

Kenya Methodist University
**Students' Academic
Handbook & Code
of Conduct**



*Procedures, Rules and Regulations
Governing Academic Affairs of Students.*



The KeMU Students' Academic Handbook



Code of Conduct



Acknowledgement

We would like to gratefully acknowledge the contributions of the following for making this policy a reality:

Board of Trustees
University Council
The University Management
The University Senate
Deans Committee
Chaplaincy
KeMUSA

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Kenya Methodist University

The future is here!



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This Handbook & Code of Conduct is designed to provide you with the information that you require as a student of Kenya Methodist University, in order to help you make the best out of your learning experience, and life on Campus.

It gives you a lot of information about how the academic programmes are organized, and how to go about pursuing the programme of study that you have chosen.

The detailed guidelines enable you to make the right decisions for any action required, and the it also provides you with information on the support network you will require while at Kenya Methodist University.

Take time to read and understand the information contained in this Handbook. You are also required to look out for other information that may be shared by the University regularly during your studies.

This Third edition (March 2023) supersedes all previous versions. The Handbook may be revised/updated from time to time.

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Preface



Academic Staff – Members of the teaching staff of Kenya Methodist University.

Academic Year – A continuous period of teaching, examination, study, and other academic events typically consisting of two semesters/trimesters.

Course – A single unit of study in a curriculum or programme of study.

Curriculum – A document containing all the details of a specific programme of study.

Deferment – Authorized absence from studies for a specified duration of time.

Department – An academic division within a School. This normally happens when a School has many programmes but ordinarily having a Departments may not be necessary. We got Departments and Schools that are independent of each other with unique programmes headed by Head of Departments or Deans respectively.

Entry Requirements – The grades or qualifications a student must obtain in order to be accepted for admission into a particular programme of study.

Faculty – A member/members of the teaching staff.

Fail – This refers to a case where a student has not achieved the minimum pass mark for a course after completing continuous assessments and the final examination.

Incomplete – This refers to a case where a student has completed continuous assessments for a course, but not the end-of-semester examination.

KeMUSA – Kenya Methodist University Students Association.

Lecture hour – A period of time equivalent to one hour and representing one such continuous hour in lecture form, two in a tutorial session, three in a laboratory practical or practicum, or as may be stipulated in the curriculum.

Pass – This is when a student has successfully completed all the requirements of a course at the end of the semester.

Personal Statement – A text written by a student highlighting their skills, motivation, and ambitions in support of their application for admission to a particular programme of study.

Prerequisite – A course that one is required to successfully complete before they can

be allowed to register for another course.

Programme of Study – A programme of study is the complete set of requirements that one must undertake and successfully complete to qualify for an academic award, be it a degree, diploma, certificate, or any other award.

Project – A carefully planned set of learning and assessment activities and resources involving students and faculty aimed at achieving educational objectives.

Retake – Retake means fresh registration for a course. It requires a student to undertake and complete a course afresh with all its requirements.

School – An Academic Division with a cluster of programmes and faculty members specializing in a particular subject area.

Semester – The minimum duration that a student is expected to register and complete their courses.

Student – A student is any person who, having met all the requirements for admission into Kenya Methodist University, has been admitted and has registered for courses offered by Kenya Methodist University, is paid up as invoiced and has not been discontinued or expelled from the University for any reason.

Trimester – Three main teaching periods in an academic year (See Semester)

Withdrawal – This refers to a case where a student registered for courses but decided to stop attending a course or programme.

Definitions

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1. GENERAL INFORMATION

1.0: ABOUT KENYA METHODIST UNIVERSITY (KeMU)

1.1 Historical Background

Kenya Methodist University (KeMU) is a private chartered Christian university founded by the Methodist Church in Kenya to foster the intellectual, spiritual, and physical development of individuals in society while guided by Christian principles. Indeed, the history of the University is intertwined with that of the Methodist Church in Kenya whose unyielding support and influence has shaped policies and procedures of the University, as well as its religious, social, and cultural atmosphere.

The establishment of the University was the culmination of a dream that had been nurtured by the Methodist Church in pursuance of its holistic Gospel all the way back into the 1950s. Back then, cognizant of the increasing population, rising unemployment among the youth and poor land use, local church leaders hatched the idea of helping people to become self-reliant through training and skills development.

In 1958, the Kaaga Rural Training Centre was established for the purpose of training people and providing skills in agriculture.

In 1980, this training centre was converted into the Methodist Training Institute (MTI), which became a centre for training Ministers for the Methodist Church.

But the actual idea of setting up a university was mooted years later during the Annual MCK Conference held at Shanzu Teachers College, Mombasa in 1986 and the following year (in 1987) a working party was established to determine its feasibility.

In 1991, the Trust Deed for the establishment of the proposed University was drawn up and in the same year, staffing, a start-up curriculum, library development and financial development plans were developed. These were later presented to the then Commission for Higher Education and in 1992 the draft proposal was completed and approved by the Commission.

In 1997, Kenya Methodist University (KeMU) was formally established and granted a Letter of Interim Authority by the Commission for Higher Education.

Nine years later, in July 2006, the culmination of years of hard work and a crowning achievement of the dreams of its founders resulted in the award of charter by His Excellency (the late) President Mwai Kibaki. This effectively made KeMU a fully-fledged university.

In the years after the award of charter, the University has continued to attract the interest and support of various partners, both nationally and internationally.



1.2 Vision

A globally competitive Christian University producing the next generation of professionals and transformational leaders.



1.3 Mission

To contribute to the transformation of society by providing high quality education that promotes excellence in scholarship, research and selfless service.



1.4 Philosophical Statement

To develop holistic human being for societal development guided by Christian principles.

1.5 Core Values, Beliefs and Functions of the University

1.5.1 Core Values and Beliefs

The University is guided by a commitment to excellence embodied in a set of core values that define the University's culture. The following core values and beliefs will be embedded in all University operations.

- 1) Excellence and Quality
- 2) Creativity and Innovation
- 3) Professionalism and Moral Integrity
- 4) Team Work
- 5) Responsiveness
- 6) Leadership
- 7) Responsible Corporate Citizenship

1.5.2 Core Functions

- 1) **Teaching/Learning** – KeMU offers competitive, innovative and market- driven programmes
- 2) **Research** – The University carries out research and fosters collaboration and linkages in multidisciplinary fields.
- 3) **Community service** – KeMU enhances Corporate Social Responsibility, outreach and community service activities.
- 4) **Consultancy** – The University undertakes Consultancy Services from Clients

1.6 Kenya Methodist University Alumni Association

Every student who enrolls into an academic programme in KeMU will be required to enrol into the KeMU Alumni Association, upon completion but before graduation. Membership to the Alumni is compulsory for all Diploma and Degree students who graduate from KeMU. The alumni shall operate in accordance with the guidelines laid down in the KeMU Charter and Statutes.



”

*Every success is usually an
admission ticket to a new set of
decisions.*

~ Henry A. Kissinger ~

“





2. **ADMISSIONS AND REGISTRATION**

2.0 ADMISSIONS AND REGISTRATION

2.1 Admissions

Admission into Kenya Methodist University is guided by policy documents as stipulated in this academic handbook and approved by the senate. Additional requirements for admission into Postgraduate Programmes, are as stipulated in the “*Common Rules and Regulations for Postgraduate Studies*”, published separately. The admission criteria of study may change from time to time.

2.2 Admissions Cycle

Students will be admitted to KeMU any time of the year, but they will generally report to the University at the beginning of each trimester. Some programmes may admit students at different times or less frequently.

2.3 Admission Requirements

2.3.1 Minimum Qualification for admission

An applicant will be required to have the following general minimum qualifications for admission into:

- a) **Doctor of Philosophy:** Master's degree in the relevant field of study.
- b) **Masters:** An undergraduate degree in the relevant area of study
- c) **Postgraduate diploma or certificate:** A degree in the relevant field of study
- d) **Undergraduate Degree:** Mean grade of C+ (plus) in the Kenya Certificate of Secondary Education (KCSE) OR other equivalent qualifications recognized by the Senate.
- e) **Diploma:** Mean grade of C- (minus) in the Kenya Certificate of Secondary Education (KCSE) OR other equivalent qualifications recognized by the Senate.
- f) **Certificates:** Mean grade of D in the Kenya Certificate of Secondary Education

(KCSE) OR other equivalent qualifications recognized by the Senate.

- g) **Artisan:** K.C.S.E Certificate and any other recognised qualifications by the relevant authority.

2.3.2 Equivalent Qualifications for admission

Senate may approve any other equivalent qualifications. The equivalent qualification for each level shall be construed as follows:

- a) **For Degree**
 - i) A diploma from a recognized examining body or institution and in a field relevant to the Programme sought at KeMU.
 - ii) Two Principals and a Subsidiary Pass in A-Level.
 - iii) Any other international qualification recognised by C.U.E
- b) **For Diploma**
 - i) A post-secondary craft certificate from a recognized examining body or institution in a field relevant to a Programme sought at KeMU.
 - ii) Division III in O-Level

2.4 Programme Requirements

- a) In addition to the minimum entry requirements, each Programme may have its own requirements with respect to the mean grade, the subject cluster, or individual subjects.
- b) The admission qualifications or postgraduate programmes are spelt out in the common rules and regulations for postgraduate studies.
- c) The university may require applicants to enrol into certain prerequisite programmes/ courses to qualify for admission.

2.5 Admission Procedure

- a) All applicants must complete an application form either electronically or in hard copy and submit it to the Registrar, Academic Affairs.
- b) The application forms are available at the Office of the Registrar, Academic Affairs and Marketing offices in all KeMU Campuses. The electronic application form is available on the University website www.kemu.ac.ke.
- c) One can also apply directly through the University website.
- d) The application form should be accompanied by all supporting documents showing the applicant's qualifications.
- e) The applicant is responsible for the authenticity of any documents submitted for the purpose of securing admission. Should such documents be proved at any time to be fraudulent, admission will be nullified and /or certificates issued based on such documents withdrawn and cancelled.
- f) Application forms shall be processed only upon receipt of stipulated non-refundable application fee.

2.6 Application Processing

After processing the applications, the Registrar, Academic Affairs shall communicate the decision in writing to the applicants either as Admitted, Provisionally Admitted or Not Admitted.

a) Admitted

Admitted is one who has met all the requirements for admission into a particular programme and has been issued with a formal Letter of Offer for admission. After admission, a student is expected to register in a particular semester.

b) Provisionally Admitted

A student may be offered provisional admission by Senate for a period not exceeding one academic year under the following circumstances:

- i) If the certification is not readily interpreted into the local education system,

in which case confirmation will depend on the results of the interpretation.

- ii) A student who is awaiting final results for a course which qualifies him/her for the Programme sought at KeMU in which case confirmation will be granted after the student has provided satisfactory results.
- iii) Provisional admission will not be extended unless under exceptional circumstances.

c) Not Admitted

Not admitted is one who has not met all the requirements for admission into a particular programme and has not been issued with a formal letter of offer for admission.

2.7 Registration of Students

Registration of students is the culmination of advertisement, recruitment and admission of students into the University. Registration ensures an admitted applicant into an Academic Programme is legally registered into the Programme of Kenya Methodist University. A **Registered Student** is one who is admitted into a programme, assigned a registration number and paid the requisite fees.

2.7.1 Registration of New Students

Registration is done at the beginning of each trimester and within the **first ten (10) working days** after classes/ lectures start. A new student is registered into a Programme after him/her:

- a) Has been admitted into that Programme and level and have the official Letter of Admission.
- b) Has provided original copies of certificates and testimonials,
- c) Has provided valid Identification documents,
- d) Has provided any other document/information that may be required by the university from time to time,
- e) Has paid the requisite fees.

2.7.2 Registration number for new students

During registration a student shall be assigned a registration number which will have the following format:

XYZ – m – ptrq – n / yyyy, where:

- a) XYZ are three capital letters identifying the Programme;
- b) m takes a numerical value to indicate the Programme level the student is registering in (Certificate or Diploma, Undergraduate Degree, Post Graduate Diploma, Master's Degree and Doctorate or Ph.D respectively);
- c) ptrq is the serial admission number for that academic year;
- d) n/yyyy indicates the trimester and academic year that the student first registered in KeMU that is January–April: Trimester One (1); May–August: Trimester Two (2); September– December: Trimester Three (3).

2.7.3 Registration Name

- a) The registered name of a student shall appear in all official University records, including in the final certificate and transcripts, in the same manner and order that it appears in the official qualification document used for the granting of admission of the student into the University. Where there is conflict, in same way as it appears in the official Government ID or Passport for international students.
- b) If a student wishes to change his/her name in the course of his/her stay at KeMU, the same must be effected in accordance with existing legal procedures, and official documents submitted to the Registrar, Academic Affairs at least one (1) Semester before graduation.
- c) The request for change of name in (b) above shall be presented to senate for approval.
- d) No change in name, including order, will be effected after a student graduates from the University.

2.8 Deferred Registration

- a) An admitted student who cannot register immediately may request to have his/

her place for registration deferred.

- b) Deferred registration is only effective upon completion of requisite forms and getting approval from the Registrar, Academic Affairs.
- c) Deferred registration can be maintained for a maximum of three Semesters, after which it lapses, and the Registrar, Academic Affairs shall remove the name of the student from the list of admitted students at Kenya Methodist University. Such a student may seek fresh admission.

2.9 Registration of Transfer Students

- a) Students from other institutions of higher learning may apply to join KeMU programmes as transfer students.
- b) Testimonials of good standing regarding academic and social life from their previous institutions are a requirement provided by the authorised officer.

