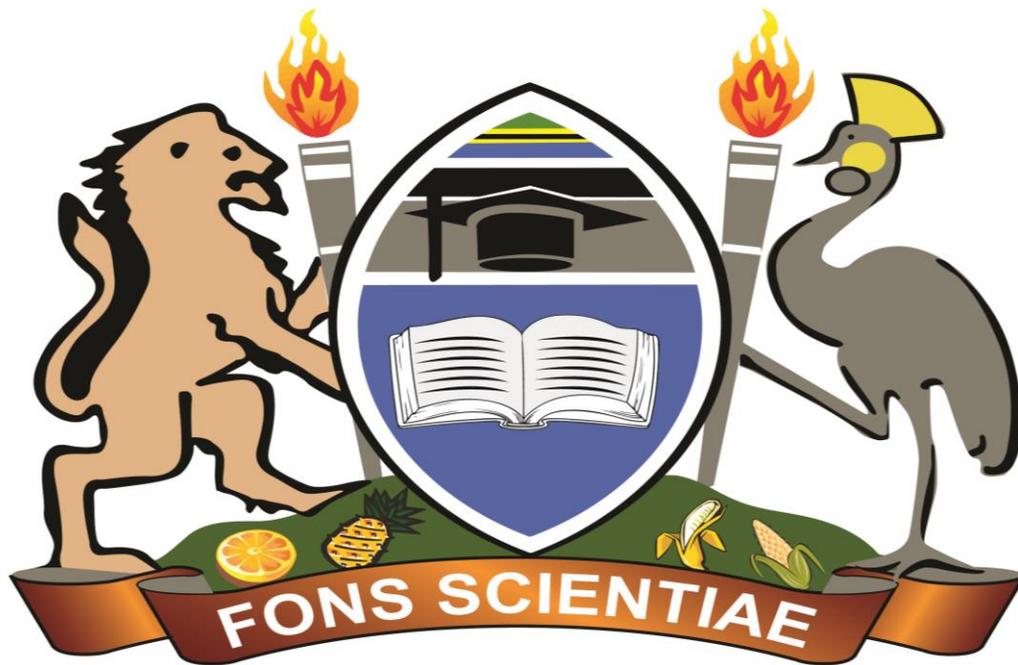


# KISII UNIVERSITY



## STUDENT HANDBOOK

*4<sup>th</sup> edition*

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# HISTORY OF KISII UNIVERSITY

Kisii University is a public chartered institution of higher learning that provides holistic and value based quality education, training, research and extension services to her students and all stakeholders in our quest to be meaningful contributors to service of humanity and national building.

Kisii University was founded in 1965 as a Primary Teachers' Training College on a 61 acre land that was donated by the County Council of Gusii. The College continued up to 1983 when it was upgraded to a Secondary Teachers' College to offer Diploma programmes. Over the years, the College trained very many teachers who got posted to primary as well as secondary schools in different parts of the country where due to their academic prowess and diligence they rose in ranks and were highly distinguished.

The Government of Kenya mandated Egerton University to take over the College as its campus in 1994 as one of the earliest campuses to be created in Kenya by the then Head of State, H.E. Daniel arap Moi. In 1999, the School of Commerce established Bachelor of Business and Management as its first degree program within the campus to run alongside Post Graduate Diploma in Education (PGDE). On 23rd August 2007, Kisii University College was established through a Government Legal Notice **No. 163 of 2007** as a Constituent University College of Egerton University. Due to its rapid expansion in terms of quality academic programs, student enrolment, distinguished collaborations as well as contribution and support to regional development, on 6th February 2013, Kisii University received the **Kisii University Charter 2013** from the hands of H.E. Mwai Kibaki, CGH as the 13<sup>th</sup> Public University in Kenya.

The University Main Campus is situated in a scenic and congenial environment which is quite ideal for academic pursuit approximately 2 km from Kisii Town Centre, either off the Kisii – Kilgoris or Kisii-Keroka Road. The university has set up strategic satellite campus so as to bring education and research closer to communities.

The university through the Senate and in line with the Commission of University Education guidelines has continued to develop cutting edge academic programs in the fields of Business and Economics, Education and Human Resource Development, Information Science and Technology, Agriculture and Natural Resource Development, Arts and Social Sciences, Pure and Applied Sciences, Law and Health Sciences. These programs are further subjected to accreditation by professional bodies to ensure that there is continuity and proper training to meet the specific demands of each profession. To these programs you have gained admission to be taught, examined and nurtured to become solution providers and value-creators in your own fields.

## **MESSAGE FROM THE VICE CHANCELLOR**

On behalf of Kisii University Council, Management and the entire University community, I extend a warm and cordial welcome to you all and offer you my hearty congratulations for joining this fast growing and dynamic institution. Not many of your fellow students got a chance to join university due to varied reasons ranging from academic performance, family socio-economic status to failed personal choices. For this reason, I encourage you to take pride in this great opportunity given you thanks to your great sacrifice and hard work to be part of this academic establishment.

By accepting to join this institution, you have come to an environment that will enable you prepare yourselves for your chosen professional careers, through the various fields of study in which you have been admitted. Kisii University is situated in a very serene, picturesque and congenial environment that provides you a wonderful opportunity to study, research, and undertake academic consultation and social interaction. It is an institution that cherishes true values of a family and communal spirit amongst students and staff from diverse social and cultural backgrounds.

The vision of Kisii University is to be a World Class University in the advancement of academic excellence, research, innovation, and enhancement of social Welfare. Guided by this vision, the University has strategically positioned itself to train human resource that meets the development needs of the country and the international labour market, and has sustained the production of quality research, dissemination of knowledge, skills and competencies for the advancement of humanity. In this regard, over the years, Kisii University has produced competitive graduates who manifest critical skills and values, such as integrity, diligence, hard work and professionalism. In extrapolating its vision, one of the guiding principles of the institution is to provide world-class education in an atmosphere of academic freedom, civility, social responsiveness, integrity and accountability.

Regarding research and extension, the University has built capacity and is implementing research and extension policy framework, establishing research partnership and has created active linkages with strategic institutions to enhance sharing of skills and knowledge for competencies. The University supports areas which demonstrate and hold the promise of showing excellence in research and extension. Kisii University has also increased publications by staff and students and promoted knowledge transfer through conferences, workshops, seminars and symposia.

Furthermore, apart from academic, research, and consultancy endeavors, other life support services are provided with an aim of enhancing student and staff social welfare. These initiatives include student counselling on HIV and AIDS and provision of spiritual nourishment, and other life-long aptitude skills and competencies. Particularly, students are encouraged to maintain high standards of individual and group discipline and social integrity in order to fully utilize the resources that are availed to them by the Kisii University Council and Management. To assist students achieve personal and societal goals, the University pays special attention to critical issues as concerns ethical conduct in all spheres of life including academic, social and spiritual domains. In this regard, students are expected to conduct themselves with high levels of moral integrity and practice intellectual honest and be able to express themselves freely while respecting diverse opinions of other people in a democratic atmosphere.

In particular, Kisii University academic and administrative staff is committed towards preparing students to acquire relevant skills, knowledge and competencies required in their professional fields; this will enable them live wholesome lives in a rapidly transforming and dynamic global environment that is being driven by post-modern technology. In this regard, the University is committed towards achieving highest standards in teaching, research, innovation and community extra-mural affairs.

It is also important to note that as special as it is, University life can be both stimulating and challenging. It is stimulating in that, it provides an opportunity to widen your scope of understanding and perception; it also prepares you to be broad minded, analytical and responsible citizens. But it is challenging because you are expected to act independently as well as make individual decision. I urge you therefore to take a keen interest and benefit from the efforts of the members of staff to help you adjust to these new realities and cultivate an attitude of positive contribution towards the development of this country.

At Kisii University, learning contains two pivotal facets, the academic aspects and social perspectives. The learning aspect whose goal is to assist you achieve your intellectual dreams is simple and clear cut; namely, you must study diligently and utilize all available resources to develop your intellectual capability. This is however, a small portion of the totality of human development and endeavor. There are the other important aspects that add up to a wholistic life; the social/relational, spiritual and physical aspects of human development. In this regard, our academic and administrative staff is committed to support you acquire the needed skills and competencies to enable you face the challenges of a globalized environment.

However, it should be noted that Kisii University, as is the case with other institutions of higher learning in developing countries, is confronted with several challenges. Thus, we urge all the students to be actively engaged in providing suggestions that can assist overcome these challenges and improve our overall performance as a tertiary institution. These suggestions are channeled freely through the student leaders, Dean of Students, Chairpersons of Departments, lecturers and administrative staff.

Finally, I want to encourage you to take your time to read and understand the guidelines that are provided in this Student Handbook. This should be your main guide during your stay in this institution. In this booklet, you will find important information concerning the administrative structures, policies, services and most importantly, the rules and regulations governing the conduct of students. I wish you a momentous stay and successful endeavors in your life as a student of Kisii University. I have great expectations of you and hope that you shall be willing to exploit the academic and social opportunities that are availed to you by this dynamic “**University of the 21<sup>st</sup> Century.**”

*God bless you all; God bless Kisii University.*

# **GOVERNANCE AND ADMINISTRATIVE STRUCTURE OF THE UNIVERSITY**

The Chancellor is the titular head of the University who, in the name of the University, confers degrees and awards diplomas, certificates and other awards of the University in consultation with the University Council and Senate. The Chancellor may also give advice to the Council from time to time and recommend to the Cabinet Secretary for Education a visitation of the University.

The University Council is the supreme governance organ of the University. Appointed by the Cabinet Secretary for Education, the Council is responsible for employing all staff; approving the statutes of the University and causing them to be published in the Kenya Gazette; approving the policies of the University; approving the annual budget; and recommending to the Cabinet Secretary for appointment of the Vice-Chancellor and Deputy Vice-Chancellors of the University.

The second governance organ of the University is the Senate. Consisting of the Vice-Chancellor, Deputy Vice-Chancellors, Principals, Deans, Directors, Chairpersons and Coordinators of academic units and students' representatives, The Senate is the main and final decision-making body on all academic matters. Thus, the Senate is in charge of approval of all academic programmes; admission of students; teaching and examinations; discipline of students; and graduation of students in all programmes in the University.

The University Management Board is the third organ of governance and it consists of the Vice-Chancellor, Deputy Vice-Chancellors, Registrars and the Finance Officer. It is be responsible for implementation of the policies of the university and assists in the day-to-day management of the University.

With respect to the administrative structure of the University, the Vice-Chancellor is the chief executive officer. Thus, he/she is the academic and administrative head of the university and has overall responsibility for the direction, organization, administration and implementation of academic programmes of the University.

In carrying out these responsibilities, the Vice-Chancellor is assisted by two Deputy Vice-Chancellors; one in charge of Administration, Planning and Finance; and the other one for Academic, research and Students Affairs. A number of Departments and Schools are organized under the two respective divisions led by the deputy vice-chancellors to facilitate the administration of the University.

## **OFFICE OF THE DEPUTY VICE CHANCELLOR ADMINISTRATION, PLANNING AND FINANCE**

The Office of the Deputy Vice-Chancellor, (Administration, Planning and Finance) is one of the key offices established by the Kisii University Statutes, 2013. The office is mandated to oversee Administration, Planning and Finance Division of the University. The Division is responsible for management of the University's human and physical resources in support of the University's quest to be a world class university in the advancement of academic excellence, research and social welfare. The Division has particular roles and services that are run under various departments that include the following.

The Administration Department is responsible for attraction, recruitment, induction and placement of highly qualified and competent staff, both teaching and non teaching, necessary for the smooth operations of the University. The Department also puts in place mechanisms for retaining the human resource and continuous and further training of teaching and non-teaching staff.

