



KeMU

Kenya Methodist University

The future is here!

A white, rounded rectangular graphic with a drop shadow, containing the text 'Academic Handbook' in a white, sans-serif font, tilted at an angle. The background of the entire page is a photograph of a large, modern fountain with several bronze statues of figures, set against a blue sky with white clouds.

Academic
Handbook

Guidelines, Policies, Procedures

Students Code
& Conduct



Preface

This Edition (June 2009), supersedes all previous versions and comes into effect from May 2009

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Personal Details

Name:

Student No.:

Address:

Email:

Telephone:

Emergency contact:

Known Allergies

Medical Conditions

My Contacts

Name:

Telephone:

Address:

Email:



Study Planner

Trimester 1

(use pencil)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00 am							
9.00 am							
10.00 am							
11.00 am							
12.00 noon							
1.00 pm							
2.00 pm							
3.00 pm							
4.00 pm							
5.00 pm							
6.00 pm							
7.00 pm							
8.00 pm							
9.00 pm							

Trimester 2

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00 am							
9.00 am							
10.00 am							
11.00 am							
12.00 noon							
1.00 pm							
2.00 pm							
3.00 pm							
4.00 pm							
5.00 pm							
6.00 pm							
7.00 pm							
8.00 pm							
9.00 pm							

Trimester 3

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00 am							
9.00 am							
10.00 am							
11.00 am							
12.00 noon							
1.00 pm							
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3.00 pm							
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5.00 pm							
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7.00 pm							
8.00 pm							
9.00 pm							

1

General Information



1.1 Our Vision

The University's vision is to raise a new generation of transformational leaders, who are well grounded in Christian principles and ethical values.

1.2 Our Mission

The mission of the University is to provide a setting for development of intellect, skills, attitudes, and values through quality teaching and learning; to promote discovery and application of knowledge through research; and to provide service and stewardship to others.

1.3 Our Philosophy

The University's philosophy is to foster the intellectual, spiritual and physical development of the wholesome individual in order to recognize and utilize the available opportunities for enhancement of human development with

No 2933 13th June 1997) and subsequently was awarded a Charter and Statutes on 28th June 2006 (University Act CAP 210B). This authority mandates and paves the way for the implementation of academic programmes.

1.5 Broad Objectives of the Institution

The University's mission is achieved through objectives which fall into the following broad categories:

- To provide quality training through provision of scholarship specialized skills, advancement of knowledge through research and consultancy, and development of other specialized academic activities.
- To produce graduates with research skills relevant to national development and the global market.
- To produce graduates who are able to participate effectively in community service.



the appropriate recognition and respect for other creations. This philosophy is premised on the belief that God is the creator of Heaven and Earth, and the fountain of Knowledge, and that the application of acquired knowledge and skills should be guided by Christian values and principles.

1.4 Historical Background

Kenya Methodist University (KeMU) is an autonomous Christian institution of higher learning, situated in Meru Town on the North Eastern slopes of Mount Kenya. The University has Satellite Centres in other major towns of the country. It was envisioned, proposed and facilitated by the Methodist Church in Kenya, the local community, other Kenyans and overseas friends. The University maintains an ecumenical Christian atmosphere. KeMU was officially authorized to operate as a private university through the Letter of Interim Authority granted by the Commission for Higher Education (CHE) dated 10th July, 1997 (Legal Notice

1.6 Academic Calendar and Academic Year

The Academic Calendar is the schedule of events that take place within an academic year.

- (a) The Academic Year begins in January of each calendar year and ends in December of the same year. The academic year consists of **three trimesters**. Each trimester consists of fifteen (15) weeks.
- (b) The first trimester begins in January and ends in April. The second trimester begins in May and ends in August. The third trimester begins in September and ends in December.
- (c) **Year of Study of a student is the academic level attained by the student in a programme. The level is measured in terms of the cumulative number of credit hours successfully completed. 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 trimesters successfully completed by a full - time student is approximately equal to one year of study.

- (d) The graduation ceremony shall be held at a time and place as may be decided by the University Senate.

1.7 Admissions

A student is admitted into a programme when he or she meets entry requirements into that programme and level. Admission into a programme is done before the beginning of each Trimester. Admission into Kenya Methodist University shall be conducted under guidance of the Senate. Admission requirements for Postgraduate Programmes are stipulated in the 'Common Regulations and Procedures for Postgraduate Studies', published separately.

(a) General Minimum Entry Requirements



- (i) Degree: Mean grade of C+ (plus) in the Kenya Certificate of Secondary Education (KCSE) OR other qualifications recognized by the Senate.
- (ii) Diploma: Mean grade of C (plain) in the Kenya Certificate of Secondary Education (KCSE) OR other qualifications recognized by the Senate
- (iii) Pre-university and Certificates: Mean grade of C- (minus) in the Kenya Certificate of Secondary Education (KCSE) OR other qualifications recognized by the Senate

(b) Equivalent entry qualifications:

The Senate shall determine the equivalence between qualifications as follows:

For Degree

The equivalent to C+ (Plus) shall be construed to mean:

- (i) A diploma from a recognized examining body or institution and in a field relevant to the programme sought at KeMU.
- (ii) A Certificate taking 2 years and above from a recognized examining body or institution and in a field relevant to the programme sought at KeMU.
- (iii) A Pre-University Certificate from a recognized university with a GPA of 2.5 and above on a 1-4 scale.
- (iv) Div 11 and above in O-level.
- (v) One Principal and a Subsidiary Pass in A-Level.

For Diploma

The equivalent to C (Plain) shall be construed to mean:

- (i) A certificate from a credible institution (6 Months and above) and in a field relevant to a programme sought at KeMU.
- (ii) A Pre-University Certificate from a recognized university with a GPA of 2.00 and above on a 1-4 scale.

Learning is the beginning of wealth. Learning is the beginning of health. Learning is the beginning of spirituality. Searching and learning is where the miracle process all begins.

- (iii) Div 111 in O-Level

(c) Faculty or Departmental requirements

In addition to the minimum entry requirements, each programme may have its own Faculty or Departmental requirements in respect of the mean grade, the subject cluster or individual subjects.

(d) Provisional Admission

A candidate may be offered provisional admission if the certifications are not readily interpreted into the local education system. A candidate who is under provisional admission will be considered as being on academic probation during the first two Trimesters after registration. He/she has to register for a standard load and show satisfactory progress to be allowed to continue. Such a student is not allowed to register for a maximum load.



- (i) Provisional admission status is waived at the end of the second trimester on the **recommendation of the faculty**. The status may however be waived at the end of the first Trimester if the student's performance is outstanding.
- (ii) The Faculty may, on recommendation of the department, direct a prospective candidate to take an aptitude test for purposes of provisional admission.

(e) Application Procedure

- (i) All applicants must complete an application form either electronically or in hard copy and submit it to the Registrar. The application forms are available at the Office of the Academic Registrar, Meru and KeMU Satellite Centers – Nairobi, Nakuru, Nyeri, Mombasa or other designated teaching sites. The electronic application form is

- (i) He/she is admitted into that programme and level,
- (ii) He/she has been assigned a registration number upon payment of requisite fees.
- (iii) Applicants admitted are required to have the official letter of offer together with the original copies of certificates and testimonials at the time of registration. Admitted international applicants shall submit or mail certified copies of their certificates and testimonials. They must also submit certified government photo ID (for Kenyans) or any other form of official identification (for international students) and other relevant documents.
- (iv) A continuing student is registered upon payment of requisite fees and signing of the nominal roll. A student is enrolled when he/she has been admitted.

(g) Registration Number

- (i) The registration number of a student will have the following form:



available on the KeMU website (www.kemu.ac.ke). The application form should be accompanied by all supporting documents showing the applicant's qualifications. Application forms shall be processed only upon receipt of stipulated non-refundable application fee. After processing the applications, the Registrar shall communicate the decision in writing to all applicants.

- (ii) 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 on the basis of such documents shall be withdrawn and cancelled.

(f) Registration

Registration of students is done at the beginning of each Trimester. A new student is registered into a programme after:

- $xyz - m - ptrq - n / 20uv$, where:
- xyz are three capital letters identifying the programme department;
 - m takes values 0, 1, 2, 3, 4 to indicate Certificate or Diploma, Undergraduate Degree, Post Graduate Diploma, Masters Degree and Doctorate or Ph.D, respectively, to indicate the level of programme that the student is registering in;
 - $ptrq$ is the serial number of the student relative to the programme department;
 - $n / 20uv$ indicates the period that the student first registered in KeMU, where n takes values 1 for 1st trimester (January), 2 for 2nd trimester (May) and 3 for 3rd trimester (August) to indicate the trimester (month) in which the student first registered in KeMU; and where uv is the last two digits of the calendar year in which the student first registered in KeMU.
- (ii) The names of a student shall be as they appear in

the documents used to seek admission at KeMU, or, where there is conflict, in same way as they appear in the official government photo ID. The same names shall appear and be used in the same order in all official records and in the final certificates. If a student wishes to change names 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 before graduation. No changes in names, **including the order**, will be effected after a student graduates from KeMU.