2.10 Credit Transfers and Exemptions

2.10.1 Credit Transfer

- a) KeMU recognizes academic credits covered in recognized institutions of higher learning through a credit transfer system.
- b) Credit transfer is the award of credits for prior learning that contributes towards satisfying the requirements for an award at the University.
- c) Credit transfers reduce the number of credits required for a particular programme but are not used in the calculation of the final CGPA.
- d) The maximum transferable credits shall not exceed (49%) of course work requirement of the programme.
- e) Credit transfer shall be awarded for partial studies and not for complete qualification.
- f) Credits transfers shall apply at the same level (horizontal).
- g) Credits from courses requiring acquisition of practical skills may not be transferred.
- h) A fee will be charged for each credit transferred in accordance with rates which may be in force at the time. These charges immediately become part and parcel of the student's fees obligations.

2.10.2 Credit Exemptions

- a) A student may apply to the programme department to be exempted from a course if he/she has adequate exposure or prior knowledge, which may be considered equivalent to the given course.
- b) However, there are no grades or credits points awarded for these courses, nor do they count towards the programme competition load.
- c) A student given an exemption may be given a substitute course/unit to take in the place of the prescribed unit.
- d) Specific fees may be charged for exemptions.

2.10.3 General Conditions for Credit Transfers/Exemptions

Credit transfers/exemptions are subject to the following general conditions:

- a) Application for Credit Transfers and Exemptions shall be made during admission into the programme by filling in a Credit Transfer/Exemption Form for approval.
- b) Only courses/units completed from accredited institutions shall be considered for credit transfers/exemptions.
- c) All applications for credit transfers/exemptions shall be accompanied by the relevant supporting documents, including but not limited to Official Transcripts from the institution the course being considered for acceptance was obtained from.
- d) Copies of the Official Transcripts must be certified as true copies of the original transcripts by either the university issuing them, or an Advocate of the High Court of Kenya.
- e) The Senate will from time to time set the minimum pass-grade for courses to be transferred/exempted.
- f) An applicant may be granted up to a maximum of 49% of the programme credits or as per the prevailing statutory provisions.
- g) Individual programmes may have specific additional conditions on credit transfers/exemptions.
- h) Where an application for credit transfer/exemption is requested on grounds of a disciplinary process at another institution, the request shall be rejected.

- i) An applicant shall receive official communication from the Registrar – Academics, in writing, confirming the credits transferred/exempted.
- j) The Senate reserves the right to determine the number and type of credits to be transferred/exempted for each student, and to approve or decline the same.
- k) The decision of the Senate is final.

2.11 Entry level

- a) A student with a qualification from an institution recognized by the Senate joins a KeMU programme at a level determined by the Department or as stipulated in the Credit Transfer and Credit Exemptions.
- b) The entry level may not be higher than the 49% of the programme requirements.

2.14 Completion of the Registration Process

- a) A student completes registration by signing the Nominal Roll.
- b) A student who has not signed the nominal roll shall not be allowed to attend class or take any form of examinations.

2.15 Academic Calendar and Academic Year

- a) An Academic Calendar refers to a schedule of events, as approved by Senate, that take place within a calendar year. KeMU has three trimesters in one academic calendar.
- b) The first trimester begins in January and ends in April, the second trimester begins in May and ends in August while the third trimester begins in September and ends in December.
- c) An Academic Year is the period where one completes a level of study. For KeMU, Academic Year depends on Trimester one is admitted:
 - i) Those admitted in January, academic year runs up to August of the same year.
 - ii) Those admitted in May, academic year runs up to December of the same year.

year.

- iii) Those admitted in September, academic year runs up to April of the following year.
- d) One academic year consists of two semesters of fifteen (15) weeks each.
- e) There will be a graduation ceremony each year, which shall be held at date decided by Senate and approved by the University Council.

2.16 Modes of Study

- a) Students may study under various modes of study including but not limited to: full-time, part-time, Open and Distance learning (ODEL), and Online.
- b) A student's mode of study shall be declared and approved at the time of admission.
- c) Subsequent changes in the mode of study are permitted but are subject to approval by the University based on diverse factors including but not limited to: reasons for the change, performance of the student within the current mode of study, fair assessment of the student's ability to cope in the desired mode of study, among others.
- d) Pay a non-refundable application fee.
- e) The following is a brief description of the various modes of study available. These are subject to change based on statutory or institutional definitions. It is also worth noting that it is possible to have overlaps between the various modes, where some courses are delivered through a combination of face-to-face and online sessions thus **blended**.

i) Full-time (FT)

The Full-time mode of study applies where a student attends scheduled regular day classes and takes the full-time load. A full-time student can also undertake parts of their courses through Online/e-learning mode.

ii) Part-time

The part-time mode of study applies where a student attends scheduled regular evening, weekend or holiday classes and takes the standard load for this mode.

iii) Open and Distance Learning

The Distance Learning Mode (ODEL) of study applies where a student is

registered for course work but does not attend classes and takes the standard load for this mode. But a distance-learning student who wishes to attend some classes with the full time students will be required to apply to the Registrar and, if approved, pay additional fee according to existing rate. Depending on programme requirements, laboratory experience will be carried out at external or university laboratories at extra expense to the students. Students are guided through various courses using instructional materials, assignments, continuous assessment, tutorials and examinations organized by the department.

iv) Online

This is where a student takes all their studies entirely online, through the Learning Management System of the University, or through other internet-based systems prescribed by KeMU.

2.17 ICT Systems of the University

The University employs diverse Information and Communication Technology (ICT) Systems and Tools geared towards enhancing the learning experience of a student, among other functions. Some of the ICT Systems include:

a) Students Portal

This is the portal where students select and register for courses, pay fees, view their examination grades and academic progress, among others.

b) Learning Management System (Digital Campus)

This is the system used to host all learning activities from course materials, videos, live online classes, among others. It also allows students to interact with instructors online, discuss with other students, and review content at one's own pace, among others.

c) General Requirements on ICT Systems/Readiness

To make the most out of the ICT Systems, Apps, Tools and Devices, students are required to:

- i) Invest in their own Laptop and Smartphone.

- ii) Use the official KeMU University Email Address at all times, including for accessing KeMU ICT systems and communications.
- iii) Always create own Passwords to devices and systems.
- iv) Read and understand the COMPUTER MISUSE AND CYBERCRIMES ACT (No. 5 of 2018), an Act of Parliament guiding the use of ICT Systems.



“
*Success is not final, failure is not
fatal: it is the courage to continue that
counts.*

~ Winston Churchill ~

“





3. ACADEMIC PROGRAMMES

3.0 ACADEMIC PROGRAMMES

3.1 Academic Programmes

An academic programme refers to the design of learning content which is multi-dimensional and includes intentions, structure of content, delivery methods, academic resources and delivery modes, as accredited by CUE and other regulatory bodies. Academic programmes are developed to take advantage of emerging opportunities and address new challenges. The University offers academic Programmes leading to the award of certificates, diplomas and conferment of undergraduate and postgraduate degrees.

3.2 Programme of Study

A Programme of study means a prescribed syllabus that student must be taught at each key stage. It describes a Semester-by-Semester sequence of courses a student is to undertake in a given academic programme in order to qualify for graduation. The programme of study is made up of a set of common courses, core courses, electives and Audit courses.

3.2.1 Common Courses

These are courses that are mandatory for all students as a graduation requirement. They are general courses that are geared to provide general knowledge and values. They are also meant to broaden the students' scope of understanding in general university education and to provide a foundation for further professional development. They include at least one course in each of the following disciplines which shall be published from time to time:

- a) Christianity
- b) Languages and Communication
- c) Humanities
- d) Business and Economics
- e) Mathematical Sciences

- f) Computer Sciences
- g) Natural Sciences
- h) Health Sciences
- i) Research and Ethics

3.2.2 Core Courses

These are courses that define the key knowledge/competency areas to be achieved by a programme of study. Core courses are defined during programme development, to ensure that the programme objectives are achieved. Core courses are mandatory for all students in a given programme of study.

3.2.3 Electives

Electives are courses that define additional areas of knowledge/competences that a student in a given programme of study may acquire. A student is required to take a given minimum number of electives from a recommended list. These courses are provided in programmes with different areas of specialization in order to allow students to select courses aligned to their areas of interest. The requirements for electives are defined in each academic programme.

3.2.3 Audit/Optional Courses

To provide further education and learning opportunities to students, KeMU University allows students to take courses outside those prescribed in one's Programme of Study. These types of courses, called Audit/optional courses, are optional for students who wish to take extra courses out of their own interest. Audit courses can be taken from courses that are not mandatory within one's programme, or from other programmes offered at the University. Audit courses are included in the computation of a student's Semester Course Load to ensure that one does not overload themselves while taking an Audit course. Audit courses appear in the transcript of a student but are not used in the computation of the student's GPA.

3.3 Academic Advisory

Students are assigned academic advisors who guide them in matters regarding their studies. The advisors are professionals who are experienced instructors well versed in general matters of university education. The students are required to maintain regular contact with their advisors who will subsequently update the department and schools on students' progression and performance

3.4 Change of Academic Programme

A student is enrolled into a specific programme of study at any given time. A student may apply to the Registrar Academic Affairs to change his/her programme of study.

- a) Change of Programme by new students
 - i) New students are allowed to change their academic Programme within the first two weeks of the Semester by completing a prescribed application form obtainable from the Office of the Registrar, Academic Affairs.
 - ii) Pay a non-refundable application fee.
- b) Change of Programme by continuing students
 - i) A continuing student, who wishes to change from one programme to another of the same level, will be allowed to do so within the first three Semesters of study by completing a prescribed application form, obtainable from office of the Registrar, Academic Affairs.
 - ii) Give valid reasons to warrant approval of the change of programme.
 - iii) Successfully complete the semester in which they are already registered in if the application is made in the course of a semester.
 - iv) All data relating to the previous programme shall be maintained. However, only the relevant courses shall be used for the purposes of reflecting a student's performance.
 - v) Pay a non-refundable application fee.

- c) Change of Programme to a Lower-Level programme
 - i) A student may transfer from a higher to a lower-level programme at any period of his/her study by completing a prescribed application form, obtainable from office of the Registrar, Academic Affairs.
 - ii) Consequently, only the relevant courses from the higher-level programme shall be mapped to the lower-level programme.
 - iii) All other data relating to the higher-level programme shall be expunged.
 - iv) Pay a non-refundable application fee.

3.5 Duration of Study

Duration of study in a programme is the total academic time, evaluated in terms of semesters, or academic years, required to satisfy the requirements of a specific academic programme for a student taking the standard Semester load. The duration of study varies from programme to programme. The following is a summary of the typical durations of study for the various levels of programmes:

- a) **Certificate courses** have varying durations according to their specific designs.
- b) A **Diploma programme** is expected to take a minimum of four (4) trimesters. The maximum period allowed is eight (8) trimesters for a full-time student and twelve (12) trimesters for a part-time or distance learning student.
- c) A **Bachelor's degree** is expected to take a minimum of nine (9) semesters for a full-time, and twelve (10) trimesters for a student on part-time or distance learning mode. The maximum period allowed is eighteen (18) semesters for a full-time student and twenty-four (24) semesters for a part-time or distance learning student.
- d) A **Master's programme** is expected to take a minimum of two (2) academic years (or 4 semesters) for a full-time student. This may vary depending on the mode of study.
- e) A **Doctorate programme** is expected to take a minimum of three (3) academic years (or 6 semesters) for a full-time student. This may vary depending on the mode of study.

3.6 Failure to Complete a Programme

- a) Registered students are expected to complete their programmes within the stipulated durations of study.
- b) A student who is unable to complete their programme within the stipulated time or within a specific semester due to valid reasons is required to request for authorization to defer their studies.
- c) A student who fails to defer their studies and fails to register for the expected units is considered to have abandoned their studies and may be required to reapply for admission.
- d) The maximum allowable duration for completion of studies shall not be more than double the minimum duration prescribed for a full-time student in the programme.
- e) A student who fails to complete their programme within the prescribed maximum duration will be eligible for discontinuation from the University and shall not be eligible for refund of any unutilized fees paid.

3.7 Extension of Period of study

An enrolled student who cannot complete a programme within the stipulated duration due to circumstances beyond his/her control must inform the Registrar, Academic Affairs in writing, and obtain official extension.

3.8 Course Loading

This is the number of credit hours that a student takes each Semester at KeMU.

a) Credit hour

KeMU employs a credit hour system in determining the duration in a programme. Courses are awarded credit hours defined as follows:

- i) One credit hour is equivalent to 15 contact hours.
- ii) One contact hour is equivalent to 50 minutes of teaching time.

b) Credit hour for practical and laboratory time

Where teaching is Tutorial, Laboratory or Practicum, one credit hour will be defined as follows:

- i) For Tutorial and/or Laboratory: One Credit hour is equivalent to up to 30 contact hours of student's time, depending on the programme.
- ii) For practicum: one credit hour is equivalent to up to 45 contact hours of student's time depending on the programme.

c) Semester Course Loading by mode of study

The semester course loading for each student is determined by the student in consultation with the academic advisor, subject to the following specifications:

- i) The standard load for *Full-time students* is 18 credit hours per Semester.
- ii) The standard load for *Part-time* students is 15 credit hours per Semester.
- iii) The standard load for students on Distance Learning and Online Modes is 15 credits hours per Semester.
- iv) Research projects, seminars and practicum/internship/field attachment are part of a Semester's (session's) standard loading.

The **maximum allowable** is **21 credit hours for fulltime mode**. This is subject to recommendation by the Chairman of the Programme Department, and approval by the Dean of Faculty, on condition that the applicant's cumulative **GPA is 3.50 and above**. A fee will be charged for any extra hour above the standard load.