The Department of Planning and Development is tasked with developing the University Strategic Plan and coordination of infrastructure development in line with the University's mission and vision. It also manages the University's performance contracting process, quality measurement standards and overseeing preparation of key policy documents.

The Central Services Department is a key department which is responsible for expansion and maintenance of the University's facilities to ensure that students get quality education. Within the department is the transport Unit, halls, catering and other services requisite to ensure that the university runs in harmony.

To take care of the welfare of students and staff, the University has set up the Medical Department. Its main task is to ensure students and staffs receive medical attention, as well as promote health in the University. It does this by partnering with institutions such as the National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA), the Kisii County Executive in charge of health and the National AIDS Control Council (NACC).

Also in the Division is the Department of Procurement and Supplies. This department coordinates the preparation of Annual Procurement Plans for all departments in the University and also ensures that all procurement and disposal is done in line with the Public Procurement and Disposal Act, 2005.

The Administration, Planning and Finance Division is dedicated to providing exemplary services to students, staff, alumni and other stakeholders thus supporting the Vision of becoming a world class University.

## **OFFICE OF THE DEPUTY VICE CHANCELLOR, ACADEMIC, RESEARCH AND STUDENT AFFAIRS**

With the vision of being a World class University in the advancement of academic excellence, research and social welfare; and the mission of training high level human resource that meets the development needs of the country and international labour market; sustaining production of quality research and consultancy services; and disseminating knowledge, skills and competencies for the advancement of humanity, Kisii University is committed to offering high quality teaching and generating excellent research outcomes in all of its endeavours. This responsibility largely falls on the academic division that drives the core mandate of the University. The division, therefore, endeavours to conduct research for the generation and dissemination of knowledge as well as develop relevant and high quality academic programmes and ensure that the programmes are implemented in the best possible way so as to meet the expectations of all stakeholders. These efforts should give our students the best that a University can provide while expecting that students will also make their fair contribution on the learning side by embracing the values of professionalism, integrity, teamwork and entrepreneurial acumen.

To realize its goals, the Academic, Research and Student Affairs Division is organized into four main Departments, namely Academic Affairs; Research, Innovation and Extension; Library Services; and Student Affairs.

### **Academic Affairs**

The Academic Affairs Department headed by the Registrar, Academic Affairs and is responsible for all activities related to teaching, learning, examination and graduation in the University. This includes the development, accreditation and review of academic programmes; admission of students; facilitation of teaching and learning; examinations; and graduation and certification. Whereas most of these activities are undertaken in the Schools and Academic Departments within the Schools, as it will be elaborated shortly, the Office of the Registrar, Academic Affairs is the main administrative office of the division.

Besides being the custodian of all academic records of all students in the University, the office also provides administrative services and guidance on implementation of academic policies and regulations that inform the conduct of studies for all students. Students should, therefore, seek guidance from this office whenever necessary on matters such as admission, registration in the University, deferment and resumption of studies, students' discipline, academic records, clearance from the University, graduation, and certification, among others.

### **Research, Innovation and Extension**

The role of the Department is to co-ordinate research, innovation and extension activities for staff and students. This includes establishment of linkages through which research funds may be generated as well as facilitating exhibitions, workshops and seminars in the University. The generated knowledge from research findings informs the development of innovations that shared with the broader community through extension programmes that are carried out by the Department.

In order to enhance research productivity and engender a vibrant research culture amongst staff and students, the Department has established linkages with many international organisations and

universities to support student exchange and sharing of knowledge to advance skills and competencies. Some of these partnerships include the University of Minnesota (School of Law and the School of Agriculture and natural Resource Management), East Tennessee State University (School of Health Sciences and the School of Education) in the USA, Kenya Forestry Research Institute (KEFRI), Kenya Industrial Research and Development Institute (KIRDI), Kenya Sugar Research Foundation (KESREF), Kenya Marine and Fisheries Research Institute (KMFRI), the Green Acres Rabbitry Limited (GARL). These collaborative programmes entail staff and student exchange as well as mentorship and joint research activities.

Being part of an environment in which knowledge creation thrives, we invite you be part of this productive environment to enhance your learning experience, both at undergraduate and postgraduate levels. We truly trust that by you engaging in research and innovation activities over the coming years, the knowledge you will acquire will be cutting edge and relevant to ensure you receive a quality learning experience, and deliver high quality professional practice upon graduation.

### **Library Services**

The primary mission of the university library is to provide quality information services, support teaching, learning and research activities of the university. We believe that students require humble moments to be able to study and do their research thus the university library at Main campus is open at the following hours:

#### ***During the semester***

- Monday to Friday from 8.00 a.m. to 10.00 p.m.
- Saturday from 8.00 a.m. to 5.00 p.m.
- Sunday and Public Holiday closed.

#### ***During vacations***

- Monday to Friday 8.00 a.m. – 5.00 p.m.
- Saturday, Sunday and Public Holidays – closed

***Library Use & Membership:*** All students, School members and the employees of the University are eligible for membership of the library. Other persons and institutions may be admitted for the purpose of consultations and research. The registered members are issued with borrower cards corresponding to their entitlement.

***Inter-Library Loan:*** Books periodicals, Theses and Dissertation not available in Kisii University can be obtained from other libraries on Inter-Library Loans Scheme.

***Reference and Information Service:*** A Reference Librarian is available at all times to assist users retrieve Information, use electronic resources, bibliographies, indexes and other reference books and answer any questions concerning the library.

***Electronic resources:*** The University library provides electronic resources through the programme of KLISC (Kenya library and information science consortium) and TEEAL (The essential electronic Agricultural Library) a fully searchable database of full text articles from more than 200 journals.

***Other Library Services:*** Book-binding and repair; Current Awareness Services (C.A.S); Selective dissemination of information; Multimedia; Photocopying and printing; Alerting services; User education

### **Student Affairs**

The Department offers support and welfare services to all students in the University. It is headed by the Dean of Students (who is distinct from the Dean of School). Student support services consist of all non-academic services that students require to enable them comfortably pursue their studies. The Student Affairs department coordinates and offers very essential services to enhance student retention. These services will be dealt with more comprehensively a little later in this handbook.

# **BRIEF INFORMATION ON SCHOOLS IN THE UNIVERSITY**

Kisii University is organized into eight (8) Schools that are responsible for the admission, teaching, examining and graduation of students in a variety of academic programmes. Each School is headed by a Dean. The Schools are further organized into departments that offer specific academic programmes. Each department is headed by a Chairperson of Department (CoD). The CODs are in charge of course and lecture allocation and are the first instance for students' academic guidance and support. The schools are:

## **1. SCHOOL OF PURE AND APPLIED SCIENCES (SPAS)**

The School of Pure and Applied Sciences was established in 2013 from the then School of Education due to the growing need for science based courses. The school is headed by a Dean and has four main departments - Mathematics and Actuarial science; Biology; Chemistry; and Physics – each headed by a senior member of staff from the relevant academic discipline. These heads who are called Chair of Department (COD) are responsible for providing subject leadership in the relevant area.

Academic members of the school are actively involved in advanced and applied scientific research on problems that arise in such diverse fields as mathematical, biology, AIDS testing and control, vector control, agricultural pest control, educational and manpower planning, mathematical economics, wind energy analysis, survival analysis among others.

The School provides a lively environment of encounter for both academic and social programs for both undergraduate and postgraduate studies. The learning facilities such as laboratories, research labs, science computer lab and science lecture rooms are well equipped and adequate for study. And to enhance student-industry link, the School invites outside speakers to present seminars to staff and students as well as arranging internal research seminars. In addition the School has coordinators for Postgraduate, Industrial and Examinations.

Graduates from the School of Pure and Applied sciences find employment in many varied fields of the economy such as government departments, financial institutions, agricultural and medical research organizations, Universities, Schools and Colleges, Computing and I.T. Industry, Manufacturing Industry, Accounting and Auditing, Research and Consultancy and so on.

## **2. SCHOOL OF INFORMATION SCIENCE AND TECHNOLOGY (SIST)**

With today's evolving technological landscape, society is faced with a number of social challenges that require cutting edge skills and competencies. Our goal is to prepare our students to lead this wave of change by focusing on information science and technology skills, creativity, and the practical understanding needed to develop impactful solutions. We are engaged in the pursuit and dissemination of knowledge across a wide range of areas in media and communication, information technology, information science and computer science - from new media information and communication through to technologies that are revolutionizing our world such as machine learning and block chain alongside immense interdisciplinary research forums.

The Department of Media and Communication Studies prepares the learners in all the areas of media and journalism including camera operation, newspaper reporting and magazine columnist, script and content writing and editing, TV and Radio productions, photo-journalism, new media

and graphic-design. With the state-of-the art media studio equipped with the latest video and audio editing suites, our students are always hands-on and market ready to join the amazing media industry as TV/Radio presenters, reporters, producers, photographers, video editors, PR practitioners, communication consultants, book publishers among others.

Computing technology continues to change rapidly, creating new opportunities and challenges. The discipline is relatively new and areas formally thought not possible to apply computer technology continue to provide new opportunities. These two issues create insatiable global demand for human resource to work in Information and Communication Technology industry which is the focus of the Department of Computing Sciences, i.e., to train well-rounded IT individuals that are ready to push the limits of technology towards strengthening Kenya's innovation and development in the digital space. The programs offered in the department gives the students opportunity to obtain a broad knowledge on computer science and the freedom to apply it to vast sets of problem.

The oldest form of communication and sources of knowledge, and critical essential tools for any development has been the skill of reading and writing, and knowledge sharing as well as storing this knowledge for future reference. This is the central function of library and information science as a discipline, that knowledge generated can be disseminated, stored and mined for societal development. In achieving this, the Department of Library and Information Science is focusing on designing and developing knowledge-organization systems for easy access and retrieval of information content, archives and building of digital library.

The school offers the following certificate, diploma, undergraduate and postgraduate programs:

**1. Postgraduate Programs:**

- i. PhD in Information Systems
- ii. PhD in Information Sciences
- iii. PhD in Media and Communications
- iv. Master of Information Systems
- v. Masters of Knowledge Management
- vi. The Master of Journalism and Mass Communication
- vii. Masters for Information Science

**2. Undergraduate Programs:**

- i. Bachelor of Computer Science
- ii. Bachelor of Software Engineering
- iii. Bachelor of Applied Computer Science
- iv. Bachelor of Information Science
- v. Bachelor of Arts in Mass Communication
- vi. Bachelor of Information Technology

**3. Diploma and Certificate Programs:**

- i. Diploma in Computer Science
- ii. Diploma in Information Technology
- iii. Diploma in Library and Information Science
- iv. Diploma in Media and Journalism
- v. Certificate in Library and Information Science
- vi. Certificate in Information Technology
- vii. Certificate in Media and Journalism

For any query, contact us through [sist@kisiuniversity.ac.ke](mailto:sist@kisiuniversity.ac.ke) or on +254(0)-701-754-221

### **3. SCHOOL OF BUSINESS AND ECONOMICS (SOBE)**

The School of Business and Economics is the oldest among all the schools in the university and has five departments headed by experienced Chairs of Department (COD), namely: Department of Accounting and Finance, Department of Business Administration, Department of Human Resource and Strategic Management, Department of Management Science and Department of Tourism and Hospitality Management. Further there are two coordination offices namely Coordination of Post Graduate Studies and Coordination of Industrial Attachment.