(h) Deferred Registration

A student is enrolled when he or she is admitted. An enrolled student who cannot register immediately may have his/her place reserved. This reservation can be maintained for a maximum of three trimesters, after which it lapses, and the Registrar shall remove the name of the student from the list of enrolled students at Kenya Methodist University. Such a student may seek fresh admission.

1.8 Credit transfer and transfer Students

- (a) Students from other institutions of higher learning may apply to join KeMU programmes as transfer students. Those with relevant and appropriate credits may transfer some of the credits to join a degree programme at an appropriate level. Testimonials of good standing from their previous institutions are a requirement.
- (b) Similarly, candidates who hold post-high school diplomas and certificates from recognized tertiary institutions and wish to upgrade their academic qualifications may be admitted as transfer candidates. In the same manner, degree holder candidates wishing to obtain a second degree may also be admitted as transfer candidates.
- (c) Application for Credit transfer is made at the time a prospective student applies for admission to KeMU. Requests for credit transfers are considered and approved by the Credit Transfer Committee before a student is registered.
- (d) In exceptional circumstances, a transfer student may be registered provisionally at a level determined by the department pending the processing of credit transfers.
- (e) Credit from courses requiring acquisition of practical skills may not be transferred.

- (f) 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.

1.9 Credit Transfer into other programmes

- (i) A student who wishes to change to a higher academic programme must first complete the requirements of the one in which he/she is registered. Consequently, students registered in Certificate or Diploma programmes **may only** transfer their credits to diploma or Degree programmes **after** satisfying the requirements for the current programme.
- (ii) A student graduating with a KeMU diploma or certificate and wishing to continue on a degree programme will be considered as a transfer student for purposes of credit transfer.
- (iii) A student who wishes to transfer credits from a higher to a lower programme may do so, and if admitted, must satisfy the residency and content requirements of the lower programme as determined by the Credit Transfer Committee. The maximum credits transferable cannot exceed half of the programme requirements. A fee will be charged for each credit transferred.
- (iv) A student may transfer from a programme in one department or faculty to another programme in a different department or faculty by completing appropriate application forms obtained from the Registrar, and obtaining written approval from the respective Chairmen of Departments and recommended by the respective Deans of Faculties. Such application must be submitted and processed before the beginning of the next trimester. Students whose applications are approved shall meet all academic and financial requirements of their new programmes afresh.

(a) Criteria for awarding block credit transfer

Status of Academic Programme	Status of Institution	Maximum Credit Awarded in %

Higher Diploma	Institutions Accredited by CHE	50%
Diploma	<ul style="list-style-type: none"> Professional bodies e.g. KASNEB Kenya National Examinations Council, Nursing Council of Kenya Institutions associated with KMTC/ National Polytechnics Government Institutions AITEA Associations 	45%
Diploma	<ul style="list-style-type: none"> Religious Institutions Technical Institutions Private Institutions e.g. KIM 	40%
Certificate	<ul style="list-style-type: none"> Institutions Accredited by CHE 	35%
Certificate	<ul style="list-style-type: none"> Professional Bodies e.g. KASNEB, National Examinations Council Institutions associated with KMTC/ National Polytechnics, Government Institutions 	30%
Certificate	<ul style="list-style-type: none"> Religious institutions Technical Institutions Private Institutions e.g. KIM 	25%
Individualized credit transfers	May be awarded in a scenario where the Programme pursued at KeMU is not relevant to the applicant's diploma or certificate.	up to 50%

- (b) The maximum transferable credits shall not exceed half (50%) of the programme requirement.

1.10 Mode of Study

Students may study under the full-time, part-time, distance learning and school based (holidays) or other specified modes. Request for change of mode of study shall be submitted to and processed by the programme department for approval by the Registrar before registration. A non-refundable application fee shall be charged.

(a) Full-time Mode (FT)

The Full-time mode of study applies where a student attends scheduled day and evening classes on a regular basis and takes the standard load for this mode.

(b) Part-time Mode (PT)

The Part-time mode of study applies where a registered student attends scheduled day and evening classes regularly and takes the standard load for this mode.

(c) Distance Learning Mode (DLM)

The Distance Learning Mode (DLM) of study applies where a student is registered for course work but does not attend classes. 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.

A DLM student who wants to use university facilities such as laboratories will be required to pay additional fee. Procedures, regulations and other information specific to the Distance Learning Mode are available from the DLM office and respective Departments.

(d) School Based/Sandwich (SBS)

This mode is applicable where a student attends classes in blocks. A block is defined as an intensive period of teaching and learning covering an entire or a specified part of a syllabus. It is designed for candidates who are available during school holidays.

1.11 Duration of study

This is the total **academic time**, evaluated in terms of credit hours required to complete the requirements of the programme. Thus, duration of study of any two programmes need not be the same even if the two programmes are located in the same department and are of the same academic level.

- KeMU employs a Credit Hour System in determining the duration in a programme. Courses are awarded **credit hours** defined as follows.
 - One Credit Hour is equivalent to **15 contact hours**.
 - One contact hour is equivalent to **50 minutes of teaching time**. A student completes the programme after covering the total number of Credit Hours required for the programme and upon satisfying all graduation requirements.
- Where teaching is tutorial, laboratory or practicum, one credit hour will be defined as follows:

- For Tutorial and/or Laboratory: One Credit hour is equivalent to Up to 30 hours of student's time**, depending on the programme.
- For Practicum: One Credit hour is equivalent to up to 45 hours of student's time** depending on the programme.

(a) Undergraduate Degree

A Bachelor's degree is expected to take a **minimum** of three academic years (or 9 trimesters) for a **full-time, and school based student, and four academic years or (or 12 trimesters)** for a student on part-time or distance learning mode. The maximum period allowed is six academic years (or 18 trimesters) for a full-time student and eight years (or 24 trimesters) for a part-time or distance learning student.

(b) Undergraduate Diploma

A Diploma is expected to take a minimum of one academic year (or 3 trimesters). The maximum period allowed is two academic years (or 6 trimesters) for a full-time student and three academic years (or 9 trimesters) for a part-time or distance learning student.

(c) Certificate Courses

The Pre-University programme takes a minimum of one trimester. Other certificate courses have varying duration according to their specific designs.

(d) Failure to complete a programme

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

1.12 Fee structure

The University charges competitive fees in an effort to make higher education affordable. The tuition fee is determined on the basis of the requirements of an academic programme and mode of study.

Other fees cover the cost of management and development of the university such as registration, orientation, boarding, examinations, instruction, supervision, educational trips, library, laboratories, students' activities, computerization, and medical insurance.

The University reserves the right to review the fees as and when it deems necessary.

Academic Programmes are developed to take advantage of emerging opportunities and address new challenges. The programmes are conceived by the Programme Department, reviewed by the respective Faculty Boards, evaluated and



harmonized by the Dean's Committee in respect to the philosophy of the university and the requirements of the Commission for Higher Education (CHE) and other professional or regulatory bodies. The programmes are then forwarded to the Senate for approval.

The University offers programmes leading to the award of certificates, diplomas, undergraduate and postgraduate degrees.

2.1 Programme 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.



2.2 Programme of Study

- (a) A programme of study refers to a trimester-by-trimester sequence of courses a student is to undertake in a given academic programme. A programme of study may vary from one student to another. The programme is made up of University-wide general courses and departmental core courses. The Faculty, upon recommendation by the programme Department, approves the programme of study for each student within the student's first trimester of study. Once approved, the programme of study becomes a Faculty requirement for the student.
- (b) The University-wide general courses are meant to broaden the students' scope of understanding in general University education and to provide a foundation for further professional development. They constitute 21 –

24 credit hours of a programme, and will be published from time to time. They include at least one course in each of the following categories:

- Christian and Religious Studies
- Languages and Communication
- Humanities
- Business and Economics
- Mathematical Sciences
- Computer Sciences
- Natural Sciences
- Health Sciences

2.3 Change of Academic Programme

- (a) New students will be allowed to change their academic programme within the **first two weeks** of the trimester by completing a prescribed application form obtainable from the department.

“Ability is what you're capable of doing.
Motivation determines what you do.
Attitude determines how well you do it.”

[Lou Holtz]

- (b) A continuing student who wishes to transfer from one programme to another at any period of his/her study must complete a prescribed application form obtainable from the Academic Registrar's Department. However, a student must complete the trimester in which he/she is already registered. A non-refundable fee shall be charged.