3.9 Determining the Year of Study

The year of study is thus determined by the sum of credit hours transferred from other institutions and the credit hours successfully completed at KeMU, irrespective of the calendar duration of stay at the University. In general, two semesters successfully completed by a full-time student is approximately equal to one year of study. Years of study of an undergraduate student are determined as follows:

Year of study	Credits earned at KeMU + Credits Transferred
First Year	0 – 36 (Equivalent to two (2) trimesters of study)
Second Year	37 – 73 (Equivalent to four (4) trimesters of study)
Third Year	74 – 110 (Equivalent to six (6) trimesters of study)
Fourth Year	111 and over (Equivalent to eight (8) trimesters of study)

3.10 Course Requirements

Each student is expected to understand the requirements for the programme of study chosen. For each Semester, a student may be able to choose the maximum number of courses that are on offer depending on the mode of study.

3.10.1 General Course Requirements

- Students are assigned academic advisors who guide them on matters regarding their studies. The advisors are experienced instructors well versed in general matters of University education and have the necessary professional requirements.
- The students are required to maintain regular contact with their advisors, who will subsequently update the departments on the students' performance.
- The general University requirement for completion of any programme is as specified in the curriculum of the respective academic Programme. This is subject to fulfilment of specific departmental and/or Faculty requirements.

3.10.2 Specific Course Requirements

- Prescribed courses

All students are required to take the minimum courses prescribed for each programme. This includes the common courses, core courses and electives.

- Practical requirements

Some academic programmes have practical requirements incorporated in the course

work. Students who register for practical based courses are required to carry out supervised practical at sites approved by the University. All practical requirements have to be met in order to complete the Programme.

- Research project

Each student is required to carry out a research or investigative study in an area of special interest. He/she is required to write a report or research paper on the same.

- Seminars

Students are encouraged to attend seminars, make paper presentations, attend professional meetings/conferences and carry out other scholarly activities in and out of the University.

- Internship/ Attachment/ Practicum/ Clinicals

Internship, attachments, practicums, and clinicals involve professional practical work experience in an organization, private business, industry or a public agency, where students get to put into practice in real life what they have learnt in respective courses. These are assessed by the student, the University supervisor, and the supervisor at the place where the student was placed.

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*Learn continually - there's always “one
more thing” to learn!*

~ Steve Jobs ~

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4. COURSEWORK REQUIREMENTS

4.0 COURSEWORK REQUIREMENTS

4.1 Semester Registration

Students are required to register for courses at the start of every Semester. Only students who are registered may attend class and take examination in the course. It is an offense to attend class or participate in any official academic activity unless registered in the prescribed manner.

4.1.1 Course Registration

- a) Before the beginning of classes, a student reports session through the student portal, pays the designated fees and selects courses as prescribed in the academic programme from a list of available courses on offer.
- b) Late Registration is registration done during the first ten (10) working days after classes start. Late registration will attract a penalty charge.
- c) Failure to register within this period is considered as an option to be away for that semester. The student is expected to formalize his/her request to be away by submitting a written application to the Academic Registrar.
- d) No credit can be gained in a course in which the student did not register.
- e) A student planning to have his/her examinations administered abroad (if resident in a foreign country) or at a different campus from which one is registered must apply to the Registrar Academic Affairs through the respective chair of department within the **first two weeks of the Semester**. If approved the student may be required to pay the stipulated fee.

4.1.2 Registration for projects, seminars, practicum/internship/ clinicals

- a) Research projects, seminars and practicum/internship/ field attachment are part of a Semester's standard loading.
- b) Students on practicum/internship/ field attachment/ clinicals during a Semester shall register before proceeding for practicum/internship/field attachment/ clinicals at the end of the preceding Semester and certainly before commencing work on the course.

4.1.3 Non-credit course registration

- a) A student may register for a course on a non-credit basis to gain additional knowledge or to satisfy a prerequisite in an area outside his/her specific programme of study.
- b) Courses registered through non-credit options do not contribute to the programme credit requirement, but an appropriate fee may be assigned to cover the costs of learning.
- c) No credit can be gained in a course in which a student has not registered.

4.1.4 Exemptions

- a) A student may apply to the programme department to be exempted from a course if he/she has adequate exposure or prior knowledge, which may be considered equivalent to the given course.
- b) However, there are no grades or credit points awarded for these courses, nor do they count towards the programme completion load.
- c) Exemptions are determined by the Faculty Board, on the recommendation of the program department.
- d) The student shall be charged a fee for each course exempted.

4.1.5 Completion of the registration process

- a) A student completes registration by signing the Nominal Roll.
- b) A student who has not signed the nominal roll shall not be allowed to attend class or take any form of examinations.

4.1.6 Add / Drop of a Course

A student who wishes to register for an additional course or drop from a registered course may do so under the following conditions:

- a) A student may drop/add and withdraw from a course within the first two weeks of the

Semester. A penalty will be imposed during the third week. No student will be allowed to drop/add courses after the third week.

- b) Request for to add/drop a course must be submitted to the Department by completing a prescribed form obtainable from the Academic Registrar's Department.
- c) A student who drops a course without official notification as herein provided will be considered to have **abandoned** the course. He/she will be required to register afresh for such a course in future and pay the prescribed fee.

4.2 Course Outlines

- a) Each student is entitled to receive a Course Outline for each course registered for from course instructor/facilitator, or from the School/ Department.
- b) The Course Outline stipulates the purpose and expected learning outcomes of the course, what is to be covered, the activities of the course, the resources/tools required, how the course will be assessed, course reading materials, among others.
- c) The student is expected to study the Course Outline in detail and adhere to it.

4.3 Class Attendance

Attending lectures, practical sessions and other scheduled classes is mandatory for all students in the relevant modes of study. It is the duty of the student to make arrangements to attend classes as scheduled.

- a) A student who fails to attend classes for a consecutive or cumulative period of two weeks (or 20% of teaching time) in a semester shall not be allowed to take examinations in that course. A class attendance register will be kept for this purpose.
- b) Reasons for failure to attend classes should be communicated in writing to the course instructor and Chairman of Department.
- c) Students may request to be absent from studies for various reasons. However, absence for periods totalling to more than two weeks or 20% of teaching time in a trimester is considered as absence for the whole semester. Such a student will be required to re-take the courses in the succeeding Semester upon payment of

a mandatory fee.

- d) A class attendance register is kept for all classes for purposes of determining satisfactory attendance. For online classes, tracking of attendance is done using the Online Learning Management System of the University, or any other prescribed technology systems.
- e) Request to be absent from studies for the trimester should be forwarded through the Programme Department and Faculty for approval by the Registrar, Academic Affairs.
- f) Continued unauthorized absence from classes or other scheduled academic activities may result in disciplinary sanctions against a student, including but not limited to discontinuation, or notification of the sponsor/guardian.

4.4 Continuous Assessment

- a) Continuous assessment is done during the scheduled classes in the trimester. Individual course Instructors and Departments determine the nature of assessments and plan for them. Evaluations should be adequately spaced to cover a wide part of the Semester.
- b) Results of Continuous Assessment (CA) are availed to students before the end of the trimester.
- c) A student is not allowed to take the final examination before completing the course work assessments.

4.5 Course Evaluation

Students carry out course evaluations each trimester in conjunction with the instructor. These evaluations are analyzed and availed at the departmental level for the purpose of improving the course and its teaching. The summary report of evaluations is submitted to Senate for performance management.

4.6 Deferment of Studies

- a) Deferment refers to authorized absence from studies, where a student takes a break for a specified period and for valid reasons.
- b) A student who wishes to defer their studies is required to apply for deferment to the Registrar – Academic Affairs.
- c) The application for deferment must be in the prescribed format and within the stipulated timelines.
- d) The deadline for deferment of studies is normally within the first two (2) weeks of each semester and the Registrar – Academics may publish any variations to such deadlines from time to time.
- e) A student who defers their studies within the stipulated timeline will have any fees already paid retained for use when they resume their studies.
- f) A student who defers their studies outside the prescribed deadline will not be eligible for any refunds or for retention of any fees paid for that semester.
- g) The deferment period should not exceed two consecutive academic years.
- h) In case of extended deferment, readmission shall be at the full discretion of the University.

4.7 Withdrawal from a Course/Programme

- a) Whereas a student is expected to undertake and complete their studies uninterrupted, there could be reasons for a student to withdraw from a unit/programme.
- b) A student who wishes to withdraw from a course or a programme shall submit an application for withdrawal to the Registrar – Academics.
- c) The application for withdrawal must be in the prescribed format and within the stipulated timelines.
- d) The deadline for withdrawal from a specific unit(s) that a student has registered for is normally within the first three (3) weeks of each semester and the Registrar – Academics may publish any variations to such deadlines from time to time.
- e) A student who withdraws from a specific unit(s) within the stipulated timeline will have any fees already paid retained for use when they register for the unit(s) at a later date.
- f) A student who withdraws from a specific unit(s) outside the prescribed deadline will not be eligible for any refunds or for retention of any fees paid for that

semester.

- g) Withdrawal from an entire programme can happen at any time. However, the regulations regarding the deadlines will apply.



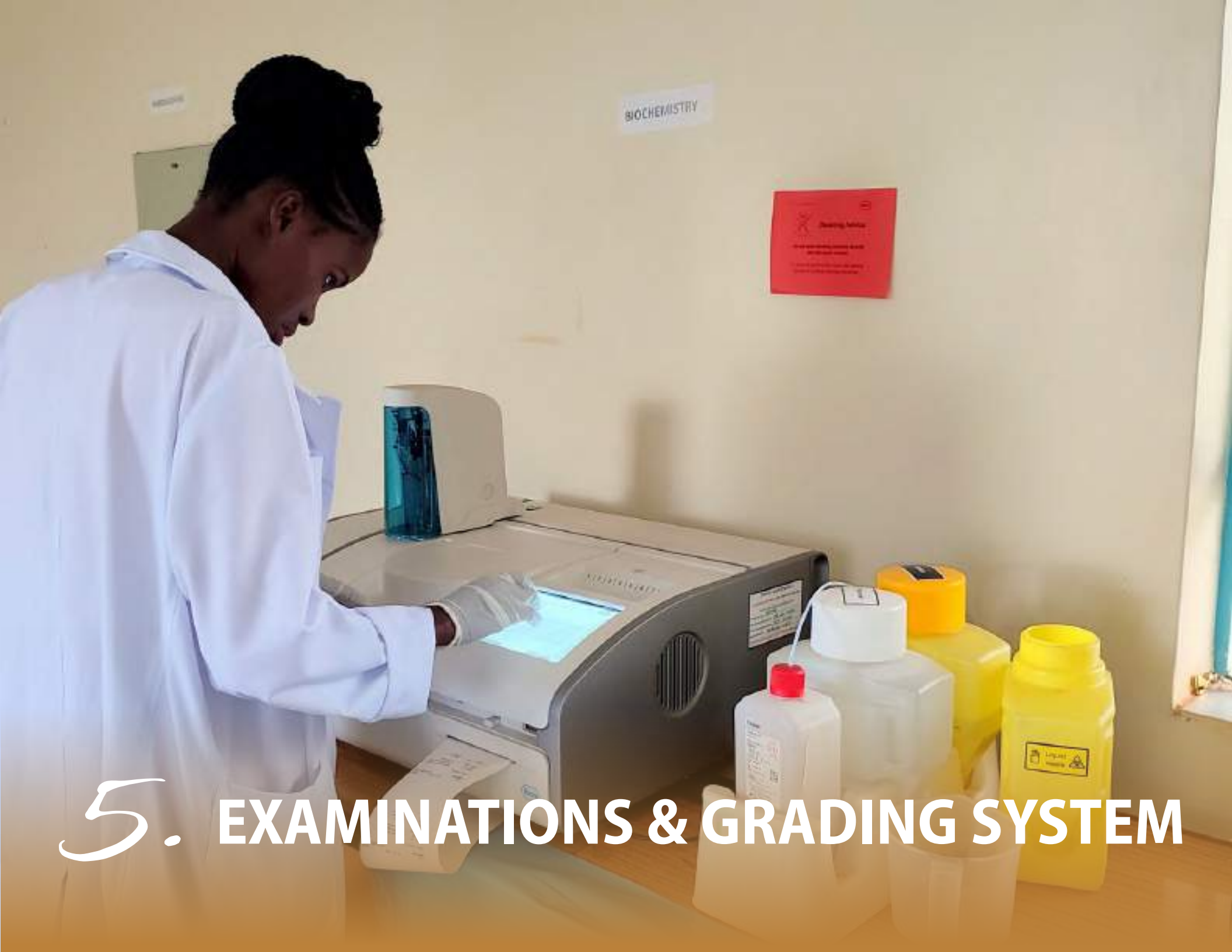
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*The proper route to an understanding
of the world is an examination of our
errors about it.*

~ Errol Morris ~

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5. EXAMINATIONS & GRADING SYSTEM

5.0 EXAMINATIONS AND GRADING SYSTEM

5.1 Grading system

- KeMU uses the Grade Point Average (GPA) system. A GPA is a number between 0 and 4 inclusive.
- A cumulative grade point average is calculated as an indicator of overall academic performance in a programme and is used as a criterion for academic progression, graduation requirements, for awards and other academic distinctions.
- Each course is assessed based on the Continuous Assessment Tests (30% or 50% or otherwise) and the Semester Examinations (50% or 70% or otherwise) and given a letter grade, A- E and/or Pass/Fail.