The School has various programs to which students are admitted, taught, examined and graduated to offer cutting-edge solutions and service to the community. These programs include:

#### **Undergraduate Degree**

- i. Bachelor of Commerce
- ii. Bachelor of Business and Management
- iii. Bachelor of Human Resource Management
- iv. Bachelor of Secretarial Management
- v. Bachelor of Co-operative Management
- vi. Bachelor of Entrepreneurship and Small Business Management
- vii. Bachelor of Entrepreneurship
- viii. Bachelor of Project Management
- ix. Bachelor of Science in Economics and Statistics
- x. Bachelor of Purchasing and Supplies Management
- xi. Bachelor of Hotel and Hospitality Management
- xii. Bachelor of Tours and Travel
- xiii. Bachelor of Tourism and Hospitality Management
- xiv. Bachelor of Catering and Hospitality Management
- xv. Bachelor of Information Management

#### **Post Graduate Programs**

- i. Master of Business Administration
- ii. Executive Master of Business Administration
- iii. Msc Procurement and Logistics
- iv. Msc Economics
- v. Msc Finance and Investments
- vi. Msc Monitoring and Evaluation
- vii. Master of Human Resource Management
- viii. Master of Tourism and Hospitality Management
- ix. Master of Entrepreneurship
- x. Doctor of Philosophy in Business Administration
- xi. Doctor of Philosophy in Entrepreneurship
- xii. Doctor of Philosophy in Tourism and Hospitality Management
- xiii. Doctor of Philosophy in Procurement and Logistics Management

Further the school has several certificate and diploma programmes which build up to degree and other advanced programmes. All these programmes are housed within the five departments in the School headed by Chairpersons of Department.

#### **4. SCHOOL OF ARTS AND SOCIAL SCIENCES (SASS)**

The School of Arts and Social Sciences was founded as a result of an increasing enrolment of students with special interests on arts and social sciences. In line with the vision and mission of Kisii University, the school successfully trains and graduates competent students in Certificate, Diploma, Bachelors, Masters and Doctoral courses. The School offers academic programmes that cover various areas in social studies based on research on the market dynamics and demands. This gives students an opportunity to choose areas of their interest as per the market demands.

##### **Departments in the School of Arts and Social Sciences**

The School of Arts and Social Sciences has 8 Departments namely: Psychology; Philosophy and Religious Studies; Political Science and Peace Studies; Language, Linguistic and Literature; History; Geography; Sociology, Gender and Development Studies; and Postgraduate studies.

The Department of Psychology was created in November, 2017. This was necessitated by a huge demand from the society for mental health services as reflected by the student's enrolment. Further, increasingly, our society is facing more challenges in the area of mental health. These include increased cases of reported suicide/homicide, substance dependence and non-chemical addictive disorders such as gambling, teenage pregnancy and other myriad mental health problems. Therefore, Kisii University seeks to prepare qualified and competent mental health workers who will be able to offer the much needed support in meeting the said challenges.

The Department of Philosophy and Religious Studies was created in November, 2017. This was necessitated by the fact that various courses in Philosophy and Religious Studies in the university were offered by departments that were not directly of philosophical and religious bearing. There was also a growing number of students' enrolment in Bachelors, Masters and Doctoral programmes in Religion, which in essence needed a department that will directly address their academic concerns. Today, the issue of reflective, moral and credible leadership is wanting in society, particularly in Kenya. There is an avalanche of scandals in almost every sector of society. The basis for this decadence can be attributed to a lack of critical and moral embracement training of personnel, particularly in governance and leadership, teaching and training institutions, whereby philosophical and religious values are adversely overlooked. Therefore, Kisii University through the Department of Philosophy and Religious Studies seeks to prepare qualified and competent people who will be able to offer the much needed support in mitigating moral challenges in society.

The Department of Political Science and Peace Studies was established in November 2017. This was occasioned by the splitting of the now defunct Department of Arts and Social Sciences into various departments in line with their unique specializations to enhance management and efficiency. The department aims at training human resource that meets the development needs of the country and international labor market, sustain production of quality and relevant research, and disseminate knowledge, skills, values and competencies for the advancement of humanity.

The department of Languages, Linguistics and Literature was started in 2014 due to the increasing enrolment of students with a focus on Languages, Linguistics and Literature. In line with the vision and mission of Kisii University, the department of Languages, Linguistics and Literature has successfully facilitated cutting-edge pedagogy and research that has enabled a number of competent students to graduate with Bachelors, Masters and PhD degrees that continue to contribute to a variety of settings.

Email us via [fass@kisiiversity.ac.ke](mailto:fass@kisiiversity.ac.ke).

## **5. SCHOOL OF AGRICULTURE AND NATURAL RESOURCE MANAGEMENT (SANRM)**

The school offers various agricultural based courses that aim to contribute to agricultural and economic development through teaching, research and outreach in crop and animal sciences. All our academic programs emphasize the relationship between theory and practice by providing a strong science-based foundation as well as technical courses on how to produce/protect crops and/or livestock using agricultural production systems that are sustainable and beneficial to the rural environments and the farm business. Agriculture is science-based, high-technology discipline and offers our graduates an array of career possibilities including animal and plant researchers, commodity brokers, agricultural journalists, bankers, policy and market analysts, sales professionals, food processors, forest managers, agricultural insurance agents, rural development agents, agricultural private consultants, agricultural extension officers in the Agriculture, Livestock, Forestry and Wildlife sectors, technical staff in national and international Research Institutions, Non-governmental organizations with community-based Agriculture-related activities. They can also utilize the acquired knowledge and practical skills to engage in meaningful self-employment initiatives.

SANRM has six departments and the deans' office. The departments include the following with specific courses that are offered;

### **Department of fisheries and aquatic sciences**

1. PhD in Fisheries
2. PhD in Limnology
3. Msc Limnology
4. Msc Fisheries
5. Msc Aquaculture
6. Bsc. In Applied Aquatic sciences
7. Bsc Fisheries and Aquaculture

### **Department of crops and soil sciences**

1. Msc in Agronomy
2. Msc in Sustainable Agriculture
3. Bsc In Agriculture

### **Department of Environmental Science and Natural Resource Management**

1. PhD in Natural Resources
2. PhD in Environmental Science
3. Msc in Natural Resources Management
4. Msc in Environmental Science and Water Resources Management

### **Department of Agricultural Education and Extension**

1. PhD in Agricultural Education
2. PhD in Agricultural Extension
3. PhD in Agricultural and Rural Development
4. Msc in Agricultural Education
5. Msc. In Agricultural Extension
6. Bsc in Agricultural Education and Extension

**Department of Animal Science**

1. Msc in Livestock Production Systems
2. Bsc in Animal Science
3. Diploma in Animal Health and Production

**Department of Agricultural and Resource Economics**

1. PhD in Agricultural and Applied Economics
2. Msc in Agricultural and Applied Economics
3. Msc in Agribusiness Management
4. Bsc Agribusiness Management
5. Bsc in Agricultural Economics

**6. SCHOOL OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT (SEDHURED)**

School of Education and Human Resource Development gave the very first academic program – Postgraduate Diploma in Education (PGDE) in the growth of Kisii to a University. The school is very popular due to the cutting edge programs, academic rigour and student mentorship provided by our School and team leaders. Currently the school has 4 academic departments run by qualified and field specific Chairs of Department (COD). The School embraces emerging technologies in curriculum delivery especially E-learning and continues to align its programmes and activities towards fully embracing technology.

The school has the following programs that are collectively run by all departments (ECDE has a specific fully fledged in house program)

**Doctoral**

1. Doctor of Philosophy (PhD) with various specializations.

**Masters**

1. Master of Education with various specializations.

**Bachelors**

1. Bachelor of Education Arts (B.E.D Arts)
2. Bachelor of Education Science (B.E.D Science)
3. Bachelor of E.C.D.E (B.E.D ECDE)

**Diplomas**

1. Post Graduate Diploma in Education (P.G.D.E)
2. Diploma in ECDE
3. Diploma in Education (Primary Option)
4. Diploma in Education (Secondary Option)
5. Diploma in Special Needs Education

## **7. SCHOOL OF HEALTH SCIENCES**

The School of Health Sciences was established in March 2010 to train holistic health professionals with knowledge and skills to manage health needs of the Community. It is dedicated to imparting knowledge for the advancement of humanity in the discipline of human health and related sciences. The School offers the following programmes:

### **Diploma**

1. Clinical Medicine and Surgery,
2. Medical Laboratory Science,
3. Pharmaceutical Technology,
4. Community Health,
5. Food Nutrition and Dietetics,
6. Health Records and Information Management,

### **Undergraduate Degree**

1. BSc. Biomedical Sciences
2. Bsc. Nursing
3. BSc. Food Nutrition and Dietetics
4. BSc. Medical Laboratory Sciences
5. BSc, Clinical Medicine and Surgery
6. BSc. Public Health
7. BSc. Community Health and Development
8. Bachelor of Medicine and Surgery (MBChB)

All the above programmes are recognized and approved by professional regulatory bodies including; Kenya Medical Practitioners and Dentist Board (KMPDB), Pharmacy & Poisons Board (PPB), Nursing Council of Kenya (NCK), Clinical Officers Council (COC) , Kenya Nutritionists and Dieticians Institute (KNDI), Public Health Officers and Technicians Council (PHOTC) and Kenya Medical Laboratory Technicians & Technologists' Board KMLTTB).

The University has a MoU with Kisii County Government .This allows the University to make use of the County's Health care facilities and Human Resources to train Students enrolled in the Health and Health related programmes. The MoU also allows University conduct Research and offer Consultancy services to inpatient and Outpatient Departments in KTRH.

The school is headed by a Dean and each of the Eleven Departments is headed by a Chair of Department (CoD).

For more information or consultation kindly reach us on [shs@kisiiversity.ac.ke](mailto:shs@kisiiversity.ac.ke)

## **8. THE SCHOOL OF LAW**

The School of Law is one of the premier schools of Kisii University. It takes pride in being the best law school in Kenya, following the unmatched performance by its graduates in the Bar Examinations offered by the Council of Legal Education (Council/ CLE) at the Kenya School of Law (KSL) in 2018 whose results were released in February, 2019. Ever since its' first graduates joined the Kenya School of Law three years ago, they have excelled, with some of them being given Awards of Excellence. Some of the graduates have been recognised as, and given, the responsibilities of being tutors of their compatriots from other law schools while they undertake studies at KSL. Thus, the School has established itself not only among the fourteen (14) licensed

law schools in Kenya but also internationally since it is a member of the International Association of Law Schools (IALS).

The School was established in 2009 and accredited by CLE in 2012 to offer training in:

1. Bachelor of Laws (LL.B)
2. Diploma in Law

The Bachelor of Laws Program runs eight courses in each semester of the First and Second year of study, and seven for each semester of the Third and Fourth year study. In order for a student to proceed to the next level of study, he/she must have passed all the requisite courses to the satisfaction of the Board of Examiners. Studies during the Fourth year include a student undertaking quality research to produce a dissertation of about twelve thousand five hundred (12,500) words. During the time of research the student works under close supervision by an appoint member of faculty. In order to graduate with a Bachelor of Laws degree, a student must have sat examinations and passed in fifty seven (57) courses of three credit hours each. In addition, he/ she should have fulfilled the requirements for Judicial Attachment, Clinical Externship and a Dissertation which carries six (6) credit hours. To graduate with a Diploma in Law, a student must have sat examinations and passed in twenty eight (28) courses of two credit hours each. In addition, he/ she should have fulfilled the requirements for Industrial Attachment.

The School is in the process of working out for the establishment and accreditation of the Masters (LL.M.) Program. This may be rolled out by September, 2020.

### **Academic Staff and Departments**

The School is headed by the Dean who is the Academic and Administrative head. It has four departments, namely Public Law, Private law, Commercial Law, and Research and Post-graduate Studies. Each of the Departments is headed by a Chair/ Chairperson of Department. Most of the academic staff are employed on a permanent basis hence there is assurance of sustenance and commitment to work. In some specific instances where teaching of some courses requires staff specialised in non-law matters, highly competent staff is engaged from other faculties to service them.