2.4 Course Loading for Students

(a) Trimester Load

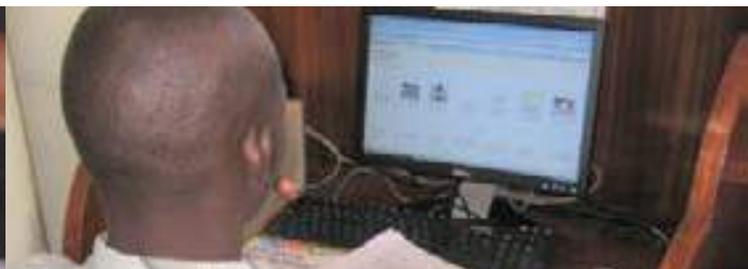
KeMU uses a varying **credit system** to fix student course load during each trimester. This system gives flexibility on the course loading, thus allowing progress at the students' pace.

The **trimester 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 16 - 18 credit hours per trimester. Students wishing to take less than 15 credits should seek permission from the Dean of Faculty through the Chairman of Department. Once this permission has been granted, the student automatically falls within the Part-Time category.
- (ii) The standard load for **School Based students** is 16 - 18 credit hours per session. Students wishing to take less than 15 credits should seek permission from the Dean of Faculty through the Chairman of Department. Once this permission has been granted, the student automatically falls within the Part-Time category.

The maximum allowable is 21 credit hours. This is subject to recommendation by the Chairman of 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 credit hour above 18 credit hours.



- (iii) The standard load for **Part-Time** students is 6-15 credit hours per trimester.
- (iv) The standard load for students on **Distance Learning Mode** is 12 – 15 credits hours per trimester. Distance learning students have no minimum load provided they are able to complete the programme within the specified period.
- (v) **Research projects, seminars and practicum/ internship/field attachment** are part of a trimester's (session) standard loading. Students on **practicum/ internship/field attachment** during a trimester **shall register before proceeding** for practicum/internship/field attachment at the end of the preceding trimester. Such registration shall be confirmed by payment of the designated fees and entry into the nominal roll.
- (vi) Notwithstanding, a student in any mode may register for a minimum of 6 credit hours (2 *3 hr. courses), if so constrained by financial resources.

(b) Programme Load

The general university requirement for completion of a bachelor's degree programme is as specified in various Academic Programmes. This is subject to fulfillment of specific departmental and/or Faculty requirements.

A general minimum of 70 credits hours is required for completion of an academic diploma programme subject to fulfillment of specific faculty/departmental requirements.

Post-graduate programmes and certificate courses have their own specific requirements specified in various academic programmes.

2.5 Special Programme Requirements

(a) Practical Requirements

Some academic programmes have practical requirements

incorporated in the course work. **Distance learning students** who register for practical based courses are required to carry out supervised practicals at sites approved by the University at their own cost. All practical requirements have to be met in order to complete the programme.

(b) 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. The research project carries 3 credits hours. The department may raise the number of credit hours to a maximum of 6 depending on the expected academic contribution and depth of the project.

(c) Seminars

Students are encouraged to attend seminars, make paper presentations, attend professional meetings/conferences

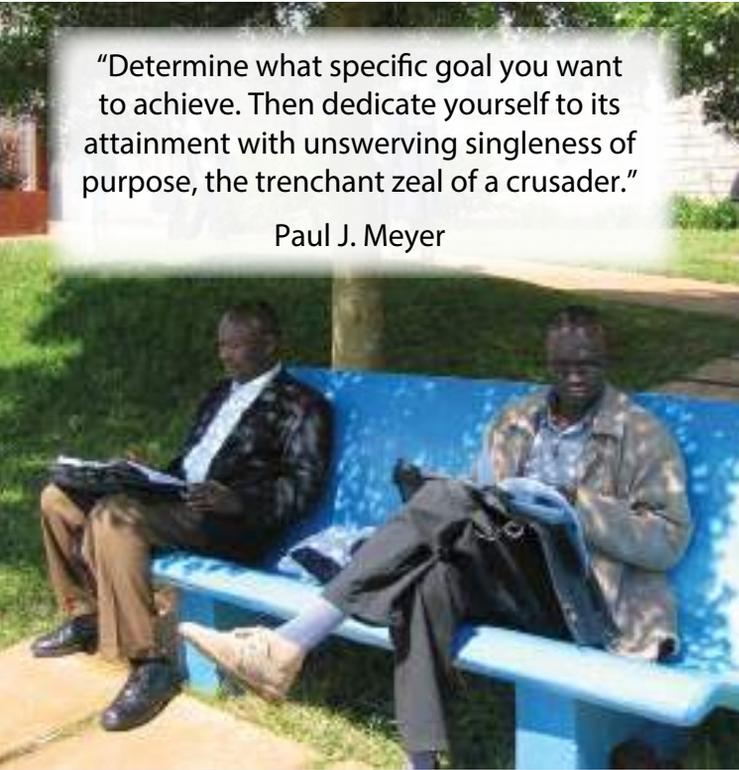
and carry out other scholarly activities in and out of the University.

- (i) Where a degree programme requires a student to undertake a course in seminars and present seminar papers from a special area of study, a maximum of 3 credits will be awarded.
- (ii) Special programme requirements are fulfilled at the student's cost.

(d) Internship/Field Attachment/Practical Experience

For professional development, students are encouraged to undertake an internship, field attachment or practical experience before graduation. This involves professional practical work experience in an organization, private business, industry or a public agency.

Where a degree programme requires a student to undertake an assigned practical attachment in a selected area of study, 3 – 6 credits will be awarded.



“Determine what specific goal you want to achieve. Then dedicate yourself to its attainment with unswerving singleness of purpose, the trenchant zeal of a crusader.”

Paul J. Meyer

3

Coursework Requirements



3.1 Trimester Registration

- (a) A student registers each trimester by selecting and paying for the courses he/she wishes to take.
- (b) New students will register within the first ten (10) working days of the trimester.
- (c) Continuing students select courses for the next trimester by the end of the current trimester
- (d) Payment for the selected courses to complete the registration is finalized before the start of the classes.
- (e) Late Registration is registration done during the first ten (10) working days after classes start and will be interpreted with reference to the mode of study for the student. Late Registration will attract a charge as specified in the schedules.
- (f) Failure to register within this period is considered as an option to be away for that trimester. The student is expected to formalize his/her request to be away by submitting a written application to the Academic Registrar.



- (g) 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 prescribed manner.
- (h) No credit can be gained in a course in which the student did not register.
- (i) A student completes registration by signing the Nominal Roll at the Registrar's Office.
- (j) A course is offered only if it attracts more than a specified minimum number of students.
- (k) The Registrar issues the official class lists to departments. The departments tally the list in accordance with the class attendance, and return them to the Registrar, who then issues the final class lists.
- (l) Students on **practicum/internship/field attachment** during a trimester shall register at the end of the previous trimester.

3.2 Non-Credit Registration

- (a) A student may register for a course on a non-credit basis through the Pass / Fail or Audit option 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. The courses, including credit hours and letter grades (I for Audit, P for Passed, Q for Failed), are listed in the transcripts but are not used in the computation of the GPA. For the Audit option, the student takes the required coursework but he/she is not required to take the examination. The coursework is included in the computation for the trimester load, (but not for the GPA).
- (d) In the Pass / Fail option the student fulfills all the requirements of the course and sits for the examination. The course is included in the computation for the trimester load, (but not for the GPA).

3.3 Exemptions

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. However, there are no grades or credit points awarded for these courses, nor do they count towards the programme completion load. Exemptions are determined by the Faculty Board, on the recommendation of the program department. The student shall be charged a fee for each course exempted.

3.4 Withdrawal from a Course

A student who wishes to withdraw from a course may do so under the following conditions:

- (a) A student may drop/add a course **without penalty** within the **two weeks** of the trimester. A penalty will be imposed upon those dropping/adding courses during the **third week**. No student will be allowed to drop/add courses after the **third week**.

- (b) Request for withdrawal from 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.

3.5 Course Syllabus and Outline

- (a) The programme department provides a course outline indicating the way the course is to be taught. The outline gives the purpose and objectives of the course and outlines the syllabus and what is to be covered. It provides a statement of the knowledge, skills and aptitudes the student would be able to acquire and the tasks he/she would be able to perform at the end of the course.
- (b) The course outline shows the schedule of classes, assignments, practicals, trips and any other planned activities. It indicates the methodologies to be applied and the facilities required such as equipment, tools, appliances and materials. It also provides the methods of assessment to be used, indicates when tests, quizzes or assignments will be taken and states the contribution of each assessment to the final grade.
- (c) The course outline gives a list of class texts, references and bibliography for further reading.

3.6 Class Attendance

- (a) Attending lectures, practicals 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 student who fails to attend classes for a **consecutive or cumulative period of two weeks (or 20% of teaching time) in a trimester is not 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 **totaling**

to more than two weeks in a trimester is considered as absence for the whole trimester. Request to be absent from studies for the trimester should be forwarded through the programme Department and Faculty for approval by the Registrar.

- (d) Students who stay away for a continuous period of more than two trimesters without approved deferment may be deregistered.

A student who is absent from classes for up to two weeks in a trimester, with or without permission, will not be eligible for end of trimester examinations.