5.1.1 Letter Grades and their Numerical Values

- The letter grades with their corresponding numerical values, form an eight-step grade point scale as shown below for Undergraduate:

Letter Grade	Range of Marks	POINTS
A	75 – 100%	4.0
B+	68 – 74%	3.5
B	60 – 67%	3.0
C+	55 – 59%	2.5
C	50 – 54%	2.0
D+	45 – 49%	1.5
D	40 – 44%	1.0
E	0 – 39%	0.0

For Postgraduate a four-step grade point scale is used as shown below:

Letter Grade	Range of Marks	POINTS
A	70 – 100%	4.0
B	60 – 69%	3.0
C	50 – 59%	2.0
E	Below 50%	0.0

- The letter grades having no corresponding numerical values are the following:
 - Pass** = Passed course on Pass/Fail no credit basis = **No value**
 - Fail** = Failed course on Pass/Fail no credit basis = **No value**
 - W** = Withdrawn course = **No value**
 - I** = Incomplete course
 - TC** = Credit Transfer
 - CE** = Credit Exemption
 - = Repeated
 - T** = Audited Course = **No Value**
- W** refers to a course, which meets the following criteria;
 - A course withdrawn after the third week of a Semester.
 - A course has no **CAs** and Exam Mark.
 - A course with Exam Mark and no **CAs** Mark.
 - Students are supposed to re-register afresh for withdrawn course unless it was officially approved.
- I** refers to a grade for a course in which a student has completed course work requirements (**CAs**), but fails to sit for the exam for one reason or another. The student is supposed to sit for special or missed exam within one academic year, otherwise the student will be required to repeat the course.

5.1.2 Computation of the Grade Point Average (GPA)

The GPA is computed as follows:

- Multiply the credit hours of each course taken during the trimester by the

corresponding point value of the letter grade obtained.

- b) Sum up all these products to get the trimester points.
- c) Sum up the credit hours of all the courses taken during the trimester. This sum is called trimester credit hours.
- d) Divide trimester points by trimester credit hours. The resulting number is the GPA of the student for that particular trimester.
- e) Cumulative GPA of a student for a certain number of trimesters is computed in the same way as for the Semester GPA, except that in the case of cumulative GPA, all the courses taken during all Semesters in consideration are used in the computations.
- f) The Semester and Cumulative GPA's are rounded to the nearest second decimal place. Both are numbers between 0 and 4 inclusive.
- g) Grades that have number values attained in all courses are used in the computation of the GPA.

5.2 Types of Examinations

Kenya Methodist University offers different types of examinations which are dependent on the programme requirements. These examinations range from Trimester Examinations done at the end of the Trimester to Yearly Examinations which are done at the end of the Year.

Different types of examinations offered are discussed in the following subsections:

a) Continuous Assessment (CA)

CA are taken as tests, quizzes, reports, practicals and assignments during the Trimester. At least two evaluations should be done in each course. CA normally carry between 30% – 50% of the total mark for each course, depending on the requirements of each academic programme. All CA should be given by the end of the 8th week in every semester. Students are expected to get the feedback by the end of the 10th week of the semester. The marks for CA should be in the system by the One week before the commencement of the examinations. No student shall be allowed to sit for end of Semester/Year Examinations without marks for Continuous Assessment. According to curriculum requirements, some courses may be assessed only through continuous

assessments, in which case the aggregate of the marks at the end of the course will be taken to be the final grade.

b) End of Semester Examinations

End of Semester Examinations are taken at the end of each semester depending on the programme requirements. These examinations constitute 50% – 70% of the total mark for each course.

c) End of Year Examinations

End of Year Examinations are taken at the end of each academic year depending on the programme requirements. They constitute between 50% and 70% of the total marks for each course.

d) Supplementary Examinations

A student who fails examination in less than 50% of the courses registered in a given trimester is required to sit for supplementary examination(s) in the failed course(s) within one academic year on payment of a fee specified by the Senate. A student who fails to sit for supplementary examination within the stipulated period shall be required to repeat the course. A student who fails supplementary examination will be required to retake the course.

e) Deferred examinations

Deferred examinations refer to examinations that are not done in the same semester when course work was done. These examinations are:

i) Special examinations

- a) Special examinations are examinations offered to students who are/were eligible to sit for an examination/assessment but missed it because of reasons beyond their control.

- b) Special examinations are not offered to students who completed a course but obtained a grade of **Fail**, or those who missed other course requirements for reasons not proven to be beyond the control of the student.
- c) Students wishing to be considered for special examinations are required to make a formal application to the Registrar –Academic Affairs by completing the Special Examinations Request Form obtainable from the student portal, and to attach documentary evidence of the reasons that made them miss the examination/ assessment.
- d) The University reserves the right to determine if a student is eligible for special examinations or not, and to confirm documentary evidence with third parties.

ii) *Missed examinations*

- a) Missed examinations are examinations offered to students who failed to sit for an examination during the semester for no valid reason.
- b) Missed examinations are charged a fee as determined by the Senate, and should be done within one academic year.
- c) Failure to which, the student should retake the course.
- d) A request to effect deferred examinations must be submitted to the Registrar, Academic Affairs through the Department and recommended by the Dean of School in a completed requisite form.

5.3 General Procedures for End-of-Semester/ Year Examinations

5.3.1 Setting Semester Examinations

- a) Setting examinations is a joint responsibility of the relevant faculty staff or course instructor and the DBE. The course instructors submit two sets of harmonized examinations for each mode of study per course taught in the stipulated format.

- b) The Registrar, Academic Affairs shall provide guidelines on examination submission.
- c) The course instructors and/or the DBE draft questions and prepare a marking scheme.
- d) The Chair of the Department or Departmental Examinations Officer collects draft examination for all courses taught in the Department and submits them for moderation by DBE.
- e) The moderated draft examinations are submitted to the External Examiner, and are further moderated and returned to the department.
- f) All moderated examinations and the accompanying documents are submitted to Registrar, Academic Affairs for preparation and administration within the guidelines provided in the road map.

5.3.2 Preparation of Examinations

- a) The Chair of Department who is the Chief Internal Examiner shall ensure all examinations are composed, edited and produced according to the requirements of each Programme and examination guidelines.
- b) The Registrar, Academic Affairs shall supervise the preparation of examinations in the required format and media.
- c) The Registrar, Academic Affairs shall supervise duplication, collation, sealing, distribution and storage of the examinations.
- d) The Security of University examinations during preparation process is paramount and shall be ensured by the Teaching Department and the Registrar Academic Affairs.

5.4 Administration of Examinations

5.4.1. Within the University Campuses and Centres

- a. Examinations rules, regulations and procedures including clearance to sit for the examinations, are made available to students and Examiners every Semester by the Registrar Academic Affairs.
- b. Students are required to familiarize themselves with, and observe all examination

regulations at all times.

- c. The examinations are administered to students in line with the set examinations timetable(s).
- d. Students are required to properly read the timetable and to look out for any official communications from the Registrar, School/Department or Course Instructor regarding any change in the time or venue of an examination during the examination period. The University however aims to always avoid such disruptions.
- e. The Registrar Academic Affairs ensures that security, facilities and materials for examinations, are available and are in place before the start of examinations.
- f. Deans of Schools shall ensure that adequate invigilators are available for examinations. Only members of academic staff may invigilate examinations. The Dean, may, where necessary, designate and train other suitable persons as invigilators.
- g. Each Invigilator/Examiner collects the examination at least 30 minutes before the scheduled start of the examinations.
- h. The Chair of the Department shall be the Chief Invigilator and shall ensure that the examination papers for the courses taught in the Department are collected from the Registrar, Academic Affairs for administration.
- i. Students/Candidates are required to be at the entrance to the examination room at least 15 minutes before the start of the examination.
- j. No candidate will be permitted to enter the examination room after the lapse of fifteen (15) minutes from the commencement of the examination.
- k. Candidates without examination cards authorising them to sit for examinations in the registered courses will not be allowed to take for the examinations. Each candidate is therefore required to download (from the students' portal) and carry with him/her to the examination room, his/her examination card for each paper he/she is taking.
- l. To avoid being accused of cheating in the examinations nothing should be scribbled on the examination cards.
- m. To assist the Invigilators in taking the roll for those present and absent from the examinations, the examination cards should be conspicuously placed on the desks.
- n. Similarly, no candidate will be permitted to leave the examination room until thirty minutes will have expired from the start of the examinations.
- o. No candidate will be permitted to leave the examination, except in a case of emergency.
- p. Students write their answers on the official prescribed answer booklets or Learning Management System.
- q. If an examination is closed-book, no other handwritten, printed, electronic or such other material is allowed in the examination room including revision notes. For open-book examinations, the specific material to be allowed in the examination room will be communicated in advance. For both forms of examinations, no equipment, devices, or tools are allowed other than those specified by the examiner.
- r. At the end of the examination, every student authorized to take the examination signs the examination attendance register and hands over their answer booklet to the course instructor or authorized invigilator and quietly leaves the room.
- s. The Invigilator for each examination session is required to provide the Registrar, Academic Affairs with a copy of each examination paper taken, attendance register of all those who did the examination, unutilised booklets and any other reports from invigilators.
- t. The invigilator shall submit examination scripts to the department where they will be collected for marking.

5.4.2 Outside University Campuses and Centres

- a) **Collaborators**
 - i) The Registrar, Academic Affairs in liaison with the departments will appoint a staff member to coordinate the administration of examinations at the collaborators premises.
 - ii) The appointed staff member will receive all the examinations and related materials at most two days before the start of the examination period.

- iii) Once at the collaborators site, the staff will coordinate clearance of students, issuance of examinations and general administration.
- iv) The appointed staff will train other members of staff belonging to the collaborator in order to build capacity in examinations and student registration.
- v) The appointed staff is required to submit, to the Registrar Academic Affairs with a copy of each examination paper taken, unutilised booklets, attendance list of all those who did the examination and any other reports from invigilators.
- vi) After the examination has been done the appointed staff shall submit the scripts to the Officer in Charge of the collaboration centre, who shall issue them to the examiners for marking.
- vii) Marked scripts, grade sheet, attendance list, marking scheme, copy of examination paper, shall be returned to the Officer in Charge of collaboration, who shall submit to the Chair of Programmes' department in the University for processing as per the examination guidelines.

b) Students in the Diaspora

- i) The Registrar, Academic Affairs shall communicate with the high commissioners / ambassadors seeking permission to administer examinations at the consulate offices, in the in the countries where registered students are resident.
- ii) Once the permission is given and a contact person is appointed, examination materials (answer scripts) will be sent by registered mail to the consulate office.
- iii) The appointed contact person will be expected to coordinate examination administration, including invigilation, and will be paid for the services using the prevailing rate for Diaspora Examination Administration, at the end of the exercise.
- iv) The university will ensure writing materials and physical examinations arrive in the designated examination centre one week before the examination commencement.
- v) At the end of the examination administration process, the contact person send back (by registered mail) all the used examination answer scripts and provides the Registrar, Academic Affairs with a copy of each examination paper taken,

attendance list of all those who did the examination and any other reports from the invigilation exercise.

5.4.3 Online Examinations

Online Examinations, like face-to-face examinations, will be taken at the end of each trimester. The Registrar, Academic Affairs, will authorize these examinations. This examination will constitute 50%-70% of the total marks of each course. Online examinations will come in several formats: open book, take-home, or project-based assessments, among others.

5.4.4 Administration of Online Examinations

Online examinations will be administered through the University Learning Management System (Digital Campus) and other authorized tools and technologies to ensure the authenticity and integrity of the examinations. Students undertaking online examinations will be expected to:

- a) Have duly registered for the course (s), and the course (s) reflects in their Digital Campus Portal.
- b) Ensure they have their student identification card available.
- c) Have the requisite tools and technologies for undertaking the examination as communicated by the Registrar, Academic Affairs. Failure to have these technologies will result in the student not being allowed to undertake the examination.
- d) Have stable internet connectivity and power and backups for the same.
- e) Ensure all your IT equipment is working, if you have any concerns, please contact the Directorate of Virtual and Blended Learning support team or ICT support team.
- f) Ensure the microphone and webcam are on throughout the entire examination period.
- g) Be in a quiet place.
- h) Have undergone training on sitting online examinations conducted by the Directorate of Virtual and Blended Learning.

- i) Any issues a student experiences during an ongoing examination must be raised with the Course Instructor during the examination period. This shall be done through the Inbox tool in the Digital Campus or through the mobile phone of the instructor or contact the learning support officer.

5.5 Sitting for Examinations

- a) All students must have a valid student ID and an examination clearance form before being admitted into the examination room.
- b) A student who fails to attend classes for a consecutive or cumulative period of two weeks (or 20% of teaching time) in a trimester shall not be allowed to take end of trimester examinations for that course. A class attendance register will be kept for this purpose.
- c) A student shall not be allowed to take the end of trimester examination before completing the course work and Continuous Assessment.
- d) Students shall only be allowed to write their answers to questions of examinations on the official KeMU answer booklets. No other unauthorized materials shall be allowed in the examination room.
- e) Similarly, no unauthorized equipment, gadgets or tools are allowed other than those specified by the examiner.
- f) Every student taking an examination shall be required to sign the examination attendance list.
- g) Every Invigilator is required to sign the attendance list already signed by students who have completed examinations.
- h) Invigilators shall ensure no excess examination papers or answer sheets/booklets are left unattended after each examination session.
- i) Each Faculty staff/course facilitator shall sign and pick examinations scripts from the Chair of Department for marking.

5.6 Marking and Grading of Examinations

- a) Marking of examination scripts shall be done under the supervision of the Chair of Department within the university.
- b) Marking and grading of the examinations is done by the course instructor, or an examiner appointed by the Chair of Department.

- c) The examiner enters grades on the official Instructor's Grade Sheet, signs it and returns it together with the examination scripts, attendance list, marking scheme and copy of examination paper to the Chair of the programme Department. The Chair signs the Instructor's Grade Sheet after verification.
- d) The Chair of Department shall ensure that all staff mandated to enter marks into the system have done so correctly and accurately.
- e) The DBE shall moderate and approve all marks and grades submitted by the faculty staff/course Instructor.
- f) The Chief Internal Examiner who is the Chair of department shall ensure examination scripts for all examined courses are inspected by the external examiner(s).
- g) Comments and recommendations from the external examiner shall be considered by the DBE and the decision by DBE on any mark or grade shall be final.
- h) The marking and grading by Internal and External examiners are reconciled and any gross differences arbitrated and moderated.