### **Prospects**

Upon a candidate successfully completing his studies in the programs, he/she has a variety of fields to be engaged in. For Diploma in law graduates, one may opt to progress to the Bachelor of Laws Program. In addition, he or she may work as a paralegal, which includes working as a court clerk in courts or law firms or auctioneers firms. He/ she may also work in other related fields wherein skills are applicable. After graduation with a Bachelor of Laws degree, one may join the Kenya School of Law gaining admission to the Roll of Advocates, work as private practitioner either as a sole proprietor of a law firm, as a partner or an associate. One may opt be an in-house counsel or work with the Office of the Attorney-General (AG) or the Office of the Director of Public Prosecutions (ODPP) as a state counsel. One may join the Bench, as a magistrate and after relevant experience as Judge of the High Court, Environment and Land, Employment and Labour Relations courts, the Court of Appeal or the Supreme Court. He may also choose to work in the civil society (NGOs) or international organization such as United Nations, International Labour Organization (ILO), United Nations Development Program (UNDP), the African Union (AU), African Commission or the East African Community, among others. One may also decide to pursue masters (LL.M.) and PhD and join academia.

# STUDENT AFFAIRS DEPARTMENT

This Department is mandated to develop, nurture and promote an enabling environment that supports and enhances both academic and developmental pursuits of students. The Head of the Department and all members of the department welcome you to Kisii University where you have been admitted to pursue and achieve your academic goals. Through this Handbook you are afforded general information on available student services and programs, university policies and guidelines that govern and direct student life and other aspects that concern your well being.

The Senate reserves the right to interpret and change any section of this handbook with or without notice. The student will bear the responsibility for any misinterpretation of any policies, rules and regulations contained herein or promulgated by the university. Please be advised that the primary obligation of your presence and being in this institution is Academic Excellence, Research and Service to Humanity.

The Dean of Students coordinates all the sections of the Department and related service Departments in the service of the student welfare. It is also the major mandate of the Dean of Students to represent the student concerns as well as advice the different levels of university management on issues of concern for the welfare of students.

According to the Statute XII, 3 of the Kisii University Statutes 2013, the Dean of Students shall be responsible to Deputy Vice-Chancellor (Academic and Student Affairs), and shall exercise such powers and perform such duties in respect to the students welfare and activities, which shall include: accommodation; counselling; discipline; mentorship; spiritual nourishment; sports and recreation; job placement; welfare organizations; and catering services.

## **Services to Students with Disabilities**

A disability is any impairment that substantially limits an individual in a major life activity. At Kisii University, staff and volunteers work with disabled students. There is however created the office of the Coordinator of Special Needs Students. This office working under the supervision of the Dean of Students and in collaboration with the Counselling and Medical officers identifies the cases that need special attention and advises the university on the best possible way to handle and respond to those needs and challenges. Students faced with unexpected illnesses and injuries are encouraged to report to the Medical Officer and or the Special Needs Coordinator who will then notify the office of the Dean of Students for appropriate action.

## **Work-Study Program**

Subject to availability of funds, the Work-study programme is designed to assist financially needy students to enable them meet their basic needs expenses. (Students who wish to apply should write to the Dean of Students at the beginning of each semester once notice of the same is given). Currently, limited funds are obtained from the Vice Chancellor's office. Interviews are conducted for eligible students for job placement in various Departments within the University.

Students work during their free hours up to a maximum of 10 hours per week. They are supervised by the respective Heads of Departments and must follow rules and regulations laid down. The University reviews payment of students in the programme from time to time. The payment is made

every two weeks subject to successful compilation of work data and reports from the supervisors. Only students in session are allowed to apply. Work study programme job ends one week before examinations to allow students to concentrate on their examinations.

### ***Rules and regulations that govern work study programme***

1. Students who wish to apply should fill the application form obtained from the Dean of Students Office at the beginning of each semester. The work study committee then vets and publicises the successful applicants with their specific duty stations.
2. A student on work study program should be acquainted with the rules which govern the job before he/she starts the work.
3. Students work on a rotational basis that is, two weeks in a department.
4. In case a student has to withdraw, he/she must communicate in writing to the supervisor with a copy to Dean of Students' Office a week prior to withdrawal. Failure to follow this procedure may jeopardize the student's future work study opportunities.
5. When it is of necessity that a student be absent from work he/she must notify his/her supervisor at least two days in advance.
6. In-case of sickness the supervisor should be informed without fail. The days absent during sickness will not be recorded.
7. A student is expected to record actual clock hours worked.
8. A student who damages equipment will be charged a replacement value if carelessness or negligence is established.
9. There will be no payment for any extra hours worked.
10. If realized that the work study program is misused by a student, it is the prerogative of the Dean of Students to terminate his/her program.
11. Money worked for should be picked immediately it is ready at cash office, failure to do so within fourteen (14) days leads to lose of pay as the money is reverted back.

### **Student Loans and Bursaries**

The University has no part to play in the issuing of loans and bursaries from HELB. However, the office of the Dean of Students liaises with HELB in facilitating this financial facility to students. The HELB allocation is for both JAB and SSP degree students. For the JAB students, their allocation goes to the student's personal account whereas the SSP allocation goes directly to the University account. It is the responsibility of each student to follow or track the process of his/her loan.

The students are also notified that the University has no role in the allocation of CDF bursaries. However, once students have picked the application forms, they are to take them to the Dean of Students for endorsement. Upon submission of the form at the CDF office, students should check disbursements at the cash office.

The Dean of Students Office is currently working for a possibility of securing **Bursaries** for the needy, hardworking, and well behaved students from educational **trusts** like Rattansi, USAID and others. Starting the year 2010/2011, the Student Union is offering an annual bursary to extremely needy students. Interested students apply attaching relevant evidence through the office of the Dean of Students and the successful students are then notified of the amount awarded.

## Leave of Absence

The University shall grant the following types of leave to all students: sick, maternity/paternity and compassionate leave.

Request for leave shall normally be supported by documentary evidence. In all cases of absence from classes on account of illness and maternity, a medical officer or by any certified medical practitioner will make a recommendation to the Dean of the relevant School and the Dean of Students. Where private practitioner has treated a student, the medical certificate shall be submitted to the University Medical Officer for record. Leave application forms available in the relevant faculties or offices must be signed by the applicant at least one day before leave begins.

The University shall not entertain any claims where a student leaves without prior official permission. Students, who wish to interrupt their studies at any time before graduating due to fees or any other cause, **MUST** apply for deferment at the Registrar Academic Affairs and cannot claim to use leave of Absence form for the said need. A student, who is granted leave or discontinues studies, is expected to vacate university premises as soon as possible.

## Death and Bereavement

This is a situation where a student may pass away during his/her academic life while either on session in Campus or off session outside Campus. If a student dies on Campus during the semester, the university provides a hearse, Ksh. 20,000 for coffin and dressing and bus to ferry colleagues for the burial: whereas, if one passes on while on holidays, the university will only provide the dressing and coffin (Ksh. 20,000) and a bus to ferry students for the burial.

Before any arrangements are made, the information and confirmation of death must be provided to the Dean of Students, who will in turn officially inform the Vice Chancellor. The Vice Chancellor through the Dean of Students will then officially inform the community about an occurrence of death. The University gets involved only when a student dies and not family member or relative. The Student Union from the KSUSA budget offers **Ksh 1000** as subsistence for the union leader who is appointed as the official representative to the funeral.

## Counselling Services

This is an extremely important service to our students. University life has many challenges that cause duress and stress to a student's life thus the need for counselling services. The primary mission of the section is to assist students develop skills for establishing and maintaining effective and satisfying personal and social relationships, formulate educational and career plans and facilitate student self-understanding and acceptance.

Staff at the Counselling Centre assists students to:

1. Become more proficient in life skills such as choosing between alternatives, effective interpersonal communication, and enhancing their potentials.
2. Improve insights and self-understanding.
3. Cope with crises and learn how to resolve problems.
4. Facilitate emotional, spiritual and psychological healing towards personal wholeness,

during crises.

5. Reconciliation to assist in restoring wholeness in broken or strained relationships with those who constitute their social environment.
6. Sustaining - supporting students by standing and sharing burdens with them while responding to crisis.
7. Guiding - assisting students to make decisions by drawing from within what is potentially available to them.
8. Informing- clarifying alternatives to student's specific new information and data for decision making.
9. Growth nurturing - assisting students as they negotiate through sharp curves of their psychological, physical, emotional, social and intellectual development.

These services are rendered to students through:

- a. **Individual counselling:** Individual counselling involves a one to one process. The counsellors spend significant amount of time working with individuals to help them focus on particular concerns and make decisions about their goals, relationships, and self-development. This process is done in a high level of confidentiality.
- b. **Group Counselling:** is offered to groups of members with similar concern. The counsellors offer instructional and informational services to assist with student development. The process involves a few students meeting on a regular basis in confidential sessions to handle specific concerns or support each other with particular developmental goals.
- c. **Crisis Counselling:** Crisis counselling is systematic, structured, step-by-step procedure, or interaction with the primary focus on the safety and welfare of the individual. Crises normally occur from a sudden death of a student or staff, multiple acts of violence perpetrated by an intruder, among others. When students are in crisis, counsellors give directions, to enable the individuals stabilize and be able to make responsible decisions.
- d. **Peer Counselling:** This is counselling and support given by and among peers. Kisii University Peer counsellors are a group of students recruited and trained by the University to counsel fellow students. They help student's acclimatize and adjust to their University Environment, because they are always near them in the Residential Halls, lecture rooms, Dining Halls and around the Campuses.

### **Office of Career Services (OCS)**

Due to the university's commitment to support and empower students on their career paths and link them with industry, this office was started in October, 2018 with the mandate of providing services in career development for prospective students, continuing students and alumni. The officers engage in Career and Vocational counselling to help students choose an occupation, prepare for, enter into and progress in it. The office collaborates with other departments in the university to assist students to reconsider and re-diagnose their capabilities and match them against the opportunities available.

The major services provided by the office in the quest to meet our targets include: career exploration and guidance, career counselling, career testing and assessment, career mentorship programmes, linkages with industry, apprenticeship services, organizing Venture Capital Fairs and training of Student Ambassadors

### **Spiritual Guidance and Chaplaincy**

A human person is tripartite in nature, namely; Spirit, Mind and Body. Kisii University aims at a wholistic formation and grounding of her students in the three levels to enable them live a happy and fulfilled life. It is in the interest of the university to promote and nurture continued spiritual and moral growth of her members for their good and social wellbeing.

This section is headed by the university Chaplain who is a highly trained and ordained minister charged with the responsibility of coordinating every activity and event meant to enhance and foster interreligious and ecumenical dialogue with the aim of creating a spiritually unified community.

The University has various groups which serve as resource and referral centres for students, school and staff who wish to nurture their spirituality and fellowships. The following are the religious groups that exist in Kisii University: *Catholic Action, Christian Union, Seventh Day Adventists, Muslim Community* and *Outreach Ministry*. They are guided by their patrons/matrons in liaison with the Chaplain. Any group that would wish to invite a speaker to minister to them does so through the Dean of Students in consultation with the chaplain.

### **Alcohol, Drug and Substance Abuse Support**

Research has shown that alcohol and bhang are prevalent drugs of abuse among University students. Certain factors like peer pressure, easy availability of drugs and substances, parental and societal influences, emptiness in life print and news media, pressure among many, play a leading role in drug abuse. These substances have far reaching adverse effects on the physical, social, economics and psychological well being of students. Their use as an escape or way of dealing with everyday life problems is a maladaptive way of responding to problems and pressure of growing up.