3.7 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 make arrangements for them. Evaluations should be



- adequately spaced to cover a wide part of the trimester.
- (b) Results of Continuous Assessment Tests (CAT) are available 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.

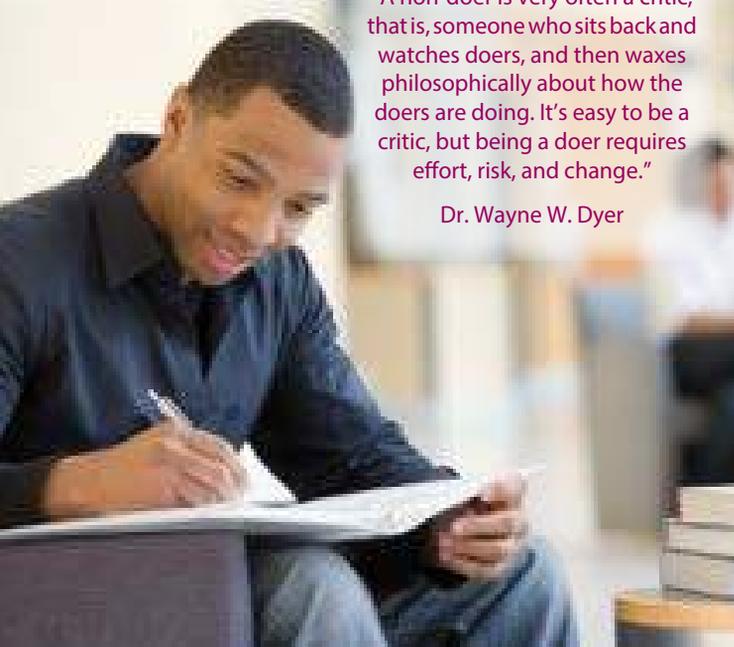
3.8 Course Evaluation

Students carry out course evaluations each trimester in conjunction with the instructor. These evaluations are analyzed at the departmental level for the purpose of improving the course and its teaching. The summary of evaluations is filed with the Chairman of the department who will use them in the performance management exercise.

3.9 Repeating a Course

- (a) A student who fails a course may apply to the Faculty through the department to be allowed to repeat that

- course.
- (b) The Faculty specifies the core and pre-requisite courses which must be passed with at least grade D, and other elective courses in which a student may continue, even when she/ he scores a grade less than D.
 - (c) Where the programme requires a course to be passed with a grade higher than D, a repeat for that course may be recommended by the programme department for students with grades less than the required minimum.
 - (d) During the repeat a student re-registers for the course and attends all classes and satisfies other course requirements anew. Both grades obtained in the original attempt and the repeats are entered in the Class Schedule and the Transcript for the trimester when they were obtained. Only the credit hours for the repeated course are used to calculate the GPA.
 - (e) The grade for the repeated course will be so marked in the transcript.
 - (f) A repeated course can be taken when on offer before graduation, but it has to precede all the courses to which it is a prerequisite.



"A non-doer is very often a critic, that is, someone who sits back and watches doers, and then waxes philosophically about how the doers are doing. It's easy to be a critic, but being a doer requires effort, risk, and change."

Dr. Wayne W. Dyer

4

Academic Advancement



4.1 Academic Standing of a student

- (a) Students vary in their ability to move through the academic programmes. The system of credit hours allows each student to take the **trimester course load** that fits his or her ability. This flexibility in the students course load allows students to move at different paces through programmes. The system of credit hours also allows for **transfer** of credits earned from other recognized institutions. The University determines the number of credit hours to be considered for transfer, and the Faculty Board approves the number for each student. The Academic standing of students may thus vary from one student to another even though their calendar duration at the University is the same.
- (b) The Academic Standing of a student or Year of Study of a student is the academic level attained by the student in a programme. The level is measured in terms of the cumulative number of credit hours successfully completed. 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 trimesters 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 2 trimesters of study),
Second Year	37 – 73 (equivalent to 4 trimesters of study),
Third Year	74 – 110 (equivalent to 6 trimesters of study),
Fourth Year	111 and over (Equivalent to 8 trimesters of study).

4.2 Continuation and Discontinuation on academic grounds

- (a) Degree: Continuation in a degree programme on academic grounds is determined by the student's progressive performance as expressed by the Cumulative grade point average (GPA) attained at the end of each trimester.

The following Cumulative GPA is the minimum required at the end of each trimester for a student in a degree programme to be allowed to continue in the programme. Only credit hours earned at KeMU are used in the calculation of GPA s. Similarly, only grades earned at KeMU are used in the continuation and discontinuation decisions.

Credit hours completed at KeMU	Required Minimum GPA
Undergraduate	
16	1.50
32	1.75
48	2.00
Diploma:	
12	1.25
24	1.50
36 or higher	2.00

- (b) A student who, before completing credit hours equivalent to one trimester of study, fails to reach the respective minimum academic level set out above will receive a written academic warning from the Dean of Faculty.
- (c) A student who attains a GPA of less than 1.00 at the end of his/her first trimester of study will be referred for the trimester.
- (d) A student who fails to meet a cumulative grade point average (CGPA) of 2.00 after completing credit hours equivalent to one year of study for the respective programme will be referred for the preceding year of study
- (e) A student whose GPA falls below 2.00 subsequent to satisfactory attainment of credit hours equivalent to one year of study will be referred for the Preceding trimester.
- (f) A referred student will re-register for all courses in the preceding year of study or trimester of study as the case may be, attend classes and sit for all examinations.
- (g) The previous credit hours and grades are expunged from his/her records and replaced by the new ones. However, the transcript will carry the remark "R" (referred).
- (h) A student who is referred for a complete year of study will be awarded a "Pass" degree irrespective of the final CGPA
- (i) A referred student who fails to reach the stipulated academic level a second time will be discontinued.
- (k) Discontinuation is recommended by the Faculty Board



and approved by Senate.

- (l) A discontinued student and his/her sponsors will be informed in writing by the Registrar of the Senate's decision
- (m) A discontinued student forfeits his/her right to any academic certificate from KeMU. However, he/she may re-apply to be admitted afresh in the same or other programme.

4.3 Grading System

- (a) KeMU uses the Grade Point Average (GPA) system. Trimester GPA is a measure of performance of a student for a trimester. A GPA is a number between 0 and 4 inclusive. Cumulative GPA is a measure of performance of student for a number of trimesters. Like Trimester GPA, Cumulative GPA is a number between 0 and 4 inclusive.
- (b) Each course is assessed based on the Continuous Assessment Tests (30% - 40%) and the Trimester

D	40 - 44%	3.0	1.0
E	0 - 39%	0.0	0.0

The letter grades having no corresponding numerical values are the following:

- A = Abandoned course = No value
- W = Withdrawn course = No value
- T = Audited course = No value
- P = Passed course on Pass/Fail no credit basis = No value
- Q = Failed course on Pass/Fail no credit basis = No value
- R = Referred
- r = Repeated
- F = Supplementary
- I = Incomplete course

A course withdrawn after the third week of a trimester is recorded as W and has no credit points.



Examinations (60% - 70%) and given a letter grade. The letter grade E denotes a failure grade and has a numerical value of zero. To calculate the GPA, each letter grade is assigned a points value, the sum of which is divided by the sum of the credit hours of the courses done to give the GPA.

- (c) The letter grades with their corresponding numerical values (including pluses), form an eight-step grade-point scale as shown below:

Letter Grade	Range of marks	Points	GPA
A	75 - 100%	12.0	4.0
B+	68 - 74%	10.5	3.5
B	60 - 67%	9.0	3.0
C+	55 - 59%	7.5	2.5
C	50 - 54%	6.0	2.0
D+	45 - 49%	4.5	1.5

- (d) A student who has not taken the course work assessments or attended classes for at least 80% of contact hours of teaching time shall not be eligible to take final examinations.
- (e) The Trimester GPA is computed as follows: First, multiply the **credit hours** of each course taken during the trimester by the corresponding **number value** of the **letter grade** of the course. Second, sum up all these products. This sum is called **trimester points**. Third, sum up the credit hours of all the courses taken during the trimester. This sum is called **trimester credit hours**. Then, finally, divide **trimester points** by **trimester credit hours**. The resulting number is **trimester GPA** of the student for that particular trimester.
- (f) Cumulative GPA of a student for a certain number of trimesters is computed in the same way as for the Trimester GPA, except that in the case of cumulative

GPA, all the courses taken during all trimesters in consideration are used in the computations.

The Trimester and Cumulative GPA's are rounded to the nearest second decimal place. Both are numbers between 0 and 4 inclusive.

Grades that have number values attained in all courses are used in the computation of the GPA. All grades are entered in the official records: the **instructor's grade sheets** presented to the Department by each instructor; the **class schedules** presented to the Faculty Board by each Department; and the **transcripts presented** to the students by the Academic Registrar.

- (g) Incomplete (I): The exam result of a course for which a student registered but did not complete for any reason shall be indicated in the grade sheet as "I", i.e incomplete.