5.7 Outcomes of an Examination Process

5.7.1 Pass

- a) This encompasses all students who have *successfully completed and passed all the courses* they had registered for during that semester/ year.
- b) These students are free to register for other units offered in the subsequent semester/academic year.

5.7.2 Fail

- a) This refers to students who have *failed at least one course* for that semester.
- b) Fail grade means a student has not obtained the pass mark for the course(s).
- c) Such students are required to take a supplementary examination in the failed course(s) within one Academic year as they register for other courses in consultation with the School/Department.
- d) Failure to take the supplementary with the stipulated period, the student should retake the failed course(s).

5.7.3 Incomplete

- a) This refers to students who completed continuous assessments but not the end-of-semester examination/assessment.
- b) Courses where a student has an end of semester examination mark but they never completed continuous assessments are also considered Incomplete.
- c) Depending on the reasons for the incomplete, a student may be allowed to sit for a special/missed examination.
- d) Failure to take the special/ missed examination with the stipulated period, the student should retake the failed course(s).

5.7.4 Withdrawal

- i. This refers to students who had registered for course(s) in the particular semester but never completed continuous assessments, irrespective of whether they sit for the end of semester examination or not or a course(s) withdrawn after the third week of a semester.
- ii. Students in this category are required to retake the withdrawn courses.

5.7.5 Trimester Referral

This refers to students who failed more than 50% of the coursework or a student who attains less than 1.00 at the end of his/her first semester of study will be referred for the semester of study.

5.7.6 Academic Year Referral

This refers to students who have failed to attain a GPA of 2.00 subsequent to satisfactory attainment of credit hours equivalent to one year of study in semester examinations or students who have failed more than 50% of the coursework in yearly examinations, will be referred for the preceding year of study.

5.7.7 Discontinuation.

This refers to students who have failed to satisfy all the prescribed requirements for the **REPEATED** Supplementary Examinations for courses registered as **re-takes** in semester examinations or students who have failed more than 50% of the courses of a repeated year of study in yearly examinations, are recommended for discontinuation.

5.7.8 Academic Cautions

A student who does not exhibit steady progress receives academic caution as follows:

- a) Academic Alert

The alert is given by the Programme department in writing to a student whose GPA drops as follows:

- i) Semester GPA drops in two consecutive trimesters.
- ii) Semester GPA drops below his/her cumulative GPA.

- b) Academic Warning

Academic warnings are given by the Dean of the school in writing on recommendation by the SBE to a student whose GPA drops as follows:

- i) Semester GPA drops below 2.00.
- ii) Cumulative GPA is below 2.00 in the first academic year.

5.8 Approval Process and Procedures for Examination Marks and Grades

5.8.1 Role of the Departmental Board of Examiners (DBE)

- a) The DBE receives all marks and grades marked and graded by the Faculty staff/ Course facilitators.
- b) The DBE is the overall decision making body in regard to what mark or grade a

student should have.

- c) The DBE is made up of all Faculty staff in the Department both Full-time and Part-time / adjunct Faculty staff members.
- d) The DBE moderates marks and grades. Through moderation the DBE may alter, change or give new mark or grade to a student/candidate. The decision of the DBE on this matter is final.
- e) The DBE ensures the results for each student are marked and graded in accordance to the University policy, rules and regulations.
- f) The DBE examines, discusses and moderates each marked paper to ensure that the Faculty staff/course Instructor marked and graded according to the marking scheme submitted, good judgement and level of grading.
- g) The DBE reviews the performance of each student/candidate to ensure that the distribution of marks is normal and within expected ranges. Any anomalies are discussed, explained, moderated and corrected.
- h) Once moderation is done by the DBE, the Chief Internal Examiner who is also the Chair of Department shall ensure the moderated marks and grades are entered into the system correctly and accurately.
- i) The Chair of Department shall be required to submit to the Dean of School, the marks approved by the DBE. During the School Board of Examiners (SBE), the Chair of Department shall report all results for the Department.
- j) It is the duty of the Chair of Department to submit all past examination papers and booklets to the Registrar, Academic Affairs after Senate approval of examination for safe keeping before administration of subsequent examinations.

5.8.2 Role of the School Board of Examiners (SBE)

- a) The SBE is made up of the Dean, the Chairs of Department and all Faculty staff in the School.
- b) The SBE receives student results from all Chairs of Department for each Semester.
- c) The SBE has the mandate to ensure that examination results have conformed to the University policies, rules, regulations and specific requirements.
- d) The SBE checks, verifies and ensures performance for each of the academic programmes in the School meets the Senate requirements.
- e) The SBE checks, verifies and recommends the results of the performance of the candidates on the basis of the GPAs performance of individual students, but cannot

adjust the results.

- f) The SBE provides provisional approval of the results for all students in the School and can use the information for students' advisory purposes.
- g) The Dean of School presents the results recommended by the SBE to the Senate, in the stipulated format for consideration and Approval.

5.8.3 Role of the Senate

- a) The Dean of School presents the results recommended by SBE to the senate for consideration and approval.
- b) The Senate receives, discusses and approves or fails to approve the results for each student but, the Senate cannot alter or moderate the marks and grades.
- c) The Senate has the final authority to approve results for every student in the University.
- d) In exceptional circumstances and with an express authorization by a minute of the Senate, the Vice Chancellor who is the Chair of the Senate may provisionally approve examination results pending ratification by Senate.
- e) The decision of the Senate on examination results is final and binding.
- f) The Registrar, Academic Affairs who is also the secretary of Senate is mandated to release approved results.

5.9 Procedures for Dealing with an Appeal for Disputed Marks or Grades

- a) A student who is dissatisfied with results of a course may appeal in writing to the Registrar Academic Affairs for remarking, within fourteen days from the release of results by Senate upon payment of the prescribed fees.
- b) The Registrar Academic affairs in consultation with the Dean of the School shall appoint an independent examiner(s) who will remark the student's script within 7 days and provided a report to the Registrar Academic affairs through the Dean of the School.
- c) The recommendation shall be brought to the attention of the Senate by the Registrar Academic Affairs for approval.

- d) Senate shall consider and make a decision on the remarked marks and grades. The decision of Senate shall be final and binding.
- e) All the approved remarking grades shall be updated by the Registrar Academic Affairs and a copy submitted to the School. The Registrar Academic Affairs shall notify the student on the decision of the Senate in writing.

5.10 Storage and Disposal of Examination Answer Books/Scripts

- a) All examination books/scripts shall be submitted to the Registrar, Academic Affairs by the Chair of Department after the Senate approves the examinations.
- b) Examination books/scripts shall be stored by the Registrar, Academic Affairs for a period of five years from the date the examination was taken upon which the disposal policy will apply.
- c) During the period of storage the booklets/scripts can be accessed with appropriate authorization.

5.11 External Examiners

- a) External examiners are scholars or professionals who are well versed and experienced in the subject areas and University procedures. They are used to provide external review and to assist in quality assurance.
- b) External examiners are proposed by the DBE and recommended by the SBE.
- c) The Dean shall present the request for appointment of external examiners, to the Senate for approval.
- d) Each External examiner is appointed for a period of three years renewable for another term upon successful performance appraisal.
- e) Payments of the external examiners shall be pegged upon the terms and conditions of appointment.



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*Don't worry when you are not
recognized, but strive to be worthy of
recognition.*

~ Abraham Lincoln ~

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6. AWARDS, CONFERMENTS AND RECOGNITIONS

6.0 AWARDS, CONFERMENTS AND RECOGNITIONS

The University has a well-documented system of recognizing achievement such as giving commendation, award of Certificates and Diplomas, and conferment of Degrees. Award of Certificates, Diplomas and conferment of degrees shall be done in a University graduation ceremony by the Chancellor.

6.1 Graduation Requirements

6.1.1 Graduation

- Graduation is the successful completion of a programme of study for which one becomes eligible for an Academic Award such as a degree or diploma.
- The **University Graduation Ceremony** is the ceremony where all students that have completed all the academic and other requirements for their programmes of study are awarded or conferred their Certificates, Diplomas, Bachelors, Masters, Doctorate, and other earned awards.
- The graduation ceremony is normally held once per calendar year, either physically or virtually.
- The University Senate determines who graduates, the nature and dates of the graduation ceremonies, and all other matters related to graduation.
- The University Senate also has a right to schedule more than one graduation ceremony in a year as it may deem appropriate.

6.1.2 Graduation Requirements

- A student will graduate after completing all the general and specific requirements of the academic programme.
- To be eligible for graduation, a student must meet the following requirements:
 - Complete the minimum duration required by the programme.
 - Complete and pass all the specified pre-requisite and core courses.

- Attain the minimum number of credit hours required for the programme in which the student is registered.
 - Obtain a minimum Cumulative GPA of 2.00.
 - Have no pending disciplinary case.
 - Meet all financial obligations.
 - Clear all outstanding liabilities.
 - Submitted Intent to graduate form, within the stipulated guidelines.
 - Cleared for graduation.
- A candidate can graduate in absentia/post-humously provided they have met all the requirements for graduation.

6.2 Classification of Certificates, Diplomas and Degrees

Students who qualify for graduation shall receive certificates for their academic achievements.

6.2.1 Classification of Degrees

Degree	GPA
First Class Honours	3.70 – 4.00.
Second Class Honours (Upper Division)	3.00 – 3.69.
Second Class Honours (Lower Division)	2.50 – 2.99.
Pass	2.00 – 2.49.

6.2.2 Classification of Certificates and Diplomas

Diploma	GPA
Distinction	3.70 – 4.00.
Credit	2.50 – 3.69.
Pass	2.00 – 2.49.

- Notwithstanding the above guidelines, the Senate reserves the right to deny or withdraw honours to a candidate for any reasons that are deemed contrary to the University's mission and philosophy.

- b) The Senate may exempt some programmes from the classification of degrees.
- c) Degrees awarded for Master's programmes and Doctoral level programmes are classified as Pass.

6.3 Commendations

Students who perform exceptionally in examinations shall receive the following commendations:

- a) Dean's Commendation
 - i) This commendation is awarded once every two Semesters to a student who has maintained a Trimester GPA of 3.70 or above for two consecutive Trimesters or one year for student taking yearly examinations.
 - ii) They are awarded by the respective Deans of Schools after results have been approved by the Senate.
- b) Vice Chancellor's Roll of Honour
 - i) This commendation is awarded to a student who has maintained a Cumulative GPA of 3.70 or above for three consecutive Trimesters or Two Consecutive years for student taking yearly examinations.
 - ii) A student eligible for both commendations will be awarded the higher of the two.
 - iii) To be eligible a student must have registered for a standard load for the trimesters being considered.

6.4 Academic Transcripts

6.4.1 Semester Transcript

A continuing student shall be issued with a Semester Transcript at the end of each Semester. The Semester transcript covers the results approved by the Senate. The Semester Transcript is co-signed by the Chair of the programme Department and the Dean of the Faculty.

6.4.2 Progressive Transcript

A continuing student may on written request to the Registrar, Academic Affairs and at a fee, be issued with a Progressive Transcript covering the work completed at KeMU and approved by the Senate. The request is addressed to the Registrar, Academic Affairs through the Chair of the programme Department. The Progressive Transcript is co-signed by the Chair of the programme Department and the Registrar Academic Affairs.

6.4.3 Provisional Transcript

Students awaiting graduation may on written request to the Registrar, Academic Affairs and at a fee, be issued with a Provisional Transcript while awaiting for the final transcript.

6.4.4 Final Transcript and Certificate

- a) Graduates will be issued the Academic Transcript and the Certificate upon graduation. Transcripts shall be signed by the Registrar Academic Affairs, while Certificates are signed by the Vice Chancellor and The Deputy Vice Chancellor (Academic Affairs).
- b) Certificates are issued only once but a duplicate certificate may be issued for a lost certificate upon approval by Senate at a cost and supporting legal documents.
- c) The Registrar shall maintain photocopies of all issued certificates in the Student files.
- d) Certified duplicates of Transcript(s) will be sent to third parties upon request by a student. The request should be presented to the Registrar, Academic Affairs in writing. A fee will be charged accordingly.

6.5 Charges relating to Transcripts and Certificates

- a) Additional copies of transcripts may be issued at a fee.
- b) Academic Certificate and Transcripts shall be maintained by the Registrar,

Academic Affairs for a period of one year. A fee determined from time to time, as defined in the schedules shall be levied on any certificate or transcript that remains uncollected after the expiry of one year.

- c) Provisional and Progressive Transcripts shall be issued only upon payment of the prescribed charges, and full payment of all fees due to a student.

6.6 Replacement of Certificate and Transcripts

In cases where a graduate's academic documents are damaged, destroyed, lost or stolen, the graduate may be eligible for a replacement.

6.6.1 Damaged Academic documents

- a) This set of regulations addresses academic documents that have been damaged and the graduate is applying for a new to replace the damaged documents.
- b) The damaged documents must be returned with a request for a replacement documents.
- c) If the Senate determines that a replacement should be provided to the graduate, upon a request made to the University Registrar to do so.
- d) A replacement academic document will have the word "Duplicate".
- e) Replacement shall be at a cost determined by the Senate.

6.6.2 Lost Academic Documents

- a) This set of regulations pertains to requests for a replacement of academic documents because they have been lost, stolen, destroyed or otherwise is not available to the graduate.
- b) The graduate must make a police report stating the academic document(s) has been lost.
- c) An original copy of the police report must accompany the application for replacement of the lost academic document(s).
- d) In accordance with local legal requirements, the application to replace the academic document(s) must be accompanied by a court affidavit attesting to the

academic document (s) being lost.

- e) A copy of the graduate's national identity card or passport must accompany the application.
- f) In addition, as part of the application for the replacement of a academic documents, the graduate must include a statement that obligates them to return the replacement academic document(s) if the original parchment is found.
- g) The fee for the replacement academic documents may be changed as determined by the Senate.