Students under stress and temptation to drink or take drugs are advised to go to the Dean of Students, Counselling or Chaplain's office for assistance or seek the support of a peer counsellor on campus. These handle your problems with the confidentiality they deserve. As an educational institution, Kisii University is committed to providing an environment that enhances and supports intellectual, spiritual, social and cultural processes. Thus, the administration, school staff, and students, have the collective responsibility of ensuring that the environment is conducive for a healthy intellectual and spiritual growth.

### **Games and Sports Services**

The games section is one of the key sections in the Student Affairs Department tasked with the management and administration of games and sports for both students and staff. The section's main aim is to produce physically fit students and staff who can efficiently carry out their duties and nurture talented students and staff to world class beaters in the area of sports.

Kisii University is affiliated to and competes in national and international tournaments including: Western Kenya Universities sports Alliance (**WEKUSA**); Kenya universities sports Association (**KUSA**); and East Africa University Sports Federation (**EAUSF**). Students are encouraged to join at least one sports discipline to enhance their fitness and represent the University in the many tournaments that the University participates.

The following services are provided to students by our office:

- Coaching of students week days 9.00 – 11.00 a.m. 12.00 – 1.00 p.m. 2.00 – 4.00 p.m. and 5.00 – 6.30 p.m. in respective sports venues.
- Issuance of kit and equipment to sports captains who **must** have a student ID card between 8:00 am- 5:00 Pm during working days.
- First aid to any injured student in the training field
- Hiring out of sports facilities to any interested party when not in use by our students or staff.

### **Student Accommodation**

Halls Department is charged with among other responsibilities accommodation of students and servicing all University premises with required facilities and services that enable a clean, hospitable and conducive academic environment. We have our staff deployed in all satellite campus charged with cleaning services, monitoring repairs and maintenance and provision of essential services in the lecture halls.

The University halls of residence cater for both female and male students. Staffs at the halls are friendly and accommodating. Students are encouraged to keep rooms clean, secure and well maintained as these are their residences and should be passed on to the next group in good order. There are Halls Officers, Housekeepers and Custodians responsible in service provision to students through monitoring cleaning activities, handling students' grievances, ensuring security of students and maintenance and repairs among other duties. Students are advised to consult their respectful custodian for assistance.

### **Room Allocation**

A student will be considered for room allocation subject to the following conditions:

1. Availability of bed space.
2. First-come-first-served basis.
3. Presentation of the University official fees payment receipt.

Students will occupy bed spaces in the room and maintain acceptable conduct and demeanour. There are no married quarters, so students are expected to respect others while living in the rooms. Keys remain the property of the University at all times. A student should neither take keys home during longer or short vacation nor lose them. Keys must not be duplicated. However, any loss of keys must be reported to the Halls Officer, who will replace it at a fee. Keys must be handed over to custodians before clearance at the end of each semester.

## ***General Facilities***

There are a number of Lecture Rooms, Main Halls and Common Rooms in the hostels for TV viewing, recreation and Meetings. When planning for a meeting in any of the said facilities/rooms especially for recreational event like parties, weddings, fundraisings, discos, or any other related functions students must seek permission from the Dean of Students. Students are expected to clean the hall after use.

## ***Ablution***

This area is very important to the whole community. Students should keep it clean likewise the area outside the halls of residence and should not throw any food leftovers or used plastic wrapping anyhow. Muddy shoes should not be cleaned in the ablution area.

## **Medical Services**

The Kisii university health services Department is a service unit, whose mission is to maintain a healthy environment through offering curative, preventive and rehabilitative health services to staff, students and members of the public. It is staffed with qualified members in the specialized areas of Clinical Medicine, Nursing, Public Health, Pharmaceutical, Laboratory Technology, Medical Records and Administration. Services available to students include; consultation, dispensing and purchase of drugs, basic laboratory investigation, VCT, ANC and hospitalization within. Money on consultation with specialist doctors outside the university is reimbursed.

The Ksh. 2000.00 paid by each student does not cover the cost of CT Scan, Echocardiography (ECG), Electroencephalography (EEG), Dental Extractions, temporary or permanent tooth filling, purchase of spectacles, hearing aid and hospital admission outside the university. Hospital admission outside the university is the responsibility of student's parent/guardian.

## **Catering Services**

Catering Department is a hospitality Department charged with the responsibility of offering essential services primarily to students and staff of Kisii University. The Department consists of two units, that is Students Mess and Staff Mess both offering PAY AS YOU EAT services. Each unit has a cateress on duty all times to oversee the smooth running of the kitchen and ensure excellent service to customers. We offer quality food and catering services to our customers under subsidised prices.

## **ICT Services**

The ICT Centre has the mandate to provide technical advice on ICT matters relating to hardware, software and networks. The Centre also provides Information Technology (IT) and Communication services to support teaching and research. These are:-

1. Providing specification for acquisition of hardware, software and networking components.
2. Maintaining and repairing of all computing equipment
3. Designing and installing communication networks
4. Facilitating the use of ICT in teaching and research

## 5. Enforcing software licensing compliance and ICT standards at the University.

All students are expected to abide by the following rules governing access and usage of ICT resources

1. Students **MUST** sign computer access form on the technician desk
2. **DO NOT** un-plug a network cable from a computer to connect your laptop. Those with laptops should use WIFI
3. **NO** bags are allowed in the computer lab. Place your bag on the bag shelf provided
4. Exploring pornographic sites and saving pornographic images is **NOT** allowed
5. Playing of games or music in the lab is strictly **PROHIBITED**
6. Setting personal passwords on the public computers is not only irresponsible and uncouth but it is a serious offense in the quest to achieving the common good.
7. Computing resources **SHALL** be used in accordance to the university ICT policy

**NOTE:** Any student found violating any of the rules and regulations above **SHALL** be barred from accessing or using ICT resources.

## Security Services

The Security Department is charged with the responsibility of providing security services to the University. This includes but is not limited to protection of staff, students and their property within the campus; guarding of University property; investigating cases reported to the department e.g. Thefts/Losses, Assaults, Missing students from campus, Gender conflicts and recommend for relevant action.

Students making reports at the Security inquiry desk are advised to consult the Security Officer or any Supervisor, whenever they are not satisfied with the services provided by the Department. The Security Department encourages students and any persons living within the University to avoid risky situations and report any incidents immediately for action. The Security appeals to all students to embrace security staff as friends and volunteer any information for their own safety.

**Please be notified that the security personnel have a right and duty to question or frisk you at anytime if they have reason to believe that you pose a danger or are at odds with the guidelines for responsible living in campus.**

## Directorate of E-Learning

Kisii University recognizes the value of leveraging Information and Communication Technologies (ICTs) to improve teaching and learning. This is consistent with global trends, and it is consistent with Kenya's Vision 2030 that seeks to integrate ICTs in teaching and learning at all levels of education. To participate in e-learning, a student needs to have an account and be enrolled to the university's e-learning platform which can be accessed via [elarning@kisiiversity.ac.ke](mailto:elarning@kisiiversity.ac.ke)

For online help, a student can visit the Learner Support Services desk on the e-learning website. Students are expected to exploit the e-learning technology in the university and tap into its benefits such as convenience with respect to location and time. With e-learning, a student is not constrained by location and/or time when engaging in certain academic activities such as accessing learning resources and even engaging in learning activities such as group discussions.

## **Kisii University Students' Association (KSUSA)**

In line with the Kisii University Charter 2013 and the University Statutes 2013, there is established in the University an association of students whose objectives and mandate shall be:-

1. Promotion of the social welfare of the students of the University.
  2. Promotion of the academic welfare of students.
  3. Development and encouragement of worthy traditions of social and academic life on the University.
  4. Establishment of co-operation with such other organizations as to further the wellbeing of students within the University.
  5. Membership of University students' Association shall be open to all students registered in Kisii University on payment of such fees as may be prescribed by the association.
  6. The association established in accordance with these regulations shall not be dissolved except by resolution of Senate or Council or due to grave/gross acts of disrepute to the University.
  7. Students' Association shall determine its own interim organ and procedures and, in particular, shall develop a constitution to guide their operations as regards: officers of the association; duties and powers of such officers; frequency of and procedures to be followed at its elections and meetings; source of funds of the association; purpose to which the funds of the association are to be applied; and the manners and form in which professional/academic associations of students are to be represented in the University Students' Association.
- a) **In addition to any other permits required by law, all meetings and other activities of the University Students' Association and of any groupings of students (whether professional, academic or otherwise) to be held within the University precincts, shall not take place until permission is first obtained from the Dean of Students.**
- b) For purposes of continuity, the Kisii University Students' Association shall hold its general elections during the 8<sup>th</sup> week of the First Semester of each academic year and in accordance with the relevant clause in the Association's constitution.

### *Student Rights and Responsibilities*

Every student has the right to freedom and protection from all forms of discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, political belief, creed, national origin, age, or handicap. The University shall not interfere with the rights of students to join any registered association.

Students should have accurate information relating to the maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. In all instances of general discipline, academic discipline and academic evaluation, the student has the right to fair and impartial treatment. The University recognizes the right of all students to discuss, exchange thoughts and opinion, and to speak, write, or print freely on any subject in accordance with the national constitution of the country.

The University considers the freedoms of inquiry and discussion as essential to a student's intellectual development. In exercising their rights and freedom, students should not infringe on other people's rights and freedom. Students are responsible for their behaviour, actions, conduct and the protection of the environment and common facilities for everybody in the community. A

student who feels aggrieved should report the matter to the Dean of Students, Dean of School or Security Office.

### *Demonstrations and Ceremonies*

It shall be an offence for any student, or group or organization 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 administration or government authority. In addition to any other permits which may be required by the law, permission to hold meeting in the University precincts shall be given by the Dean of Students and notice given to the Chief Security officer. Where such processions, demonstrations and ceremonies have been organized unlawfully, the administration through the Dean of Students shall declare them as such and the organizers shall be subject to appropriate disciplinary action.

### *Channels of Communication*

Students are informed that the University has laid down procedures for tackling their issues as follows:

1. Academic Matters: Class Representatives, Academic Advisors, Chair of Department, Dean of School and or Dean of Students in that order.
2. Residential Matters: Custodian, Halls Officer and Dean of Students in that order.
3. Other concerns: Student Union Council, Security, Relevant Head of Department and Dean of Students in that order.

Failure to adhere to the above procedures shall be considered a violation of University procedure and regulations and shall attract disciplinary action.

### *Correspondence, Press, Mass Media, Public Speakers and Posters*

Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear their individual names and signatures and a copy given to the Dean of Students. It shall be an offence to make slanderous and/ or irresponsible statements about matters affecting the University or student organizations. Publishing, writing and/or distribution of anonymous literature of a malicious nature, including placards and social media (face book, twitter, whatsapp, instagram e.t.c) shall be subject to university disciplinary action.

Displays of advertising notices on University premises must be approved by the Vice Chancellor through the Dean of Students Office. Correspondence through letters by individual students or by officials of the Students' union, or student organization to Government Officers, Foreign Government, Ministers and MPs or other dignitaries, Sponsoring bodies, of other such bodies, on matters pertaining to the university, shall be sent through the Office of the Dean of Students who will forward as may be appropriate.

Invitation to government ministries, government officials, politicians, representatives of foreign governments or any other important persons to visit the University in their official capacities shall be notified within adequate time through the Dean of Students.

