWN .....  
 .....  
 TELEPHONE (LANDLINE) ..... MOBILE PHONE ..... E-MAIL ADDRESS .....

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





23. Do you suffer from any physical impairment? If so give details. No.  Yes

.....

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

.....  
.....

I certify that the information I have provided is correct.

Signature: ..... Date: .....



**AFFIX  
COLOURED  
PASSPORT  
SIZE PHOTO  
HERE**

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

ENTRANCE MEDICAL EXAMINATION

**IMPORTANT**

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

**PART I**

Name:.....  
(Surname) First Name Other name

Date and place of birth ..... Sex ..... Nationality..... Race.....

Religion..... Marital status.....

Faculty/School/Centre..... Registration Number.....

Name, Address, and Telephone Number of Parent/Guardian/Next of Kin.....

Have you ever been admitted in hospital? .....If so, state reason for admission and date.....

(a) Have you had any of the following illness:

(i) Tuberculosis or other chest infection?.....	Yes/No	(vi) Allergies to food or drugs.....	Yes/No
(ii) Fits, Nervous disease or fainting attacks?.....	Yes/No	(vii) Malaria?.....	Yes/No
(iii) Heart disease or Rheumatic fever?.....	Yes/No	(viii) Sexually Transmitted Disease?.....	Yes/No
(iv) Any disease of the digestive system?.....	Yes/No	(ix) Poliomyelitis?.....	Yes/No
(v) Any disease of Genito Urinary System?.....	Yes/No		

If the answer to any of the above is Yes. Please give details with dates.....

If there are any other relevant details of your medical history not covered by the above questions please give particulars.....

(b) Has any member of your family suffered from:

(i) Tuberculosis ?.....	Yes/No	(iii) Diabetes Mellitus .....	Yes/No
(ii) Insanity or Mental illness?.....	Yes/No	(iv) Heart disease?.....	Yes/No

(c) Have you been immunized against any of the following diseases:

(i) Smallpox? Yes/No?.....	Date	(iv) Typhoid? Yes/No?.....	Date
(ii) Tetanus? Yes/No?.....	Date	(v) Hepatitis B? Yes/No?.....	Date
(iii) Tuberculosis? Yes/No?.....	Date		

Signature of Student:.....Date:.....

**PART II**

(To be completed by the Examining Medical Officer)

- (a) Height.....Weight.....
- (b) Visual Acuity:  
Without glasses: R.6/..... L./6..... With glasses R.6/.....L./6.....
- (c) Hearing: Right Ear..... Left Ear.....
- (d) Condition of:  
Teeth: .....  
Nose: .....  
Throat: .....
- (e) Lymphatic glands.....  
Circulatory System.....  
Pulse.....  
Blood Pressure.....Systolic.....Diastolic.....
- (f) Respiratory System.....
- (g)Typhoid immunization is Mandatory – Must produce typhoid Immunization card or a letter from a government hospital
- (h) Abdomen.....  
Spleen.....  
Any evidence of Hernia.....  
Any evidence of Hemorrhoids.....
- (i) Urine...SG.....Albumin.....Sugar.....
- (j) Stool (i) for Over/cyst.....  
(ii) Salmonella AG/ test.....(If negative bring vaccination card)
- (k) Any observable physical defects in addition to general record of observation:  
If any please specify.....
- (l)Is the student on any treatment?.....  
If any please specify.....
- (m)Blood Khan Test / VDRL.....
- (n)Any other observation of importance.....

Medical Officer: .....Address:.....  
Name.....Stamp & Date:.....

**PART III**

(To be completed by the University Chief Medical Officer)

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

Is the Student fit for University Education? Yes/No

NAME:.....Signature:.....Date:.....