6.7 Rescinding of Certificates, Diplomas and Degrees

- a) The Senate may rescind any Certificate, Diploma, Degree or any Honour awarded to;
 - i) Graduates who may have been fraudulently admitted
 - ii) Graduates who, while registered, in a particular programme, committed an academic offence which if it had been detected before graduation would have resulted in expulsion.
 - iii) Graduates who may have been approved to graduate without meeting all the graduation requirements.
- b) Notification of a rescinded Certificate or diploma or Degree shall be communicated to all relevant parties.
- c) In this case, the decision of the University Senate shall be final.

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*Effective leadership is putting first
things first. Effective management is
discipline, carrying it out.*

~ Stephen Covey ~

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The logo of the University of KwaZulu-Natal is visible in the bottom left corner. It features a circular emblem with a sunburst at the top, a mountain range in the center, and the text 'UNIVERSITY OF KWAZULU-NATAL' around the perimeter. Below the emblem is a banner with the motto 'Who are we?'.



7. ACADEMIC INTEGRITY AND DISCIPLINE

7.0 ACADEMIC INTEGRITY AND DISCIPLINE

KeMU strives to build an academic community of integrity. The following regulations on academic discipline at KeMU are anchored in fundamental values of academic integrity. Academic integrity is commitment to the five core values, i.e. honesty, trust, fairness, respect and responsibility. Student is expected to adhere to all rules and regulations as contained in the Academic Handbook.

7.1 Academic Integrity

- a) **Academic Integrity** means being honest in the academic work you do at the University, taking responsibility for learning, earning, and deserving your qualifications including components of course work, and being committed to the truth.
- b) One of the key competences that all KeMU students, graduates, staff and other stakeholders are expected to develop and uphold is Academic Integrity and Honesty.
- c) It is the University's responsibility to award student's credit only for honestly conducted work, and it is the student's responsibility to uphold and demonstrate academic integrity.
- d) Those who fail to meet these expectations undermine core values of KeMU, and are therefore liable for their actions.

7.2 Academic Disciplinary Committee (ADC)

There shall be a Student's Academic Disciplinary Committee (ADC) which will handle all malpractices resulting from academic. The committees will be appointed by the Vice Chancellor and established under the statute XVII of Kenya Methodist University.

7.2.1 Composition of the Academic Disciplinary Committee

The Academic Disciplinary Committee is one of statutory committees of Senate.

a) Membership of the ADC

There shall be an Academic Disciplinary Committee of not less than Seven (7) members and not more than eleven (11) members:

- i) The Deputy Vice Chancellor (Academic Affairs) shall be the Chair
- ii) The Registrar, Academic Affairs shall be the Secretary
- iii) The Dean of the respective School
- iv) The Dean of Students
- v) The University Chaplain
- vi) The Chair of the respective Department
- vii) The Chair of KeMUSA
- viii) The Secretary General of KeMUSA
- ix) Legal officer

b) Membership of the ADC at Campus level

There shall be an Academic Disciplinary Committee of not less than Seven (7) members and not more than Nine (9) members:

- i) The Principal or the Campus/Director shall be the Chair
- ii) The Registrar, Academic Affairs shall be the Secretary
- iii) The Dean of the concerned School
- iv) The Dean of Students. .
- v) The Chair of the concerned Department
- vi) The Campus Chair of KeMUSA
- vii) The Academic Secretary of KeMUSA at Campus level
- viii) University Chaplain
- ix) Legal Officer

7.2.2 Functions of the ADC

- a) To receive Disciplinary reports from the Registrar Academic Affairs
- b) To hear and consider each case.
- c) The offender is required to appear before a scheduled Disciplinary Committee hearing. If for any reason the offender does not appear before the scheduled Disciplinary Committee hearing the case shall be at liberty to make a ruling on the case.
- d) To read the charges of the offence and hear defense from the affected student
- e) To deliberate on the case and to make judgment according to the, stipulated policies, rules and regulations.
- f) To deliberate and specify the penalty(ies) for the offence committed.
- g) To inform the student of the decision of the committee and their right to appeal
- h) The Secretary to the committee shall communicate in writing the decision of the committee the student and other concerned parties including but not limited to parent(s), guardian (s) and sponsor(s).

7.3 Academic/Examination Malpractices

- a) According to the Oxford Advanced Learners Dictionary of Current English (10th Ed.), **malpractice** refers to careless, wrong, or illegal and undesirable professional behaviour.
- b) The following constitute some of the academic/examination malpractices that students need to guard themselves against while studying at KeMU in order to uphold the Academic Integrity, as well as the Objectives and the Philosophy of the University.
- c) The malpractices listed in the table below cover all physical and online academic and examination activities.
- d) For all penalties, mentorship, counselling and pastoral care shall be considered by the Disciplinary Committee when ruling on the penalty to be instituted.
- e) Some of the unusual academic offences and penalties shall be spelt out by the Disciplinary Committee.
- f) In addition to the above, and to firmly deal with repeat offenders, a student who commits an offense that would cause him/her to be suspended a second time shall be expelled.



7.4 Offences and Penalties

S/N	Offences	Penalty
1	Forging reports in order to obtain preferential treatment with regard to special examinations, deferment, or other academic processes.	Suspension for one semester and written warning copied to parent/sponsor
2	Attending, or attempting to attend classes or other academic activity whilst not duly registered.	
3	Being a nuisance by disturbing others in class, library, examination room or anywhere else, by means of loud music, ringing of phone, howling, screaming, shouting or other form of unpleasant vocalization.	
4	Being in possession of used or unused answer booklets outside the examination room.	
5	Forging or attempting to forge any records of the University, whether physical or electronic.	Suspension for three semesters
6	Failure to respond to summons of the Academic Disciplinary, or other recognized university committee.	Suspension until appearance
7	Passing verbal, written or electronic communication to other candidates in the examination room.	Suspension for one semester and nullification of grade
8	Being in possession of unauthorized materials such as books, notes, papers, electronic devices or formulae, pre-written answers during, or for purposes of an examination or assessment.	
9	Disobeying instructions of course instructors, examination invigilators, or other appropriate officers of the University.	
10	Copying or attempting to copy from other candidates.	
11	Copying or reading information from unauthorized materials whether physical, online, or otherwise, in an examination room.	Suspension for two semesters and nullification of results
12	Passing verbal, written or electronic information to other candidates doing the examinations.	
13	Discussing or communicating with other candidates, or any other unauthorized person during an examination.	
14	Presenting, or attempting to present oneself for an examination without due clearances and valid Student's Identity Card or any other acceptable form of clearance or identification.	
15	Plagiarism, i.e. using the words or ideas of another person as if they were one's own without acknowledgement of the same.	Written warning copied to parent/sponsor and cancellation of grade
16	Lobbying or attempting to obtain undeserved grades or advantages.	Suspension for three semesters and nullification of grade where applicable
17	Offering or attempting to offer gifts, bribes, presents to an instructor or any other officer for purposes of gaining undue advantage in academic work or examination and/or changes in grades.	
18	Exerting, or attempting to exert undue influence of any kind whatsoever, on any officer of the university, for purposes of obtaining undue academic advantage.	
19	Abetting, aiding or covering up an examination malpractice.	
20	Assisting others in their attempts/efforts to commit an academic malpractice.	

21	Destroying, or attempting to destroy evidence of an alleged academic malpractice.	Suspension for three semesters and nullification of results
22	Threatening or attempting to threaten an instructor or any other officer of the University in the performance of their duties.	Expulsion/dismissal from the University
23	Having, attempting to have, or allowing another student to impersonate oneself in a class/examination room.	
24	Impersonating another student in a class/examination room.	
25	Attending, or attempting to attend classes, lectures or any other university activity after being barred, suspended, dismissed, discontinued or expelled for any reason including but not limited to fee payments, disciplinary proceedings, among others.	
26	A second examination malpractice following conclusion of disciplinary proceedings for a similar malpractice.	Immediate arrest by University security and criminal proceedings started and Expulsion/dismissal from the University
27	Impersonating any officer of the university.	
28	Committing, or being involved in any activity or act which is deemed by the University Senate as an Academic/Examination malpractice.	As decided by the Academic Disciplinary Committee

7.5 Procedures for reporting Academic/ examination malpractice

7.5.1 Procedures for reporting plagiarism

A Faculty staff member who discovers plagiarism in assignment or projects shall:

- a) Immediately record the source, content, author and dates of the plagiarized material.
- b) The Faculty staff shall in writing inform the Chair of Department of the plagiarism.
- c) The Chair of Department shall investigate, verify and confirm the reported plagiarism.
- d) The Chair of Department shall in writing inform the Departmental Board of Examiners of the plagiarism.
- e) The Department Board of Examiners shall discuss and authorize the Faculty staff member to allow the student to repeat the assignment or project in question. If the student is not satisfied and declines to repeat assignment or project, the Staff member who teaches the course shall mark it zero.
- f) In case of a dispute by the student who committed the offence, the DEB shall make a final decision that is binding.

7.5.2 Procedures for reporting examination malpractice

- a) The invigilator shall immediately confiscate the materials, gadgets or any other prohibited materials used for cheating.
- b) The invigilator shall immediately request the student to write a statement in the presence of a witness or witnesses.
- c) The student involved in the malpractice shall write a statement in his/her own handwriting
- d) The witness or witnesses to the malpractice will too record the testimony on the issue.
- e) The student shall be allowed to continue with the examination after recording the statement.
- f) The invigilator shall immediately report the matter to the chief invigilator. The report shall include the complete identity of the student, the examination, time, venue and nature of the offense.

- g) The Chief invigilator shall immediately inform and give the handwritten testimonial to the Registrar, Academic Affairs for further Action.
- h) After being satisfied that the charge is tenable, the Registrar, Academic Affairs shall formally charge the student with the offence committed and summon him/her to appear before an Academic Disciplinary Committee on a date determined by the Chair of ADC. The charge will be communicated to the student and the parent/ Guardian/Sponsor.

7.6 Procedures on Disciplinary Hearing and Appeals

7.6.1 Disciplinary Hearing Procedure

- a) The Academic Disciplinary Committee shall be convened by the Registrar, Academic Affairs.
- b) The invitation to appear before disciplinary committee shall indicate the alleged misconduct, the date and place where the committee will meet for purposes of hearing and determining the case and shall be made not less than Seven (7) days to the hearing date.
- c) If for any reason the charged student is not able to attend a scheduled Disciplinary Committee, the committee may proceed to hear, deliberate and determine the case nonetheless.
- d) Parents, or guardians, or sponsors of the charged student may not appear before the Disciplinary Committee
- e) The charged student has the right to be heard and make submission(s) in defence.
- f) Each case shall be heard separately.
- g) The Academic Disciplinary Committee shall deliberate and make a decision on each case.
- h) On reaching a verdict, the committee may verbally inform the student the decision of the committee pending ratification by the Senate.
 - i) Decisions of the ADC are presented to the University Senate.
 - j) The Senate may either ratify or vary the decisions of the ADC.
 - k) The final decision is communicated to the Student in writing if it is varied by the Senate.
- l) Where the decision of the ADC is ratified as-is by the Senate, the communication by the ADC stands as the final decision.

7.6.2 Disciplinary Appeals Procedures

A student shall have the right to appeal against the decision of a Students' Disciplinary Committee at a cost to be determined by the Senate which must be paid before the appeal is heard. Senate shall periodically revise the amount charged, when required. Once the appellant has complied, the following steps shall be taken:

- a) Lodge their appeal to Chairperson of the Senate within 14 working days after the date of the formal communication of Academic Disciplinary Committee decision.
- b) On receipt of a notice of appeal the Registrar, Academic Affairs will prepare the relevant documents and records for each appeal and forward the appeal documents to the Chairperson of the Senate for the appointment of an appeals committee.
- c) This committee shall consist of at least five members appointed by the Vice Chancellor on behalf of Senate and who were/are not members of the Academic Disciplinary Committee, which tried the students concerned.
- d) The Vice Chancellor shall chair the Disciplinary Appeals Committee while the Registrar, Academic Affairs will provide the secretariat services to the committee.
- e) The appeal shall be heard solely on the grounds of the record of the hearing concerned together with any documents, evidence and exhibits earlier placed before the disciplinary committee. No new documents, evidence or exhibits shall be introduced at the appeal.
- f) The appellant may make written or where necessary verbal representations to the Disciplinary Appeals Committee.
- g) Upon consideration and determination of an appeal, the Disciplinary Appeals Committee may:
 - i) Uphold the appeal wholly or in part and/or set aside or amend the decision of the Academic Disciplinary Committee.
 - ii) Disallow the appeal and confirm the decision of the Disciplinary Committee either wholly or in part.
 - iii) Impose any other disciplinary measures or sanctions, pardon the accused student or make any other decision that it may deem necessary in the prevailing circumstances.
- h) The decision of the Disciplinary Appeals Committee shall be final.
- i) After disposing of an appeal, the Disciplinary Appeals Committee shall, within Seven (7) days communicate its decision to the appellant and the Senate.