## Student Organizations

Students may form student organizations, registered in the Dean of Students office, for specific educational, professional, social and recreational purposes. These will be governed as:

1. Clubs and societies can only be formed for the advancement of the functions and objectives of the University.
2. Clubs and societies shall be self supporting in **ALL FINANCIAL MATTERS**.
3. To form or register a club/society, the students proposing the club shall prepare a draft proposal/concept indicating:
  - 3.1 Justification - the reason for the need of the club/society.
  - 3.2 Objectives and goals of the intended club/society.
  - 3.3 Interim/proposed office bearers and patron.
  - 3.4 An indication of possible likely membership.
  - 3.5 Intended meeting procedures
  - 3.6 Possible sources of funding.
  - 3.7 Election procedures.
4. The students then present the draft to the Dean of Students Office and after consultation in relation with already registered clubs or societies; the Dean may or may not allow the students to write a constitution for the society/club.
5. Once the drawn constitution is agreeable to the Dean of Students, the club/society shall stand registered after an endorsement signed and sealed with the Dean of Students.
6. All clubs and societies shall be managed in accordance with their approved constitutions. But each shall:
  - i. Present a calendar of activities to the Dean of Students Office at the beginning of each semester.
  - ii. Give regular reports at least once every semester on their activities, finances, and membership to the Dean of Students Office.
  - iii. Present for approval any intended topics and plans of discussion by external guests to the Vice Chancellor through the Dean of Students.
7. Clubs/societies shall not use University property for sectarian or political campaigns.
8. Fundraising on campus shall not be allowed unless authorized by the Vice Chancellor through the Dean of Students.
9. No club/society may use the name “Kisii University” without the written approval of the Vice Chancellor through the Dean of Students.

**NOTE: Failure to comply with the foregoing guidelines mandates the Dean of Students Office to deregister and or refuse registration of any club/society.**

Students are encouraged to join clubs or associations of their choice or form new ones.

# STUDENT MATTERS

## (STATUTE XLV)

1. The Council reserves the right to determine the types and level of fees to be paid by students and the right to withhold a degree, diploma, certificate or any other award until any outstanding debts are settled with the University.
2. The Senate shall exclude any student from participating in any academic activity or enjoying any other University services unless such a student shall have paid all the requisite fees. The Senate reserves the right to exempt any student from this requirement.
3. The Senate shall have the right to withhold the conferment of any degree, award of diploma, certificate or any award on any person until all outstanding fees and other dues are settled with the University.
4. All matters affecting the education and discipline of students including, their academic and general conduct, unless otherwise stipulated in the Statutes, shall be governed by the “*Rules and Regulations Governing the Association, Conduct and Discipline of Students*” as approved by the Senate and the Council.
5. A student who will not have registered within prescribed time period of three (3) weeks shall be presumed to have deferred their studies to the next academic year.
6. A student who fails to register or attend classes for a period exceeding two (2) weeks in any one Semester shall not be eligible to take examinations, and shall be subject to deregistration unless he/she submits a request for deferment.
7. A student may defer studies for one (1) or more academic years for up to a maximum of four (4) academic years or five (5) academic years in the case of a five (5) year programme or six years in the case of a six year programme with the authority of the Senate, provided that the student applies to the Registrar (Academic Affairs) through the Dean of School, School for such deferment within the first two (2) weeks of the semester.
8. However, no more than two consecutive deferments shall be allowed. Consequently, a student who does not complete his or her academic programme within a period not exceeding twice the stated length of the academic programme will automatically be deregistered unless under very special circumstances approved by the Senate.

## **RULES AND REGULATIONS GOVERNING THE ASSOCIATION, CONDUCT, AND DISCIPLINE OF STUDENTS**

### **Preamble**

- 1.1 Kisii University is a community where students of different backgrounds learn to work and live together. A community needs rules in order that no one person will violate the rights of others. The rules are, therefore, based on the principle of respect for the rights of others and for that reason should be observed for the benefit of all.
- 1.2 These regulations are made by Senate and Council in accordance with the provisions of the University Act 2012 and in line with the Kisii University Charter 2013 whose object and purpose, *Inter alia*, is to provide for the control, governance and administration of the University.

- 1.3 These regulations shall be binding upon every student of the University upon registration, and so long as such student remains so registered. 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 understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
- 1.4 Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

## **2.0 Definition of a student**

For purposes of these regulations the term “student” means and includes:-

- 2.1 Any person who has been formally admitted to a course of study for an undergraduate degree, diploma or any other course within Kisii University.
- 2.2 All occasional students who are registered students of another University but are admitted to courses of study within Kisii University.
- 2.3 All post graduate students who are registered for higher degree courses within Kisii University.
- 2.4 Any other person as may be describe as such by the University Senate.

## **3.0 General Conduct of Students**

The University aims at providing a conducive environment for teaching, learning and research in order to achieve academic excellence. In order to achieve these objectives, the following provisions shall apply with respect to the conduct of students within and, so far as is applicable, outside University precincts.

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

- 3.1 Respect and adhere to administrative and academic procedures and structures established by Kisii University Act for the control, governance and operations of the University.
- 3.2 Respect the rights and privileges of the members of the University community at all times.
- 3.3 Refrain from any conduct that might bring the University or any section or programmes therein to disrepute or public odium.
- 3.4 Carry themselves in all public places or other places with such humility and dignity as befits their status as mature and responsible citizens.
- 3.5 Wear appropriate attire during study, at meal times in the Dining Hall, and in all University functions.
- 3.6 Desist from all acts of hooliganism, unruly or rowdy behaviour, fighting, unreasonable or excessive noise or any other acts likely to cause a breach of the peace within or outside the University premises.
- 3.7 Avoid drunkenness or other anti-social behaviour as would lead to the disturbance of other students, staff, the University community generally, or of members of the public.
- 3.8 Not keep or be in possession of offensive weapons within the University premises.

## 4.0 Academic Conduct

All students shall apply themselves diligently to the course or study approved by Senate and for which they are registered and, in particular, shall:-

- 4.1 Except for good cause, attend lectures, tutorials, seminars, practical and other scheduled courses or instructions.
- 4.2 Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University.
- 4.3 Comply with all other regulations made by Departments and Faculties for the proper conduct of specific programmes.
- 4.4 Comply with regulations of assessment and examinations as approved by Senate.
- 4.5 Shall be considered as having absconded from the University should a student be absent from class and the campus for more than two weeks consecutively or cumulatively without leave of absence.
- 4.6 Any student who fails to register or attend classes for a period exceeding two (2) weeks in any one semester shall not be eligible to take examinations, and shall be subject to deregistration unless he/she submits a request for deferment.
- 4.7 The Council reserves the right to determine the types and level of fees to be paid by students and the right to withhold a Degree, Diploma, Certificate or any other award until outstanding debts are settled with the University.

## 5.0 Conduct in Residential Areas

Whereas the University is not obliged to provide accommodation to any student, it may at its discretion accommodate a student on application subject to availability of rooms in the halls of residence. Room allocation shall depend on **availability of bed space** and on a **first-come-first-served policy** at the **presentation of the official University payment slip.**

Students who are so permitted accommodation in the University Halls of Residence shall generally conduct themselves with responsibility and with maturity and, in particular, shall:

- 5.1 Adhere to the laid-down guidelines for obtaining such accommodation and pay all charges as may be stipulated from time to time by the University.
- 5.2 Adhere to the list of allocation of rooms assigned by the Halls Officer. Change of rooms or halls, once allocation has been made, shall not be allowed without written permission of the Halls Officer.
- 5.3 Share rooms, in addition to other facilities of common use.
- 5.4 Admit visitors to their rooms only between the hours of 10 a.m. to 10 p.m. Any unauthorised extension of these times will lead to exclusion from the hostels.
- 5.5 Remove no furniture or equipment from classrooms, their rooms or any other parts of the halls, or from other premises within the University and catering services except by permission from the Head of Department or Section concerned.
- 5.6 Report any losses, breakages or missing items immediately to the housekeepers or custodians of the halls in which the losses/breakages or missing items occur.
- 5.7 Except with the written permission of the Dean of Students, vacate all rooms during vacations. Such permission will only be granted on advice from University authorities. Vocational residence will be in a specified Hall and shall be paid for in advance.

- 5.8 Surrender all keys and any other university property to the custodian/housekeeper at the end of every semester, academic period or as may be required.
- 5.9 Ensure that the rooms are clean, tidy and devoid of any defacement at all times.
- 5.10 Report all absence from residence in the Halls to the custodian or administrator responsible for that particular Hall. Any student absent from the residence for a continuous period of two weeks without prior permission from Halls Officer shall be deemed to have forfeited his/her residence.
- 5.11 Use video tapes, radios or any musical instrument in the residence on condition that the sound does not cause any disturbances, and that they are played between hours 6.00 a.m. and 11.00 p.m.
- 5.12 Refrain in all circumstances from interfering or tampering with electrical installations and fittings.
- 5.13 Desist from cooking in the halls of residence.
- 5.14 Only use such electricity as is provided and authorized and not cause or expose any property or person to risk by connecting extraneous electrical gadgets.
- 5.15 Desist from tampering with fire-fighting appliances wherever installed, and shall use such appliances for fire-fighting purposes only.
- 5.16 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 therefore.
- 5.17 Avoid such drunkenness or drunken behaviour as would constitute a disturbance to other students and staff of the University.
- 5.18 Not peddle or use drugs, and totally refrain from use of drugs, the possession of which is prohibited by law.

## **6.0 Residence during Holidays**

1. Students are prohibited from residing in the University during vacation except with written permission of the Dean of Students upon advice of management or other reasons approved by the Dean of Students.
2. Students on such authorised vocational residence shall be housed in a specified hall for which they pay in advance.
3. During this period, only legitimately registered students are allowed in the halls, presence of unauthorised guests risks the student being disqualified from residence and facing disciplinary process.

## **7.0 Conduct in the Dining Hall**

1. Appear for meals at the prescribed time only. Students will be required to pay for their meals as they enter the dining halls.
2. Carry no utensils or crockery out of the dining hall, or cook any food in their rooms.
3. Desist from entering the kitchen service area or store without prior permission from the Catering Manager.

## **8.0 Pregnancy and Child Care**

Female students are advised to desist from risky behaviour that would lead to pregnancy as unplanned pregnancies tend to disrupt one's academic performance. However, in the event of pregnancy either before or after taking residence in the halls, the lady student will:-

1. Report that condition to the University Medical Officer within three months of conception.
2. Move out of halls of residence at least three months before confinement.

3. Apply for accommodation in the halls of residence three months after confinement should such student wish to live in the campus and having made provisions for the caring of the baby.
4. Forfeit all monies paid to **Cash Office** if he/she decides to vacate his/her room during the semester time unless it is on medical grounds in which case the medical officer will notify the Finance Officer.

## **9.0 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:

### **9.1 Disciplinary Authority**

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

- 9.1.1 Vary or add to the list of disciplinary offences specified herein until such action shall cease to have effect unless approved at the next meeting of Council;
- 9.1.2 **Suspend with immediate effect any student suspected of committing any disciplinary offence under this regulations from the University pending disciplinary action at a later date;**
- 9.1.3 Take any other measures necessary for the proper operation of disciplinary procedures set out herein.