4.4 Awards and Recognition

Awards and recognition are given to students who exhibit exemplary/outstanding scholarly achievement. Students who achieve high GPAs receive recognition as follows:

- (a) Vice Chancellor's Role of Honour: Awarded each academic year to students who have maintained a **Cumulative GPA of 3.75 or above for three or more consecutive trimesters.**
- (b) Dean's Commendation: Awarded each trimester to students in respective faculty who attain the trimester **GPA of 3.75 or above for two consecutive trimesters.**
- (c) Other recognition may be given by the Vice-Chancellor, Faculty or Departments. Recognition may or may not be accompanied by a token/present.

4.5 Academic Cautions

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

- (a) Academic Alert: Given to a student whose GPA drops as follows:
 - (i) Trimester GPA drops in two consecutive trimesters.
 - (ii) Trimester GPA drops below his/her cumulative level.

The alerts are indicated on the student's Grade Sheet and are to be given by the programme department.

- (b) Academic Warning: Given to a student whose GPA drops as follows:
 - (i) Trimester GPA drops below 2.00.

- (ii) Cumulative GPA is below 2.00 in the first academic year.

Academic warnings are given by the Dean of Faculty in writing on recommendation of the Faculty Board.

- (c) Referral and/or Discontinuation from a programme will apply when a student fails to meet the continuation requirements stated in Section 4.2.

4.6 Graduation Requirements

- (a) A student may graduate after completing all the general and specific requirements of the academic programme. To be considered for graduation, a student must meet the following requirements:
 - (i) Complete the minimum residence requirement.
 - (ii) Complete and pass all the specified pre-requisite and core courses.
 - (iii) Attain the minimum number of credit hours required for the programme in which the student is registered.
 - (iv) Obtain a minimum Cumulative GPA of 2.00.
 - (v) Have no pending disciplinary case.
 - (vi) Meet all financial obligations.
 - (vii) Clear all outstanding liabilities.
- (b) A candidate who is preparing to graduate should give notice of his/her intention by applying to the Registrar through the Programme Department and Faculty. This notice should be given at the time of registration for the intended 2nd last trimester of study.
- (c) A student who has applied to graduate should seek clearance of all liabilities in the University during the final trimester of study.

4.7 Classification of Certificates

- (a) Students who qualify for graduation receive certificates for their academic achievements. The certificates are classified under the categories listed below:

Honours	GPA range
Degree	
First Class Honours:	3.75 - 4.00.
Second Class Honours (Upper Division)	3.25 - 3.74.
Second Class Honours (Lower Division)	2.75 - 3.24.
Pass:	2.00 - 2.74.



Diploma	
Distinction	3.75 – 4.00
Credit	2.75 – 3.74
Pass	2.00 – 2.74

- (b) Notwithstanding the above guidelines, the University 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. Students who were referred for at least a year of study will receive “Pass” certificates.
- (c) The Senate may exempt some programmes from the classification of degrees.

4.8 Academic Transcripts

- (a) A continuing student is issued a trimester transcript at the end of each trimester. The trimester transcript covers the results approved by the Senate. The trimester transcript is co-signed by the Chairman of the Programme Department and the Dean of the Faculty.
- (b) A continuing student may, on request, be issued a progressive transcript covering the **work completed at KeMU and approved by the Senate**. The request is addressed to the Academic Registrar through the Chairman of the Programme Department. The progressive transcript is co-signed by the Chairman of the Programme Department and the Academic Registrar. A fee to be determined from time to time is charged.
- (c) Graduates will be issued the final transcript and the certificate. Transcripts and certificates are co-signed by the Academic Registrar. However, they may, on request and at a cost, be issued with a Provisional Transcript while waiting for the final transcript.
- (d) Certificates are issued only once but a letter of certification can be issued on request for a lost certificate at a cost. There are no duplicates of certificates.
- (e) However, the Registrar may maintain photocopies of certificates in the Archives
- (f) Certified duplicates of Transcript(s) will be sent to third parties upon request by a student. The request should be presented to the Academic Registrar in writing. A fee will be charged accordingly.
- (g) Additional copies of transcripts may be issued for a fee.

5 Examinations



5.1 Types of Examinations

- (a) Continuous Assessment Tests (CAT's) are taken as tests, quizzes, reports, practicals, and assignments during the trimester. At least two evaluations are made for each course. CAT's carry 30% - 40% of the total mark for each course, depending on the requirements of each department. CAT's should be done by the 4th and the 8th week respectively for the 1st and 2nd CAT. Marks for CAT's are submitted to the Department before the start of final Examinations.
- (b) Trimester examinations are taken at the end of each trimester. The results constitute 60% – 70% of the total mark for each course. The Academic Registrar may authorize the organization of some trimester examinations during the trimester.
- (c) There may be Out-of-session examinations. Out-of-session examinations are examinations organized during the trimester. The out-of-session examinations include

examinations are offered. Such reasons must be shown to be clearly beyond the control of the student. A request to this effect must be submitted in writing to the Registrar through the Department and recommended by the Dean of Faculty.

5.2 Setting the Examinations (See Schedule 3)

- (a) Setting examinations is a joint responsibility of the lecturer or course instructor and the Departmental Board of Examiners (DBE). The DBE consists of all the academic staff in the department. The Course instructor submits two sets of examination for each course taught.
- (b) The course instructor and/or the DBE draft handwritten questions and prepare a marking scheme.
- (c) The Chairman or Departmental Examinations Coordinator (or Officer) collects draft examinations for



examinations given to students on school based mode and examinations given to students who took courses taught on block teaching mode. The modalities of organization of out of session examinations will be determined by the Academic Registrar in consultations with Deans of Faculties.

- (d) Supplementary examinations: A student who obtains a grade E (fail) in an examination may be allowed to sit for a supplementary examination in the same course on payment of a fee specified by the Senate. A student who fails a re-sit examination will be required to repeat the course, on paying a specified re-examination fee.
- (e) The grade obtained in a supplementary examination will be identified with an "S" (for Supplementary). Such re-examinations will be taken at times specified by the Senate.
- (f) A student who is unable to appear for an examination for reasons acceptable to the Faculty may be allowed to defer such examinations to next time when the

all courses taught in the department.

- (c) Draft question papers are moderated by the DBE. Departments may choose to form small committees within areas of expertise to moderate examinations. However, the final responsibility rests with the DBE.
- (d) The examination is moderated for quality, including the coverage of the syllabus, level, quality of the questions, conformation to standard format, adequacy of duration, weighting of marks.
- (e) The moderated draft papers are forwarded to the External Examiner, and are further moderated and returned to the department. If many adjustments have been made on the original draft, it may be rewritten, but the original is retained. The marking scheme is adjusted accordingly.



5.3 Preparation of Examination Papers

- (a) The Academic Registrar ensures that examination papers are in the official format.
- (b) The examiner proofreads the typed examination papers. In the absence of the examiner, the paper may be proofread by the Chairman of Department or the Departmental Examinations Coordinator.
- (c) The Registrar supervises typing, duplication, collation and sealing of the examinations and ensures that there is adequate number of papers according to the official registration list for each course. He/She takes custody of the examinations until the scheduled Examination dates.

5.4 Administration of Examinations

- (a) The Registrar ensures that there is security, facilities and materials for examinations, (e.g. examination papers, rooms, etc.) are available and in place.



- (b) Deans of faculties ensure that adequate invigilators are available for examinations. Invigilators, who are the Examiners, collect examination papers from the Academic Registrar, distribute them to students and invigilate the examinations. Normally only members of the academic staff may invigilate examinations. The Dean, may, where necessary designate and train other suitable persons as invigilators.
- (c) The Chief Invigilator (who is a Chairman of Department), ensures that examination papers are collected from the Academic Registrar at least 30 minutes before the beginning of the examination. Candidates are required to be in the examination room 15 minutes before the start of the examination.
- (d) Invigilators supervise entry and exit of students and control any movements within the room. They control the beginning and ending of the examinations. During the examinations, students are not allowed to have any direct form of communication among them. Each

student is required to ensure he/she does not disturb others in any manner. Invigilators ensure honesty and calm in the examinations room.

- (e) Students write their answers to questions of examinations on the official answer books only. No other writing material is allowed in the examination room. No hand-written or printed material is allowed other than that specified on the examination paper itself. Similarly, no equipment, gadgets or tools are allowed other than those specified by the examiner.
- (f) At the end of the examination, every student taking the paper signs up on the list of candidates. Answer books and the lists of candidates are handed over back to the examiner in charge. A copy of each examination paper, the lists of candidates and reports written by examiners or chief invigilator are passed to the Registrar, by the examiner/chief invigilator.
- (g) Examinations rules, regulations and procedures, including clearance to sit the examinations, are made available to students and lecturers every trimester by the

“Academic chairs are many, but wise and noble teachers are few; lecture-rooms are numerous and large, but the number of young people who genuinely thirst after truth and justice is small.”