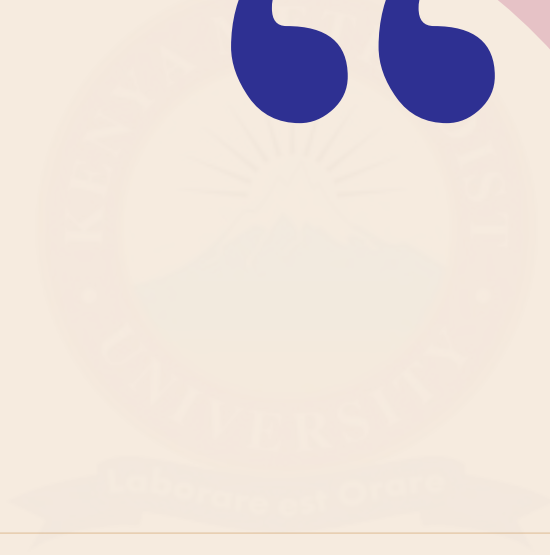
7.6.3 General guidelines

- a) Under certain circumstances, such as when there is impending investigation to be done, the student may be suspended indefinitely pending the conclusion of the findings.
- b) On completion of a suspension period, the student is required to apply in writing to the Registrar, Academic Affairs for re-admission. The ADC may recommend specific conditions on re-admission.
- c) A student who commits an offense that would cause him/her to be suspended a second time shall be expelled.
- d) All other decisions and recommendations of the Academic Disciplinary Committee, except expulsions, shall be immediately implemented, pending approval by Senate.



*Integrity without knowledge is weak
and useless, and knowledge without
integrity is dangerous and dreadful.*

~ Samuel Johnson ~





8. STUDENTS' CODE OF CONDUCT & DISCIPLINE

8.0 STUDENTS' CODE OF CONDUCT AND DISCIPLINE

8.1 Preamble

Kenya Methodist University is a Christian University whose vision is to train transformational leaders and its philosophy is to develop a holistic individual. Although it is not practical to legislate on all forms of student lifestyle the University has established various policies, procedures, rules and regulations as minimum requirements to ensure that a good ecumenical Christian approach to social and ethical issues affecting student life is maintained. Therefore, self-discipline is central to the regulation of the students' social affairs.

8.2 Established University Authority

- a) Students are expected to familiarise themselves with the University governance, governance organs and administrative structure.
- b) Students are expected to understand that at the Academic level they are under the direct supervision of the Chair of Department, Dean of the School and the Registrar Academic Affairs.
- c) At the welfare level students are under the direct supervision of the Dean of Students.

8.3 Scope and Compliance

- a) The Rules and Regulations and all stipulations contained in the Rules and Regulations for Student Conduct and Discipline shall apply to all students admitted and registered at Kenya Methodist University and any of its colleges, campuses, and centres as may be established from time to time.
- b) Each and every student shall be required to read, understand and append their

signature to signal their acceptance and undertaking to abide by all the stipulations contained in the Rules and Regulations for Student Conduct and Discipline.

- c) The student is expected to familiarise themselves with other University policy documents, rules and regulations approved by the University Council.
- d) The KeMUSA constitution sets the standards for the students' communal life. Thus, the rules and regulations of the KeMUSA constitution shall be binding to all students of KeMU.

8.4 Bond of Good Conduct

- a) Every student shall formally bind himself/herself to observe the stipulations contained in these Rules and Regulations for Student Conduct and Discipline by signing the Declaration and Bond of Good Conduct upon registration.
- b) Failure or refusal to comply with Clause 1.6(a) may constitute sufficient grounds for denial of registration.
- c) That notwithstanding, nothing in these Rules and Regulations for Student Conduct and Discipline 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.
- d) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part and parcel of these Rules and Regulations for Student Conduct and Discipline.

"Everything is permissible" - but not everything is beneficial. "Everything is permissible" - but not everything is constructive. Nobody should seek his own good, but the good of others.

~ 1 Corinthians 10: 23-24

8.5 Code of Conduct within the University

Kenya Methodist University is a Christian institution whose mission, among others is to develop a wholesome individual, in terms of spiritual, mental and physical well-being. Kenya Methodist University strives to build an academic community that is anchored in positive foundational values that include not only scholarly excellence, but also of ethical behaviour, moral rectitude and integrity. Hence, Kenya Methodist University places a premium on these personal characteristics among its staff and students. Whereas academic integrity defines the overall demeanor of students at

KeMU, it is also expected that students will learn to deal with each other and with the community at large with fairness, honesty, respect and accountability.

Each one is constantly reminded that he/she must conduct himself/herself with the highest standard of integrity, personal discipline and morality and in particular should seek to bring honour to God in all ways. The university therefore aims at providing an environment that is conducive for teaching, learning and research in order to achieve academic excellence and spiritual growth.

In order to realize these objectives, the students and the rest of the university community have a responsibility to create and safeguard an organized and orderly atmosphere.

Consequently, all students shall conduct themselves within and outside the university in accordance with the highest standards of integrity, personal discipline, morality and in particular shall:

- a) Comply with all lawful instructions from duly authorized officers of the University.
- b) Desist from making false or erroneous statement to anyone about the University.
- c) Comply with all the relevant University policy documents, rules and regulations.

"Listen, my son, to your father's instruction and do not forsake your mother's teaching. They are a garland to grace your head and a chain to adorn your neck."

~ Proverbs 1: 8-9

8.5.1 Chapel Attendance

All students of KeMU are expected to:

- a) Uphold high moral and ethical values expected of them by this Christian based institution irrespective of their religious affiliation.
- b) Attend Chapel Worship Service on Monday and Thursday of every week during the Semester and will be enforced by the Dean of Students.
- c) Attend the Sunday service in the university chapel.
- d) However, students who belong to religious backgrounds, other than Christianity may practice their faiths, **PROVIDED THAT** such practices shall not in any way place demands that will interfere with the smooth running of the University programs, and or, with the Methodist Church's beliefs and practices.

8.5.2 Respect of Other Members of the University and General Public

Students are expected to:

- a) Honour the rights, freedoms and privileges of other members of the University and the general public at all times.
- b) Conduct themselves in all public places including social media with such demeanour and dignity as befits their status as scholars and educated citizens.
- c) Not threaten, molest, bully, harass or insult other members of the University and the general public at all times.

8.6 Social Behaviour

Students should:

- a) Avoid drunkenness or using intoxicants or stimulants or drugs or other substances abuse that would lead to the disturbance of public order, peace of other students, staff or members of the public.
- b) Avoid use of drugs e.g. smoking of cigarettes, tobacco, hard drugs, illicit drugs, alcohol, miraa and marijuana.
- c) Avoid vices such as covetousness, jealousy, pride, gossip, slander, nepotism, tribalism, profanity, vulgarity and impunity.
- d) Desist from stealing, robbery and handling stolen property.
- e) Willingly and promptly return or compensate for borrowed items.
- f) Obey and comply with stipulated entry requirements into the university and visiting times as may be advised and published.
- g) Desist from participating in any act that would be considered as an act of cyber bullying.

8.7 Sexual Related Misconduct

- a) Students should desist from obscenity, disgusting indecency, public nudity, kissing and caressing in public and pornography.
- b) Sexual relationships are not allowed between students and staff members.
- c) Students should desist from sex outside marriage, fornication, adultery, masturbation, homosexuality, lesbianism, cohabitation, prostitution and come-we-stay relations within the premises of the University and at rented places.

8.8 Public Agitation and Unrest

Students should:

- a) Desist from all acts of hooliganism, unruly or rowdy behaviour, fighting, assault, unreasonable or excessive noise or any other acts likely to cause a breach of the peace within or outside the University premises.
- b) Not misappropriate, use, misuse, destroy, damage or alienate property of the University or a staff member or fellow student or any member of the public, or handle such property in a way that is or may be prejudicial to the University or a staff member, student or any other member of the public .
- c) Not circulate, display, affix, distribute a banner, placard, notice, circular, letter or pamphlet or messages (written/verbal) or any form of publication suggestive of agitation on or in the University premises or on digital platform including social media without official authorization.
- d) Not keep any weapons within the University premises including but not limited to knives, firearms, explosives, inflammable liquids.
- e) Seek or inform the University of any Planned Assembly or gathering, picketing, peaceful demonstration in writing at least two weeks in advance to enable the University provide security and other logistics.



*Action indeed is the sole medium of
expression for ethics.*

~ Jane Addams ~





G. THE DRESS CODE FOR STUDENTS

9.0 THE DRESS CODE FOR STUDENTS

Students are expected to dress and groom decently at all times while in the University including attending all University functions and activities. Personal style and taste should serve to compliment rather than undermine a student's quest for professional identity and success, to which the University is firmly committed. The underlying motive for a dress code is to ensure students' adhere to the Christian morals and core values of the University.

9.1 Dress code for Male students

Within the University the following dressing or dress styles are not allowed for male students including but not limited to:

- a) Plaited hair.
- b) Dreadlocks.
- c) Earrings/bling bling.
- d) Untucked shirts .
- e) Wearing of vests only. Vests can be worn inside shirts or during activities that require such wear code.
- f) Bare chest.
- g) Hats/caps in classes and offices.
- h) Trousers that sag exposing underwear.
- i) Coloured hair.
- j) Sandals/open shoes/clogs.
- k) Tight fitting clothes.

- l) Pyjamas/gym attire.
- m) Shirts with uncouth messages or images.
- n) Shorts not permitted.

9.2 Dress code for Female students

Within the University the following dressing or dress styles are not allowed for female students including but not limited to:

- a) Crop tops/tumbo-cuts exposing the belly and navel.
- b) Bare-backs exposing their backs.
- c) Mini skirts exposing the thighs or any skirt above the knee line.
- d) Skirts whose slit is above the knee line.
- e) Nose rings and any other rings, other than earrings.
- f) Dresses with neckline running down more than four (4) inches.
- g) Body tight trousers-wear fitting clothes.
- h) See-through clothes.
- i) Shirts with uncouth messages or images.
- j) Off-shoulders dressing (tops/dresses/blouses).
- k) Shorts not permitted.

"No man or woman has achieved an effective personality who is not self-disciplined. Such discipline must not be an end in itself, but must be directed to the development of resolute Christian character."

~ John S. Bonnell



10.

CONDUCT IN THE HALLS OF RESIDENCE & DINING HALL

10.0 CONDUCT IN THE HALLS OF RESIDENCE AND DINING HALL

Whereas the University is not obliged to provide accommodation to any student, the University may at its discretion accommodate a student on application, subject to availability of rooms in the halls of residence. Students who are so permitted to have accommodation in the University halls of residence shall strictly conduct themselves with responsibility and maturity.

10.1 Rules of conduct in the halls of residence

10.1.1 Regulations in the halls of residence and

Students accommodated in halls of residence should;

- a) 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. Such charges shall include refundable room key deposits.
- b) Share space, rooms and other facilities for common use, as may be stipulated from time to time.
- c) Not allow or host visitors of the opposite sex in their rooms at any time.
- d) Not allow visitors in the halls of residence before 10am and after 5pm.
- e) Not remove furniture or equipment or fixture from the halls of residence or any other University premises except with a written permission from the janitor.
- f) Not destroy or damage, deface or vandalize any university property/structure.
- g) Immediately report any loss, missing or misplaced items, or breakages in the rooms to the janitor of the respective hall.
- h) Surrender all room keys and any other university property to the janitor/ at the end of

**"My son, do not forget
my teaching, but keep my
commands in your heart, for they
will prolong your life many years and
bring you peace and prosperity."**

~ Proverbs 3:1-2

every Semester or academic period, or as may otherwise be required by the University.

- i) Ensure that their rooms are clean, tidy and devoid of any form of defacement at all times.
- j) Not use video, radios or any other audio-visual equipment in the halls of residence between 11 p.m. and 6 a.m., unless authorized by an officer of the University.
- k) Under no circumstance interfere or tamper with electrical installations and fittings in university buildings.
- l) Only use such electrical facilities as provided for, and authorized by the University, and not cause or expose any property or person to risk by connecting extraneous electrical gadgets.
- m) Not accommodate visitors in their rooms for whatever period of time, be they students on vacation, relatives or otherwise without authority from the University.
- n) Not cook in the hostel of residence.
- o) Not host parties at the hostel of residence.

10.1.2 Vacational Residence

- a) Students are prohibited from residing in the University during vacation, except with written permission from the University.
- b) Students on such authorized vocational residence shall be housed in a specified hall of residence. Rules governing student conduct in the halls of residence when the University is in session shall apply without exception.

10.2 Rules of conduct in the University dining hall

10.2.1 Access to the kitchen

- a) No entry of unauthorized persons into the kitchen area.
- b) No entry of students to the kitchen unless authorized by a catering officer.