### **9.2 Disciplinary and Criminal Offences**

Any infringement, infraction or persistent disregard or contempt of any of sections 1- 8 above shall constitute a disciplinary offence for which disciplinary action will be taken against a student in accordance with this Clause. Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulations:

- 9.2.1 Any form of academic and examination malpractice which leads to *Discontinuation*
- 9.2.2 Drug abuse, Drunkenness and disorderly behaviour
- 9.2.3 Drug trafficking or possession of illicit brew or drugs.
- 9.2.4 Fighting or physical assault of fellow students or members of staff
- 9.2.5 Vandalism, completed or attempted arson, or destruction or loss of university property
- 9.2.6 Theft, corruption or attempting to compromising staff to defeat just actions and related offences e.g. extortion
- 9.2.7 Impersonation and false pretenses, Forgery, Fraud and or counterfeiting
- 9.2.8 Unauthorised publication and or publicising of information repugnant to the good name of the university, member of staff and or student in whatever medium including social media
- 9.2.9 Rape or attempted rape, sexual harassment/defilement/indecent touch
- 9.2.10 Trespass or faking information for purposes of defeating a just cause or policy
- 9.2.11 Abduction or Kidnapping or Detention
- 9.2.12 Un-natural acts or behaviours including but not limited to sodomy, lesbianism and bestiality

- 9.2.13 Incitement and any related actions aimed at causing unrest or disturbance of university peace
- 9.2.14 Vehicle hijack or misuse
- 9.2.15 Boycott or absconding of scheduled lectures, practical courses of instruction and examinations.
- 9.2.16 Violent, Vulgar, or Abusive language or threatening members of staff or students while discharging their duties
- 9.2.17 Any form of picketing or organized obstruction of students and staff in any manner whatsoever;
- 9.2.18 Admission of unauthorized persons and or hosting visitors in the university premises and halls of residence
- 9.2.19 Organising, or involvement in unlawful demonstrations or gatherings or processions, or public ceremonies.
- 9.2.20 Authorship or publication and or distribution of anonymous letters or literature of a malicious or libelous nature including placards.
- 9.2.21 Attempted or completed murder or manslaughter which is a grave criminal offence
- 9.2.22 Abortion, or attempts at concealing birth which is equally a criminal offence
- 9.2.23 Attempted suicide or aiding suicide
- 9.2.24 Conviction in a court of law for commission of a criminal offence of such a nature as should, in the opinion of Council, warrant expulsion from the University
- 9.2.25 Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or proper functioning of the University

## **10.0 Disciplinary Procedures**

All disciplinary offences shall in the first instance be reported to and dealt with by Committees constituted as follows:-

### ***10.1 Students' Welfare Disciplinary Committee.***

1. The composition of the Student Welfare Disciplinary Committee is
  1. Dean of Students – Chairperson
  2. Security Officer
  3. Catering Officer
  4. Vice Chairperson, KSUSA
  5. Special Needs Secretary, KSUSA
  6. Head Custodian
  7. The Halls Officer – Secretary
2. The Student Welfare Disciplinary Committee is proper and has jurisdiction to consider, interpret and rule on matters affecting the general student welfare including conduct in the hostels and residential areas, cafeteria and eating places, student safety and security and general areas of student participation and interest.
3. All student welfare disciplinary offences are to be reported to the Dean of Students in the nearest opportunity. The reporting can be done by members of staff or students.
4. The Dean of Students shall convene the committee within 72 hours of receiving the complaint to dispose off the matter.
5. If any matter reported to the Student Welfare Disciplinary Committee is, in its opinion, essentially of an academic nature or involves issues extraneous to student welfare, such a matter shall be referred at once to the School Disciplinary Committee or the Student Disciplinary Committee as the case might be for action.

6. The Student Welfare Disciplinary Committee has the authority to exclude a student from the halls of residence, eating in the cafeteria, or order the student to make good his/her damage (which amount shall be paid within stipulated time) and or recommend to the Student Disciplinary Committee for further action including suspension.

### ***10.2 School Disciplinary Committee***

1. The Dean of School – Chairman
2. Two departmental Chairmen from the School
3. The Chairman of the student's department, if not among the two above
4. Two School representatives
5. Two student representatives from within the School
6. School Registrar or Administrative Assistant – Secretary

The committee shall consider all matters academic and make their recommendations to the Student Disciplinary Committee for further action.

### ***10.3 Student' Disciplinary Committee***

10.3.1 All other offences shall be dealt with or referred to the Students' Disciplinary Committee constituted as follows:

1. The Deputy Vice Chancellor (Academic, Research and Student Affairs) – *Chairperson*;
2. Dean of Students;
3. Two Students representatives one of whom is the Chairperson of the Students Association;
4. Relevant Dean of the School or Director of Campus;
5. Chairperson of relevant Department; and
6. Registrar (Academic Affairs) – *Secretary*.

#### **In attendance**

7. Chief Legal Officer; and
8. Chief Security Officer.

10.3.2 The chairman of the Students Disciplinary Committee shall call a meeting within one month of receipt of a report or complaint

10.3.3 The Secretary of the committee shall notify the student and complainant of the date, time and venue of meeting and of the right to be present and to call a witness or witnesses

10.3.4 If upon notification, the accused fails to appear before the Disciplinary Committee without any reasonable explanation, the committee shall proceed with the case nonetheless and any decision arrived at by the committee shall be binding for the student. It should however be noted that any student who does not attend the disciplinary meeting shall be considered to have compounded his/her offense by ABSCONDING and as such his/her penalty cannot be tallied or associated to that of one who attended, similarity of charges notwithstanding.

10.3.5 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 the witnesses required in the case do not act as members of the Committee.
- 10.3.6 At all meetings of the Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student alone shall be entitled to appear in person. For avoidance of doubt, the Committee shall not entertain the audience of advocates or to the legal agents on behalf of the student.
- 10.3.7 The Committee's decision shall be arrived at either by consensus or by simple majority vote through secret ballot. The chairman shall have a casting vote in addition to his ordinary vote
- 10.3.8 The Committee shall have power to impose anyone or more of the following sanctions subject to ratification by the Senate:
- 1 To dismiss the case against the student
  - 2 To warn or caution the student either verbally or in writing
  - 3 To require the student to fully recompense for any loss or damage as shall be commensurate with the nature and gravity of the offence committed
  - 4 To suspend the student from the university for a specified period
  - 5 To exclude the student from the Halls of Residence for such period as the Committee may deem fit
  - 6 To exclude the student from attendance of lectures or other courses of instruction or from taking examinations as it may deem fit
  - 7 To expel/discontinue the student
  - 8 To impose any other penal, or penalties as it may in its sole discretion deem appropriate
- 10.3.9 The Committee shall communicate its decision to the senate for ratification within fourteen (14) days.
- 10.3.10 The decision of Senate shall be communicated to the student by the Registrar (Academic Affairs) through the Dean of Students within fourteen (14) days from the date of conclusion of proceedings.

## **11. Review of Disciplinary Cases**

- 11.1 A student who is not satisfied with the verdict of the Senate may apply for a review of the case to the Vice-Chancellor within twenty-one (21) days from the date the verdict is communicated.
- 11.2 The Vice-Chancellor shall present applications for review of cases to Senate for consideration.
- 11.3 Senate shall constitute a sub-committee to review the cases and make recommendations to Senate for consideration and approval. The sub-committee shall consist of:
- 1 A Dean of School not associated with the case – Chairman;
  - 2 Three (3) CODs from different Schools;
  - 3 Chief Legal Officers; and
  - 4 Registrar, Academic Affairs – Secretary.
- 11.4 The sub-committee shall review the case and present its recommendations to the Senate within fourteen (14) days.
- 11.5 Senate shall consider the recommendations and make a verdict on the case within seven days after receiving the report.
- 11.6 The verdict of Senate on reviewed cases shall be final.

## **12. Saving Clause**

The provisions of these regulations and any decisions made by Disciplinary Committees herein, 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 in the interest of security and public order.

## **13. Enforcement of Rules and Regulations**

- 13.1 The responsibility of maintaining discipline at the University is vested in the Vice Chancellor who may from time to time delegate such authority and powers to other officers of the University for the purpose of investigation and enforcement.
- 13.2 The administrative and academic staff of the University otherwise have authority in areas of their jurisdiction or competence to ensure that the rules and regulations are adhered to by the students.
- 13.3 Students on Field Attachment or Teaching Practice shall be subjected to the supervision and disciplinary authority of the mandated University staff and the officers of the host organization under whom they have been placed by the University.
- 13.4 In the event of a breach of these rules and regulations on Field Attachment or Teaching Practice, and depending on the nature and severity of the offence, the staff and officers responsible shall take the following actions:
  - 1 Warn, or caution the student either verbally or in writing.
  - 2 Report the student in writing to the Dean of the School or Director of Field Attachment enclosing all documentary evidence.
  - 3 Take any other action that may be deemed appropriate.
  - 4 In all cases, invite the student to make a statement on his/her behalf in response to the charges raised.

## **14. Protection of Name**

- 1 The name of “Kisii University” may not be used by any student organization or individual without written approval of the Vice Chancellor. Disciplinary action shall be taken against any student using the name without such approval.
- 2 Students are expected not to be engaged in any acts liable to bring the name of the university into disrepute and infringing on the personal rights of others. These include disclosure of restricted information about the university, unauthorized keeping of pets, pollution, immoral sexual behaviours, riots, indecent dress, cultic practices, falsification of documents, blackmail, authorship or distribution of malicious, seditious, clandestine and libelous literature.

## **15. Miscellaneous issues**

- 15.1 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.
- 15.2 The University Council in consultation with Senate reserve the right to change, add to, amend, or otherwise vary these regulations at any time without notice.

# UNIVERSITY EXAMINATION REGULATIONS

Examination is one of the core pillars of a learning institution. Students are regularly tested on comprehension, understanding and ability in various taught units. The academic staff of the University shall have a sole responsibility for setting appropriate assessment tools that will foster learning and a significant amount of assessment will be conducted through formal examinations.

## ORGANISATION AND SCHEDULE OF EXAMINATIONS

University written examinations are mandatory and shall consist of continuous assessment tests, end of semester examinations, supplementary examinations and special examinations.

### 1.1 CONTINUOUS ASSESSMENT TESTS

1. Only registered students in a course shall be eligible to take continuous assessment tests.
2. Continuous Assessment Test questions, assignments or exercises shall be set and administered by course lecturers throughout the teaching duration of the course.
3. There shall be a minimum of two continuous assessment tests in each course.
4. Unless otherwise stated in the course syllabus, CATs shall constitute 30% and 40% of the total marks in undergraduate and postgraduate courses, respectively.
5. CATs shall be mandatory and any student who does not sit them shall not be eligible to sit for end of semester examinations.
6. Results for CATs shall be shared with students and submitted to the Chairperson of Department by the course lecturer at least two weeks before the start of end of semester examinations.

### 1.2 END OF SEMESTER EXAMINATIONS

1. There shall be end of semester examinations for all courses taught during each semester.
2. The examinations shall be organised and administered in conformity with the examinations Policy, the University Examination Rules and Regulations and at such a time as specified in the University academic calendar.
3. Only duly registered students shall be eligible to sit for end of semester examinations.
4. Only students who have cleared fees shall be eligible to sit for end of semester examinations.
5. Any student who does not attend at least 80% of the lectures and sit for CATs shall not be eligible to sit for end of semester examinations.
6. Examination cards shall be issued to all students who are eligible to sit for end of semester examinations at least one week before the start of the examination period and students shall be expected to produce them, alongside their student identification card, during all examinations for identification.
7. End of semester examinations shall be conducted from designated halls/rooms as shall be set out in the examination timetable.
8. All candidates enrolled in the same programme in all University campuses who follow the same calendar dates shall sit the same end of semester examinations as shall be set out in the examination timetable.

### 1.3 SPECIAL EXAMINATIONS

1. Special examinations shall be administered at the end of the academic year for candidates who were unable to sit for end of semester examinations due to acceptable reasons.

2. Only students who obtain prior written authorization shall be eligible to sit for special examination.
3. Whereas authorization to sit for special examinations on account of sickness shall be obtained from the Chief Medical Officer, that on account of bereavement or any other social problem shall be obtained from the Dean of Students, using a prescribed Form.
4. Special examinations shall be graded like ordinary examinations.
5. Students who fail special examinations shall sit for supplementary examinations when next offered.
6. No student shall proceed to the next year of study without passing all examinations for the current year of study.

#### **1.4 SUPPLEMENTARY EXAMINATIONS**

1. Students who fail examinations in a maximum of 25% of the courses in an academic year shall be eligible to sit for supplementary examinations upon payment of the requisite fees.
2. Supplementary examinations shall be administered at the end of each academic year and before the beginning of the next academic year.
3. Supplementary examinations shall be marked out of 100% without reference to C.A.T marks.
4. Students who fail supplementary examinations shall not progress to the next year of study, but repeat the failed course(s) when next offered before proceeding to the next year of study.
5. Whereas results of passed supplementary examinations shall be awarded a pass grade, results of repeated courses shall be graded normally.
6. Whereas students who fail examinations in up to 50% of all courses taken in an academic year shall repeat the academic year; those who fail in more than 50% of the courses shall be discontinued from their studies.