[Albert Einstein]

Registrar, (Schedule 4).

5.5 Marking and Grading of Examinations

- (a) Marking and grading of the examinations are done by the course instructor.
- (b) The course instructor enters grades on the official Instructor's Grade Sheet, signs it and returns it together with the examinations scripts to the Chairman of the Programme Department. The Chairman signs the Instructor's Grade Sheet after verification.
- (c) The Departmental Board of Examiners moderates the marking of each paper and allocates the letter grades. This process includes the external examiner where possible. Individual departments determine grades for courses taught and examined in the department.
- (d) Where applicable, scripts are forwarded to external examiners. External examiners review and return the scripts to the Programme Chairmen of Departments. External examiners also submit written reports to the



Deputy Vice Chancellor (Academic) with copies to the respective Deans of Faculties.

5.6 Remarking of Examination

A student who is dissatisfied with the marking in any examination, may appeal to have such examination remarked under the following conditions. Such an appeal may be made only once in respect of one paper.

- (a) A candidate shall be allowed to appeal to the Dean of Faculty through the Chief Internal Examiner (Chairman of the Department) for remarking of examination papers, on payment of non refundable remarking fees per paper, as may be determined from time to time.
- (b) The Academic Disciplinary Committee shall deliberate on the appeal cases and make recommendations to the faculty board of examiners, which shall decide on the merit of each on behalf of Senate.
- (c) Remarking shall be done by an examiner (or examiners) other than the original one. The examiner(s) shall be appointed by the Dean of Faculty in consultation with the Chairman of Department.
- (d) The results of remarking are final.
- (e) The remarked script, together with the grade and comments shall be forwarded to the Dean of Faculty, who will communicate the results to the student in writing.

5.7 Approval of the Examination Results (Refer to schedule 3)

(a) Departmental Board of Examiners (DBE)

There are two levels of moderation. All examiners who taught courses are invited to participate

- (i) Moderation of the course. The DBE reviews all the examination results for courses taught in the Department. Each paper is moderated for the standard of marking – fairness, consistency, adherence to marking scheme and level of grading. The DBE satisfies itself that the examination represents satisfactory assessment of the course.
- (ii) Moderation of performance of candidates. The DBE reviews the performance of each and all candidates, and ensures that the distribution of marks is normal and within expected ranges. Any anomalies are discussed and explained. The grading of internal and external examiners are reconciled and gross differences arbitrated.
- (iii) The DBE may at this stage adjust grades if

necessary. Individual examiners enter the grades.

- (iv) The Chairman of Department, the Examiner and the Examination officer endorse the DBE's decision by signing a certificate of approval of the results.
- (v) The Chairman of Department or Examinations Officer presents the recommendations of the DBE to the Faculty Board.
- (vi) The Chairman of department submits the consolidated performance schedule indicating individual student's grades to the Faculty Dean, who oversees the calculation of the respective GPAs for all the candidates.

(b) Faculty Board of Examiners (FBE)

- (i) The FBE includes all examiners for courses taken by the students in any of the programmes in the faculty.
- (ii) The FBE ensures that examination results have conformed to the University and Faculty rules, regulations and specific requirements.
- (iii) The FBE reviews and approves the performance of the candidates on the basis of the GPAs performance of individual students, but may not adjust the results.
- (iv) The FBE also reviews the performance of the academic programmes.
- (v) The Dean of Faculty releases the provisional results after the approval by the FBE, and implements necessary action, pending submission to Senate for approval.

(c) The Senate

- (a) Recommendations of the Faculty Board of Examiners are presented to the Senate.
- (b) The Senate reviews and approves the results. The Senate will ensure that the results conform to overall University Rules and Regulations, and meet the standards.
- (c) The Registrar updates individual students' records and officially releases the results to the students.

5.8 Disposal of Examination Answer Scripts

Examination answer scripts are retained by the Registrar for two academic years from the time the examination was taken after which they are destroyed. A student who is dissatisfied with the marking in any examination may lodge appeals within a period of four (4) weeks after release of results, after



which no appeals are accepted.

5.10 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 reviews and to assist in quality assurance.
- (b) External examiners are proposed by the Departments and Faculties. Those selected are then requested to submit their curriculum vitae to the Deans of Faculties for approval by the Faculty Board. The Deans make recommendations for subsequent appointment by the Vice Chancellor.
- (c) Each External examiner is appointed for a period of three years. The appointment normally expires at the end of the period. The individual may be re-appointed later after one academic year.

5.11 Reporting Examination Irregularities

Examination offence is a serious academic offence and the following procedure will be followed:

- (a) The student is required by the invigilator to leave the examination room and make a written statement immediately. The student may be allowed to continue with the examination after writing the statement.
- (b) The materials used in the irregularity, if any, are confiscated.
- (c) The chief invigilator prepares a written report using the standard format, which is countersigned by the invigilator and forwards the written report to the relevant Dean of Faculty together with the student's scripts and any materials confiscated thereof to serve as exhibits.
- (d) The Dean of Faculty refers the cases to the Academic Disciplinary Committee.
- (e) The Academic Disciplinary Committee adjudicates all the academic offences and takes appropriate action as it deems appropriate on behalf of the Senate as stipulated in the University policies.
- (f) Decisions of the Disciplinary Committee shall be reported to the next Senate.
- (g) Students who feel aggrieved by the decisions of the Academic Disciplinary Committee may appeal to the

6

Academic Discipline



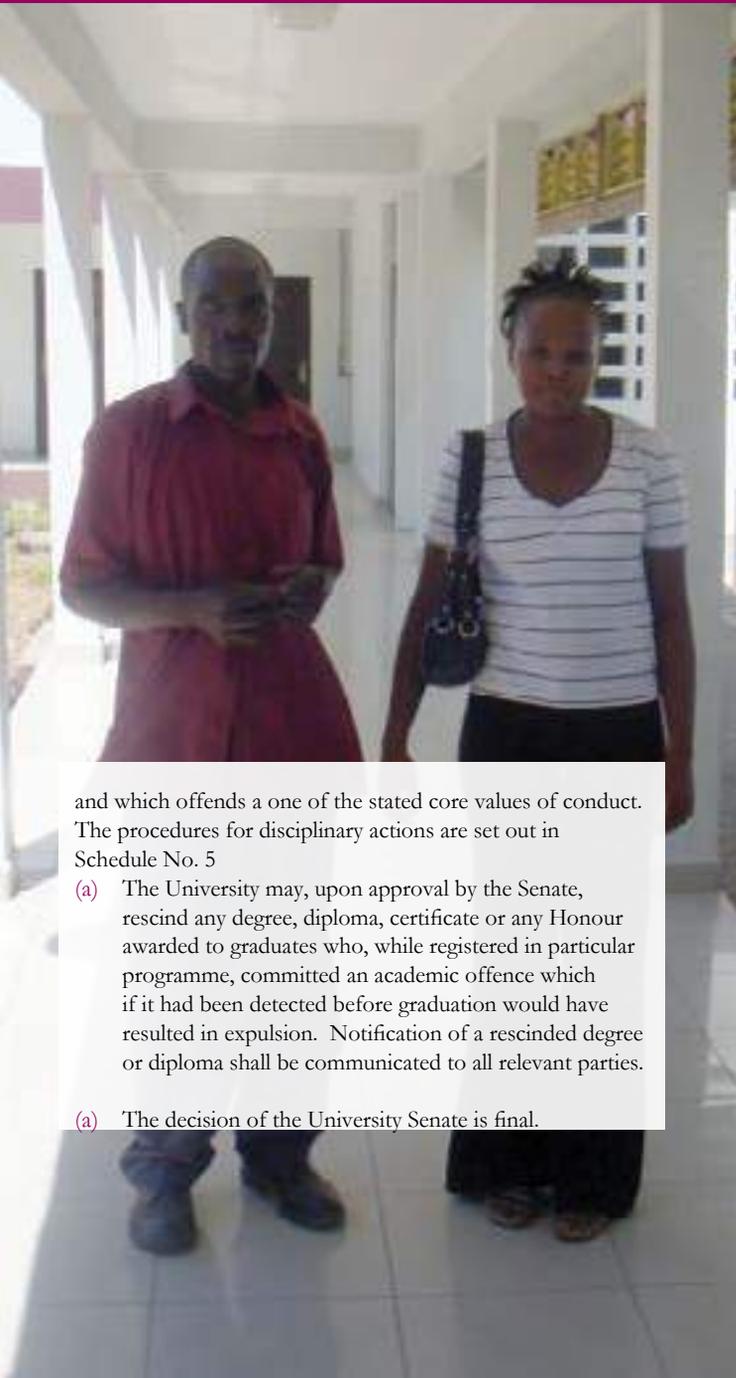
Chairman of Senate on payment of specified fees.