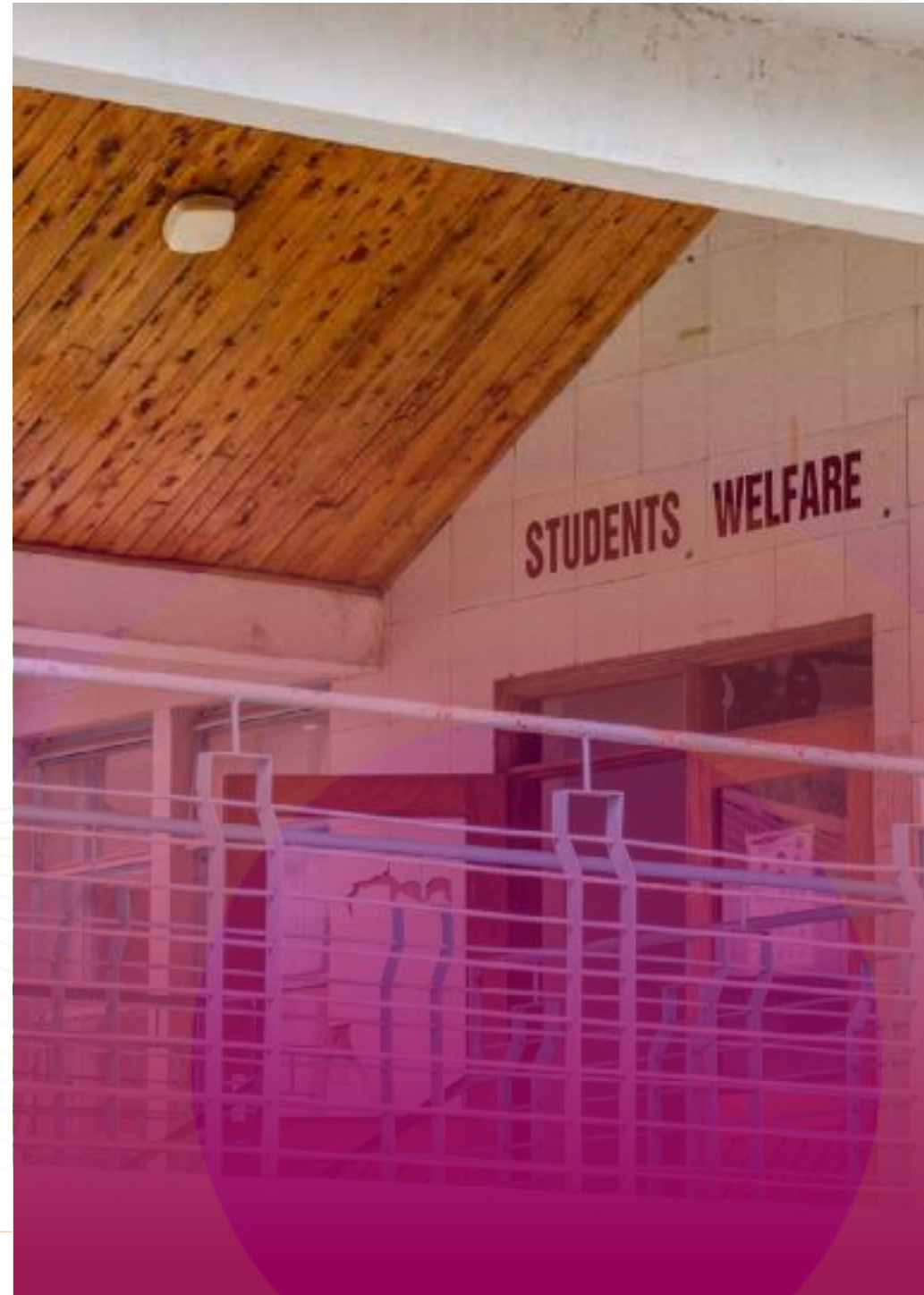
- c) No entry into the food store unless authorized by a catering officer.

10.2.2 Removal of utensils/food from the dining hall

- a) No unauthorized removal of utensils or crockery from the dinning.
- b) Utensils and crockery removed from the dining hall by students must be returned and accounted for as authorized.
- c) Refrain from taking away food or beverages from the dining hall without prior arrangements with and/ or permission from the Catering Officer.

10.2.3 Payments for meals

Meals taken by students in the dining hall or any other canteen, store, hotel and eating joint within the University must first be paid for before use.



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*Success isn't measured by money
or power or social rank. Success is
measured by your discipline and
inner peace.*

~ Mike Ditka ~

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11. SOCIAL DISCIPLINARY PROCEDURES, OFFENCES & PENALTIES

11.0 SOCIAL DISCIPLINARY PROCEDURES, OFFENCES AND PENALTIES

11.1 Students Social Disciplinary Committee (SDC)

There shall be a Students Social Disciplinary Committee (SDC) which will handle all malpractices resulting social misconduct. The committee will be appointed by the Vice Chancellor and established under the statute XVII of Kenya Methodist University.

a) Membership to the SDC

The Committee shall be made of not less than Seven (7) members and not more than Eleven (11) members.

- i) The Deputy Vice Chancellor (Administration, Planning & Finance) shall be the Chair.
- ii) The Dean of Students shall be the Secretary.
- iii) The Registrar, Administration, Planning & Development
- iv) The Registrar Academic Affairs
- v) The Chairperson of the concerned Department
- vi) The Chairperson of KeMUSA Council
- vii) The Secretary General of KeMUSA Council
- viii) The University Chaplain
- ix) Legal officer

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'"

~ Matthew 18:15-16

b) Campus Social Disciplinary Committee

- i) The Deputy Vice Chancellor (Academic & Student Affairs) shall be the Chair
- ii) The Principal or the Campus Director
- iii) The Dean of Students shall be the Secretary.
- iv) The Registrar (Administration, Planning & Development)
- v) The Registrar, Academic Affairs.
- vi) The Chairperson of the concerned Department
- vii) The Campus Chairperson of KeMUSA
- viii) The Campus Academic Secretary of KeMUSA
- ix) The University Chaplain
- x) Legal officer

c) Functions of the SDC

- i) To receive Social Disciplinary reports from the Dean of Students
- ii) To hear and consider each case
- iii) To read the charges preferred and hear defence from the affected student
- iv) To deliberate on the case and to make judgement according to the stipulated policies, rules and regulations.
- v) To deliberate and specify the penalty for the offence committed.
- vi) To inform the student of the decision of the SDC.
- vii) To inform the student on their right to appeal if not satisfied with the decision of the SDC to the Vice Chancellor.
- viii) The Secretary to the committee shall communicate in writing the decision of the committee to the student and other concerned parties including but not limited to parent(s), guardian (s) and sponsor(s).

11.2 Procedures for reporting a misconduct

- a) All misconduct shall be notified to the office of the Dean of Students
- b) Any complaint of misconduct by or in respect to a student shall be forwarded in writing to the Dean of Students at the earliest time possible, enclosing any information that would facilitate speedy investigation.
- c) A student shall not be charged with misconduct until a written, signed statement containing an accusation, complaint or allegation made against the student has been submitted to the Dean of Students
- d) The accused student shall record a statement at the office of the Dean of Students not later than twelve (12) hours after the offence is reported.
- e) In case of criminal offences the accused student shall in addition record a statement with the University Security not later than twelve (12) hours after the offence is reported.

11.3 Investigation by the Dean of Students

- a) The Dean of Students shall investigate any claim, accusation, report of offence, and charge before summoning the accused to appear before the Social Disciplinary Committee.
- b) After receiving a statement of charge the Dean of Students shall conduct investigation on the matter and record all facts of the case in a charge sheet,
- c) After being satisfied that the charge is tenable, the Dean of Students shall formally charge accused student(s) with the offence committed and summon the student to appear before a Social Disciplinary Committee through the Office of the Registrar, Administration Planning and Development

11.4 Investigation by Security Agents

- a) If the Dean of Students is satisfied the case needs the attention of university security, the Dean shall inform the security to undertake further investigations and file a report with the office of the Dean of students.
- b) If the Dean of Students is satisfied that the case needs the attention of County or National Security, he/she shall update the University Management on the matter. If need be the Vice Chancellor shall inform the external security agents in writing about the case for further investigation and action.
- c) If any student is required to assist the security officers in the investigation, the Dean of Students shall refer him/her to the security or other relevant office in writing clearly stating the nature of the case.
- d) Once the University has referred a case of a student to County or National security the Dean of Students shall inform the parents or sponsors, or guardians of such a student, of the case at the earliest possible opportunity.
- e) On receiving such summons to report to either the security or any other office, the accused student will be bound to report without fail.
- f) The University security shall constantly inform the Dean of Students about the development of a case being handled by external security agents.
- g) If the accused student is charged with criminal offence(s) under the County or National laws the parents, or sponsors, or guardians shall be responsible for wellbeing of their child.
- h) A student who has been charged under the County or National laws and is sentenced stands suspended from the University until the sentence is served and completed.

11.5 Offences and penalties for social indiscipline

S/N	Offences	Penalty
1	Causing disturbances	Verbal warning, written warning, exclusion from the hostel of residence,
2	Failure to adhere to the rules of the halls of residence	Verbal warning, written warning, fine, expulsion from the halls of residence, forfeit any hostel fees paid,
3	omission to pay debts or borrowed items	Verbal warning, written warning, fine, forfeit, refund,
4	Misconduct during University events, disobeying a University Officer, boycott, threats, intimidation, etc	Suspension, expulsion, exclusion,
5	Impersonation, lack of identification documents, forgery	Suspension, expulsion, exclusion,
6	Fights, assault, abetting crime, incitement	Suspension, expulsion, exclusion,
7	Peddle drugs, drugs addiction, hawking in University premises, possession of alcohol, drunkenness, and other drugs.	Suspension, expulsion, exclusion,
8	Sexual harassment, Sexual misconduct, procurement of abortion	Suspension, expulsion, exclusion,
9	Authorship, distribution, circulation of malicious information, rumours	Suspension, expulsion, exclusion, counselling/mentorship/ pastoral care
10	Theft, murder, rape, fraud, arson, possession of firearms, malicious damage to property	Expulsion from University on conviction
11	The University may charge students with an offence not listed in the table herein and the Social Disciplinary committee will in its discretion determine the appropriate penalty	The Social Disciplinary Committee has discretion to interpret the offences, penalties and take any decision it deems necessary.

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*Every act of rebellion expresses a
nostalgia for innocence and an
appeal to the essence of being.*

~ Albert Camus ~

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The logo of the University of KwaZulu-Natal is visible in the bottom left corner. It features a circular emblem with a sunburst at the top, the text 'UNIVERSITY OF KWAZULU-NATAL' around the perimeter, and a banner at the bottom with the motto 'Uthando al'inkqubo'.



12.

PROCEDURES ON DISCIPLINARY HEARING & APPEALS

12.0 PROCEDURES ON DISCIPLINARY HEARING AND APPEALS

12.1 Disciplinary Hearing Procedure

The Social Disciplinary Committee shall be convened by the Registrar Administration, Development and Planning. The invitation to appear before disciplinary committee shall indicate the alleged misconduct, the date and place where the committee will meet for purposes of hearing and determining the case and shall be made not less than Seven (7) days to the hearing date.

- a) If for any reason the charged student is not able to attend a scheduled Disciplinary Committee, the committee may proceed to hear, deliberate, and determine the case nonetheless.
- b) Parents, or guardians, or sponsors of the charged student may not appear before the Disciplinary Committee.
- c) The charged student has the right to be heard and make submission(s) in defence.
- d) Each case shall be heard separately.
- e) The Social Disciplinary Committee shall deliberate and decide on each case.
- f) On reaching a verdict, the committee may verbally inform the student the decision of the committee.
- g) The Registrar, Academic Affairs shall formally communicate in writing the decision of the committee within Seven (7) days.

"Success is not measured by what you accomplish but by the opposition you have encountered, and the courage with which you have maintained the struggle against overwhelming odds."

~ Orison Swett Marden

12.2 Disciplinary Appeals Procedures

A student shall have the right to appeal against the decision of a Students' Social Disciplinary Committee at a cost to be determined by the Senate which must be paid before the appeal is heard. Senate shall periodically revise the amount charged, when required. Once the appellant has complied, the following steps shall be taken:

- a) Lodge their appeal to Chairperson of the Senate within 14 working days after the

- date of the formal communication of Social Disciplinary Committee decision.
- b) On receipt of a notice of appeal the Registrar, APD will prepare the relevant documents and records for each appeal and forward the appeal documents to the Chairperson of the Senate for the appointment of an appeals committee.
- c) This committee shall consist of at least five members appointed by the Vice Chancellor on behalf of Senate and who were/are not members of the social disciplinary committee, which tried the students concerned.
- d) The Vice Chancellor shall chair the Disciplinary Appeals Committee while the Registrar, APD will provide the secretariat services to the committee.
- e) The appeal shall be heard solely on the grounds of the record of the hearing concerned together with any documents, evidence and exhibits earlier placed before the disciplinary committee. No new documents, evidence or exhibits shall be introduced at the appeal.
- f) The appellant may make written or where necessary verbal representations to the Disciplinary Appeals Committee.
- g) Upon consideration and determination of an appeal, the Disciplinary Appeals Committee may:
 - i) Uphold the appeal wholly or in part and/or set aside or amend the decision of the Social Disciplinary Committee.
 - ii) Disallow the appeal and confirm the decision of the Social Disciplinary Committee either wholly or in part.
 - iii) Impose any other disciplinary measures or sanctions, pardon the accused student or make any other decision that it may deem necessary in the prevailing circumstances.
- h) The decision of the Disciplinary Appeals Committee shall be final.
- i) After disposing of an appeal, the Disciplinary Appeals Committee shall, within Seven (7) days communicate its decision to the appellant and the Senate.

12.3 General guidelines

- a) Under certain circumstances, such as when there is impending investigation to be done, the student may be suspended indefinitely pending the conclusion of the findings.
- b) On completion of a suspension period, the student is required to apply in writing to the Registrar, Academic Affairs for re-admission. The ADC may recommend

specific conditions on re-admission.

- c) A student who commits an offense that would cause him/her to be suspended a second time shall be expelled.
- d) All other decisions and recommendations of the Disciplinary committee, except expulsions, shall be immediately implemented, pending approval by Senate.

12.4 Saving Clause

The provision of these rules and regulations and any decisions made by the Social Disciplinary Committee thereof; shall not derogate from, or prejudice the right of the police or any member of public; so entitled to bring any action or institute legal 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.

12.5 Application of these Rules and Regulations

- a) These rules and regulations shall apply equally to all students of Kenya Methodist University. The students shall be required to observe and abide by the rules and regulations contained in this Academic Handbook and Code of Conduct.
- b) The rules and regulations shall take effect and be binding upon every student of the University on registration, and so long as such a student remains so registered.
- c) Every student shall be required to read these rules and regulations and to sign the declaration and code of good conduct, that the contents and meaning hereof have been understood and shall be adhered to.
- d) Nothing in these rules and 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.
- e) When required and executed, such bond, assurance or undertaking shall have the same effect as if it were part of these rules and regulations.
- f) The University reserves the right to review and amend the contents of this code from time to time without prior notice, provided that such revisions will be communicated to

the students' body, through issuance of the revised edition.

12.6 MISCELLANEOUS

- a) The Senate, in consultation with the council, may amend, add or alter provisions in this Handbook as it deems fit from time to time.
- b) Subject to the provisions of the Handbook, the senate shall have the final authority in the interpretation of the provisions thereto.





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- The future is here! -