#### **1.5 EXAMINATION VENUES**

1. All examinations shall be administered at the campus where the course was taught in the available teaching rooms, which will become examination venues during the examination period.
2. All examinations shall be administered in prescribed rooms as set out in the examinations timetable.
3. The examinations timetable for end of semester examinations shall normally be published by the Timetabling Office in the 9<sup>th</sup> week of the semester.
4. All examination rooms shall be arranged in conformity with the University examination standards and in adherence to the Commission for University Education standards.
5. All candidates shall be required to present themselves for examinations in the scheduled room(s) 30 minutes before the start of the examinations.
6. Before starting examinations, invigilators shall normally remind candidates about the general provisions of University Examination Rules and Regulations on their conduct in examination rooms, especially the consequences of examination irregularities.

#### **1.6 INVIGILATION OF EXAMINATIONS**

1. Chairpersons of Departments shall be the Chief Examiners of all examinations offered in their Departments.

2. The COD shall designate at least two invigilators for each examination in the Department, one of whom shall be the course lecturer who shall also be the Chief Invigilator of respective examinations.
3. Chief Invigilators shall take overall responsibility for the collection of examination materials from the Examinations Office as well as supervision and general conduct of examinations.
4. Unauthorized materials such as written notes, mobile phones, electronic tablets, and textbooks, among others, shall not be allowed in the examination rooms.
5. No candidate shall be allowed into the examination room 30 minutes after the start of an examination; and any request to leave the room before the end of the examination period shall be regulated by the Chief Invigilator.
6. The Chief Invigilator shall make adjustments to the examination conditions and invigilation for students with disability as provided for in the University Disability Mainstreaming Policy.
7. All candidates shall always be required to display their examination cards and student ID cards in the examination room for identification and verification.
8. All persons in the examination room shall comply with any directive by the Chief Invigilator to ensure proper and efficient conduct of examination.
9. The Chief Invigilator shall make a record of all candidates taking the examination in triplicate on the prescribed examination attendance sheet (see Appendix H) after proper identification of candidates.
10. The Chief invigilator shall collect used answer booklets from all candidates and submit them to the COD for marking and storage. The booklets shall be submitted alongside signed examination attendance sheets for record purposes.
11. The Chief Invigilator shall collect all unused examination materials (answer booklets, extension sheets, question papers, attendance sheets, incident reporting forms, etc.) and submit them to the Examinations Office.
12. In the event of a minor unexpected interruption to the invigilation of an examination for a period of less than 30 minutes, the Chief Invigilator will take the most appropriate course of action with a view to continuing to invigilate the examination and add an equivalent period of additional time to the end of the allocated examination time.
13. In the event of a major unexpected interruption to the invigilation of an examination (for example an earthquake, a terrorist threat or attack, fire outbreak, computer/software malfunction, rainfall flooding, power failure, etc.) lasting for more than 30 minutes, the examination shall be cancelled and another one set and administered as special examination at a later date.
14. Any deliberate disruption of an examination by students shall be treated as an examination irregularity and such students shall be disciplined as per the provisions of this Policy and the Regulations Governing the Association, Conduct and Discipline of Students.

### **1.7 RESPONSIBILITIES OF STUDENTS IN EXAMINATIONS**

1. It shall be the responsibility of students to meet the requirements for sitting University examinations by:
  1. Registering for courses on offer at the beginning of the semester;
  2. Paying required fees;
  3. Attending at least 80% of the lectures in each registered course;
  4. Presenting themselves and sitting for continuous assessment tests;
  5. Obtaining documents of authorization to sit for examinations; and

6. Seeking permission from relevant offices not to sit for examination on either medical or compassionate grounds
2. It shall be the responsibility of students to properly read the examination timetable and present themselves at the right venues for the examinations.
3. Students shall take full responsibility for bringing any unauthorized materials into the examination rooms or committing any other examination irregularity.
4. It shall be the responsibility of students with disability to notify the examination office, with supporting documents through the Dean of Students, on the special adjustments they require to sit University examinations.

## **1.8 MODERATION OF RESULTS**

- 1 Examination results shall be moderated at the end of an academic year.
- 2 One month after the end of second semester examinations, external examiners in all departments shall be invited to the University to moderate examination results for the ending academic year. This exercise shall be organized and coordinated by the office of the Academic Registrar.
- 3 At the end of the external examiner's moderation of results, the Chairperson of Department shall convene a Departmental Board of Examiners meeting to moderate the results. The external examiner shall attend the meeting to discuss and agree on the final marks.
- 4 Upon approval of the results by the Departmental Board of Examiners, the Chairperson of Department shall submit the results to the Dean of School.
- 5 One week after receiving results from all Departments in the School, the Dean shall convene the School Board of Examiners meeting to discuss and approve results.
- 6 Upon approval of results by the School Board of Examiners, the Dean shall release provisional examination results to the students in the School.

## **1.9 REMARKING OF EXAMINATIONS**

- 1 Within one month after receiving the results, a candidate who is not satisfied with the results of an examination may apply for remarking to the Dean of School through the Chairperson of Department, stating the grounds behind the application.
- 2 The applications shall normally be made and processed before presentation and approval of the School academic year results by Senate.
- 3 The Dean shall present the application to the School Board meeting for approval.
- 4 Upon approval of the application, the candidate shall pay the prescribed non-refundable fee for remarking of an examination and submit evidence of the payment to the Dean.
- 5 The Dean, in consultation with the Chairperson of Department, shall appoint an independent examiner in the discipline who did not mark the contested results to remark the examination.
- 6 The appointed examiner shall submit the results of remarking to the Dean after one week.
- 7 The Dean shall convene a School Board meeting within one week after receiving the result for consideration and approval.
- 8 The Dean shall present a report on the remarking to Senate for noting while presenting results for the academic year for approval.

## **2.0 HANDLING OF EXAMINATION IRREGULARITIES**

### **2.1 Examination Irregularities**

1. The University shall conduct all examinations under the authority of Senate and in accordance with the Statutes, this Policy and Examination Rules and Regulations.

2. Any contravention of the stipulated rules and regulations for conducting examinations shall constitute an examination irregularity or malpractice.
3. Examination irregularities/malpractices shall include, but not limited to, the following:
  1. Carrying unauthorized materials relevant to the examination into an examination room such as books, notes, pre-written answers, mobile phones, tablet computers, and other electronic devices that are not authorized;
  2. Copying or reading from another candidate's script or from any other unauthorized materials that may be in possession of another candidate;
  3. Facilitating other candidates to copy from unauthorized materials in the examination room;
  4. Participating in the leakage of an examination;
  5. Disrupting order in the examination room through making noise, conversations and disorderly movement of chairs to distort sitting arrangements;
  6. Refusing to take instructions from the invigilators;
  7. Presenting another person to sit examinations on one's behalf;
  8. Sitting examinations on behalf of a candidate;
  9. Presenting oneself for examination without authorization;
  10. Abetting, aiding or covering up an examination malpractice;
  11. Seeking or obtaining permission not to sit an examination on false pretense;
  12. Taking an examination answer booklet out of the examination room instead of handing it over to the invigilator;
  13. Canvassing or lobbying for undeserved examination grades; and
  14. Any other misconduct relating to examinations.

## **2.2 Reporting Examination Irregularities**

Examination irregularities shall be reported in a prescribed procedure as follows:

1. A student found committing an examination irregularity shall first record a statement in a prescribed Malpractice Reporting Form (see appendix G) and be allowed to continue writing the examination thereafter.
2. The Chief Invigilator and other Invigilators shall also record and sign statements about the incident on the prescribed Form.
3. The Chief Invigilator shall report the incident in writing to the Chairperson of Department immediately after the examination, attaching the statements and any evidence collected.
4. The Chairperson of Department shall immediately report the incident in writing to the Dean of School, attaching the evidence.
5. In the case of courses offered from other Schools, the Chairperson of Department shall report to the Dean of the School where the student is registered or admitted.

## **2.3 Disciplinary Procedure for Examination Irregularities**

1. On receiving the report on examination malpractice, the Dean shall convene a School Students' Disciplinary Committee meeting, not later than two (2) weeks after end of the examinations period, to deliberate on the case. The membership of the School Disciplinary Committee shall be as follows:
  1. The Dean of School – Chairperson;
  2. The Chairperson of the Department where the course is offered;
  3. The Chief Invigilator of the concerned examination;
  4. Two (2) School representatives;

5. Two (2) student representatives from the School; and
6. An Administrative Assistant in the office of the Dean- Secretary
2. The School Students Disciplinary Committee shall conduct its proceedings, unless otherwise stated, in accordance with protocols stipulated by the School Students Disciplinary Committee.
3. The recommendations of the Committee shall be reported to the School Board of Examiners and the Senate as soon as possible, but before the Senate deliberates on the affected examination results.
4. Senate shall make the final verdict on the disciplinary cases.

## **2.4 Discontinuation**

A Student shall be discontinued on academic grounds if he/she:

1. Fails more than fifty percent (50%) of all Credit Factors taken in an academic year;
2. Fails a repeated course;
3. Fails to register for, and/or attend scheduled classes for two weeks or longer without the consent of the Senate;
4. Commits an examination malpractice; and
5. Fails to meet any other condition stipulated by the School for the award of degree or diploma.

## **2.5 Review of Disciplinary Cases**

- 14 A student who is not satisfied with the verdict of the Senate may apply for a review of the case to the Vice-Chancellor within twenty-one (21) days from the date the verdict is communicated.
- 15 The Vice-Chancellor shall present applications for review of cases to Senate for consideration.
- 16 Senate shall constitute a sub-committee to review the cases and make recommendations to Senate for consideration and approval.
- 17 The sub-committee shall consist of:
  1. A Dean of School not associated with the case – Chairman;
  2. Three (3) CODs from different Schools;
  3. Chief Legal Officers; and
  4. Registrar, Academic Affairs – Secretary.
- 18 The sub-committee shall review the case and present its recommendations to the Senate within fourteen (14) days.
- 19 Senate shall consider the recommendations and make a verdict on the case within seven days after receiving the report.
- 20 The verdict of Senate on reviewed cases shall be final.

**NOTE: A student who is expelled from the University will not be entitled to any records of previous performance or monetary refunds of fees paid previously.**

## **IMPORTANT INFORMATION FOR FIRST YEAR STUDENTS**

1. Understand the Mission of the University and your role in it.
2. Make sure you attend all planned and timetabled lectures and practical lessons.
3. Be informed that cheating in any examination will automatically lead to discontinuation from the University.
4. When faced with personal, social or academic concern/ problem or question, please seek immediate help and assistance.
5. You are advised to open a Bank Account and Retain minimal amounts of money for emergency use.
6. Read, understand and abide by Rules and Regulations governing the Association, Conduct and Discipline of students.
7. In case you have to leave the University, fill a leave of absence form at the office of the Dean of Students and ensure that the form is duly signed by the relevant authorities and safely keep your copy.

*The office of the Dean of Students wishes you a happy, prosperous and successful stay and study at Kisii University.*

**God Bless You All, God Bless Kisii University**

**For more information contact:**

**KISII UNIVERSITY**

**P. O BOX 408 KISII**

**Email: [deanofstudents@kisiiversity.ac.ke](mailto:deanofstudents@kisiiversity.ac.ke)**

**Website: [www.kisiiversity.ac.ke](http://www.kisiiversity.ac.ke)**