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 commitment to the five core values, i.e honesty, trust, fairness, respect and responsibility. Honesty advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service. Trust foster a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. An academic community of integrity establishes clear standards, practices and procedures and expects fairness in interaction of students, faculty and administrators. Academic integrity recognizes the participatory nature of the learning process, and honors and respects other opinions and ideas. Finally, academic integrity upholds personal accountability and expects responsibility and action in the face of wrongdoing.

Offences against these values diminish the worth of academic degrees; and are thus regarded very seriously. All students at KeMU are expected to take cognizance of these values in their academic pursuits as they grow into responsible citizens in a Christian setting. An examination offense is an activity, or omission of an activity, which contravenes the establishment procedure,

7

Rescinding of Degree, Diploma and Certificate



and which offends a one of the stated core values of conduct. The procedures for disciplinary actions are set out in Schedule No. 5

- (a) The University may, upon approval by the Senate, rescind any degree, diploma, certificate or any Honour awarded to graduates who, while registered in particular programme, committed an academic offence which if it had been detected before graduation would have resulted in expulsion. Notification of a rescinded degree or diploma shall be communicated to all relevant parties.
- (a) The decision of the University Senate is final.

8

Schedules



8.1 Schedule of Charges*

Reference	Item	Amount (Kshs)
1.7(e)(v)	A fee for taking aptitude test	5,000
1.7(d) (i)	A non-refundable application fee	1,000
1.8 (f)	Fee for each credit transferred	1,000
1.10	A non-refundable application fee for change of mode of study	2,000
2.3 (b)	A non-refundable application fee for change of academic programme	2,000
2.4a (ii)	A fee for each additional course unit above the standard load	*
3.1 (c)	A penalty fee for each day of lateness after the deadline for trimester registration	500
3.3	A fee for each exempted course	2,000
3.4 (a)	A penalty fee for each day of lateness after the deadline for drop/add a course	1,500
4.8 (b)	Progressive transcript	1,500
4.8 (c)	Provisional transcript	2,000
4.8 (d)	A fee for a letter of certification of lost certificate	5,000
4.8 (f)	A fee for a transcript sent to a third party	2,000
4.8 (g)	A fee for every additional copy of the official transcript	2,000
5.1 (d)	A fee for supplementary examination	2,000
5.6 (a)	A fee for remarking a paper	5,000
Schedule 4 (f)	Charges for launching an appeal against a decision made by the a University Disciplinary committee, or the Senate	5,000

* Fees shall be charged per course fees in relevant programmes.

*Subject to revision

8.2 Additional departmental/Faculty minimum entry requirements:

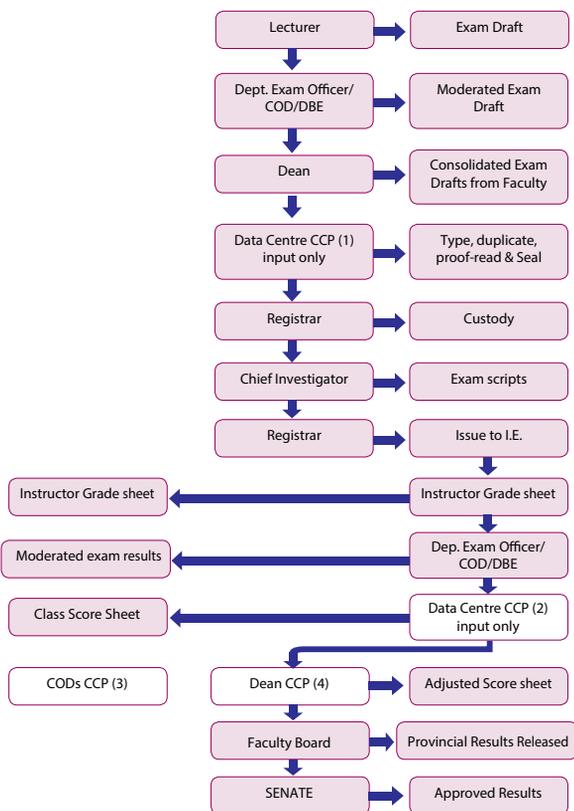
(a) Faculty of Health Science programmes

Attached below is summary of the Admission requirements as submitted by the respective Departments in the Faculty of Health Sciences.

Programme	Entry Without Bridging	Entry with Bridging allowed when a student has scored minimum grade
Diploma in Clinical Medicine	Aggregate KCSE Eng or Kisw Maths OR Physics Chemistry Biology	C C- C- C C
B.Sc. in Nursing-Direct Entry	Aggregate KCSE Eng or Kisw Maths OR Physics Chemistry Biology Aggregate KCSE Eng or Kisw Maths OR Physics Biological Science Physical Science	C+ C+ C+ C+ C+ C+ C+ C+ C+ C+
Bachelor of Science in Nursing - Upgrading Student	KCSE C or Div 11; Diploma in Kenya Registered Community Health Nurse (KRCHN); Two years post Diploma Experience in a related field.	
Bachelor of Science in Medical Laboratory Sciences-Direct Entry	Aggregate KCSE Eng or Kisw Maths OR Physics Chemistry Biology Aggregate KCSE Eng or Kisw Maths OR Physics Biological Science Physical Science	C+ C+ C+ C+ C+ C+ C+ C+ C+ C+
Bachelor of Science in Medical Laboratory Sciences-Upgrading Student	KCSE C or Div 11, Diploma in Medical Laboratory Science from a reputable institution	

8.3 Flow chart for processing of

Examinations



8.4 Disciplinary Procedures and Penalties

- (i) Any cases of cheating or malpractice in University examinations shall immediately be reported, in writing by the invigilators through the Chief Internal Examiner (Chairman of Department), to the Dean of respective Faculty.
- (ii) The report shall include the complete identity of the student, the examination, time, venue and nature of the offense. It shall be signed by the reporting invigilator, at least one more invigilator and the Chief Invigilator.
- (iii) The Dean of Faculty, upon receiving the report, shall as soon as possible (in any case by the end of the examination session), refer to the Academic Disciplinary Committee (ADC) to investigate, consider and dispose of the cases in accordance with established university rules.

- (a) Academic Disciplinary Committee shall be composed of the following members

DVC (AA)	Chairman
Two Departmental Chairmen	Member
Dean of respective Faculty	Member
Dean of Students	Member
Two Chairmen of Departments, (The Chairman of the Department from which the student is enrolled, will be in attendance).	Member
Two faculty representatives from within the Faculty	Member
Two student representatives from within the Faculty	Member
Senior Assistant Registrar (Academic Affairs)	Secretary

- (b) Disciplinary Action/Penalties

- (i) The ADC may take any of the following actions, depending on the gravity of the offense, and the circumstances under which it was committed.
- (ii) The committee may recommend various forms of counseling alongside any of the penalties imposed.
- (iii) Under certain circumstance, such as when there is impending investigation to be done, the student may be suspended indefinitely.
- (vi) On completion of a suspension period, the student is required to apply in writing to the Registrar for re-admission. The ADC may recommend specific conditions on re-admission.
- (v) A student who commits an offense that would cause him/her to be suspended a second time shall be expelled.
- (vi) All other decisions and recommendations of the ADC, except expulsions, shall be immediately implemented, pending approval by Senate.
- (vii) An aggrieved student may appeal the decision of the ADC to the Chairman of Senate. Such an appeal carries a non-refundable fee as stipulated in the schedules.

- (c) Categories of offenses and penalties

Offences	Penalty
1. Disobeying instructions of invigilators; 2. Disrupting an examination by making noise or being a nuisance; 3. Forging medical reports in order to obtain deferment of an examination; 4. Intentional failure to respond to summons of the Academic Disciplinary, or other recognized university committee.	Written warning to offender copied to sponsor

<ol style="list-style-type: none"> 1. Passing verbal, written or electronic communication to other candidates in the examination room; being in possession of or bringing into the examination room unauthorized materials such as books, notes, papers, electronic devices or formulae, pre-written answers; 2. Attending, or attempting to attend classes or other academic activity whilst not duly registered 	Nullification of grade/ cancellation of results
<ol style="list-style-type: none"> 3. Discussing with each other during the examination 4. Plagiarism, i.e. using the words or ideas of another person as if they were one's own without acknowledgment of the same; 5. Presenting, attempting to present materials lifted from or published (books, papers, articles, and internet information) for purposes of satisfying an assignment, project, or examination, without regard or acknowledgment of the source. 6. Obtaining or attempting to obtain someone else's material for purposes of preparing for examination by false pretense, theft or any other reason as long as the materials are obtained without the consent from the owner for the purpose of an examination or fulfillment of examination requirements 7. Presenting assignments or projects consisting of materials which has been lifted or copied from another candidate, or copying or attempting to copy from another candidate or facilitating such copying or sharing of material(s). 	
<ol style="list-style-type: none"> 1. Copying or reading from other candidates or from some other unauthorized source 2. Lobbying for undeserved examinations grades; 3. Abetting, aiding or covering up an examination malpractice; 4. Attending or attempting to attend classes, lectures or any other university activity after being barred, suspended, dismissed, discontinued or expelled from the university for any reason whatsoever; 5. Threatening or attempting to threaten an instructor or any other officer of the university for the same reasons; 6. Presenting, or attempting to present oneself for an examination without a valid Student's Identity Card, or any other required and/or acceptable form of identification; 7. Being a nuisance by disturbing others in class, library, examination room or anywhere else, by means of loud music, howling, screaming, shouting or other form of unpleasant vocalization; 8. Destroying or attempting to destroy evidence. 	Suspension from University and Nullification of results
<ol style="list-style-type: none"> 1. Offering or attempting to offer gifts, bribes, presents to an instructor or any other officer or servant for purposes of gaining undue advantage in academic work or examination and/or changes in grades. 2. Exerting, or attempting to exert undue influence of any kind whatsoever, on any officer or servant of the university, for purposes of obtaining undue academic advantage 	Dismissal/ expulsion from the University
Committing or being involved in any activity or act which is deemed by the Academic Disciplinary Committee to be an academic offence.	As decided by ADC

Department of Students' Welfare and Development



Students' Code of Conduct and Discipline [3rd edition]

He who heeds discipline shows the way of life, but whoever ignores correction leads others astray.

[Proverbs 10: 17, NIV]

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1. Preamble

- 1.1 These rules and regulations shall apply to all students of Kenya Methodist University and its college campuses and centers. The students shall be required to observe and abide by the rules and regulations contained in this Academic Handbook and Code of Conduct.
- 1.2 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.
- 1.3 Every student shall be required to read these rules and regulations and to sign the declaration and Bond of good conduct certificates appended hereunder, that the contents and meaning hereof have been understood and shall be adhered to.



- 1.4 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.
- 1.5 When required and executed, such bond, assurance or undertaking shall have the same effect as if it were part of these rules and regulations.
- 1.6 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.

2. Definition of student

For purposes of these rules and regulations the term 'student' means and includes:

- 2.1 Any person who has duly signed the nominal roll and is registered into a programme of study for a diploma, undergraduate, postgraduate degree or any other programme of study duly and expressly recognized by the Senate and Council and offered by Kenya Methodist University.
- 2.2 Any student from another university who is registered for a study programme in the university.

3. General Conduct of Students

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. All students of KeMU are expected to uphold high moral and

“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, NIV]

ethical values expected of them by this Christian based institution irrespective of their religious affiliation.

However, students who belong to religious backgrounds, other than Christianity may practice their faiths, BUT, in as long as 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.

Being members of the KeMU community implies both benefits and responsibilities. First, 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 honor 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:

- 3.1 Comply with all lawful instructions of the university or of a duly authorized officer.
- 3.2 Not keep any offensive weapons within the university premises (knives, firearms, explosives, inflammable liquids e.t.c)
- 3.3 Honor the rights, freedom and privileges of other members of the university and public at all times.
- 3.4 Not use, abuse or introduce intoxicating substances in or outside the university premises.
- 3.5 Refrain from any conduct that might bring the university or any section or programme thereof into disrepute or public odium.



- 3.6 Not report into the university premises after 11 p.m unless with prior arrangement from university authorities.
- 3.7 Conduct themselves in all public places with such demeanor and dignity as befits their status as scholars and educated citizens.
- 3.8 Not threaten, molest, bully, harass, and insult any member of university community or public within or outside the university premises.
- 3.9 Wear appropriate attire during study, at meal times in the dining hall, and in all university functions. Wearing of earrings, plaiting hair or dreadlocks is not permitted for male students while ladies should avoid indecent dressing.
- 3.10 Desist from all acts of hooliganism, unruly or rowdy behavior, fighting, assault, unreasonable or excessive noise or any other acts likely to cause a breach of the peace within or outside the university premises.

- 3.11 Avoid drunkenness or other anti-social behavior as would lead to the disturbance of other students, staff, the university community in general, or of members of the public.
- 3.12 Avoid such vices as covetousness, jealousy, pride, gossip, immodesty, slander, nepotism, profanity, vulgarity, sex outside marriage, cohabitation, e.t.c
- 3.13 Not unlawfully appropriate, misappropriate, use, misuse, steal, destroy, damage or alienate property of the university or of a staff member or of a fellow student or of any other person, or handle such property in a way that is or may be prejudicial to the university or a staff member, student or any other person.
- 3.14 Not display conduct [either in language, behavior or in writing] which is obscene, disgusting, offensive or indecent to any staff member, fellow student or any other person.
- 3.15 Not knowingly make a false or erroneous statement to

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

[Proverbs 1: 8-9, NIV]

- any staff member or intentionally provide materially, false information to anyone inside or outside the university about the university.
- 3.16 Not willingly refuse to return or compensate for borrowed items, money belonging to a staff member, a fellow student or any other person.
- 3.17 Not circulate, display, affix, distribute a banner, placard, notice, circular, letter or pamphlet on or in the university premises without official authorization.
- 3.18 Not convene, organize or attend an assembly on or in the university premises without obtaining prior authorization or consent from the relevant authority, or attend a gathering prohibited by the university.
- 3.19 Not arrange, organize, instigate, hold or participate in a political or protest demonstration within the university or the immediate vicinity of the university premises.
- 3.20 Dress appropriately all the time while in the University and or when attending all University functions. In



particular:

- 3.21 Male students shall not wear;
- 3.20.1 Rusters/dreadlocks [wear properly groomed hair]
 - 3.20.2 Plaited hair
 - 3.20.3 Earrings
 - 3.20.4 Untucked shirts [Wear properly tucked shirts]
 - 3.20.5 Vests that show their bare chests. [Wear them with a shirt on, unless during an activity that demands such dressing mode].
 - 3.20.6 Hats/caps in classes and in offices since it is disrespectful to do so.
 - 3.20.7 Female students shall not wear:
 - Tumbo-cuts [exposing their belly and naval]
 - Bare-backs [exposing their backs]
 - Mini skirts [any skirt above the

- 4.1 Adhere to the laid-down guidelines for obtaining such accommodation and pay all charges as may be stipulated from time to time by the university. Such charges shall include refundable room key deposit.
- 4.2 Share rooms and other facilities for common use, as may be stipulated from time to time.
- 4.3 Not allow or host visitors of the opposite sex in their rooms at any time.
- 4.4 Not remove furniture or equipment or fixture from the halls of residence or any other university premises except with a written permission from the housekeeper.
- 4.5 Not destroy or damage, deface or vandalize any university property/structure.
- 4.6 Immediately report any loss, missing or misplaced items, or breakages in the rooms to the housekeeper or the janitor of the respective hall.
- 4.7 Surrender all room keys and any other university



- knee line]
- Skirts whose slit is above the Knee line
- Nose rings and any other rings, other than earrings.
- Dresses with neckline running down more than 4 inches.
- Body tight trousers [wear well fitting clothes]
- See-through clothes [wear decently]

4. Conduct in The Halls of Residence

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, and in particular shall:

- property to the janitor/housekeeper at the end of every semester or academic period, or as may otherwise be required by the university.
- 4.8 Ensure that their rooms are clean, tidy and devoid of any form of defacement at all times.
- 4.9 Use video tapes, radios or any other audio-visual equipment in the halls of residence between the hours 6.00 am and 11.00 p.m only, and provided that, all sound emanating there from does not cause disturbance, inconvenience or nuisance to others.
- 4.10 Under no circumstance interfere or tamper with electrical installations and fittings in university buildings.
- 4.11 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.
- 4.12 Not accommodate visitors in their rooms for whatever



period of time, be they students on vacation, relatives or otherwise without authority from the office of Dean of Students

5. Vacational Residence

- 5.1 Students are prohibited from residing in the university during vacation, except with written permission from the Dean of Students.
- 5.2 Students on such authorized vacational 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 (4.0 above) shall apply without exception.

6. Dining Hall Conduct

To facilitate satisfactory and efficient services in the dining hall, students shall conduct themselves in an orderly manner and shall be courteous to the catering staff and fellow students.

Now then, my sons listen to me; blessed are those who keep my way. Listen to my instruction and be wise; do not ignore it.

[Proverbs 8: 32-33, NIV]

In particular, students who utilize the dining hall shall:

- 6.1 Take all the scheduled meals in the dining hall.
- 6.2 Not remove utensils or crockery from the dining hall.
- 6.3 Refrain from taking away food or beverages from the dining hall without prior arrangements with and/ or permission from the Catering Officer.
- 6.4 Desist from entering the kitchen, servery or store or any restricted part of the dining hall except when authorized by the Catering Officer.
- 6.5 Otherwise present and conduct themselves in an orderly, mature and acceptable manner during meals.
- 6.6 Be served with meals only within the specified times unless prior arrangement has been made with the Catering Officer.

7. Disciplinary and criminal offences

There are certain instances where the violation or contravention of the University code of conduct will

constitute a serious offence and as such attract instant disciplinary action against the student(s) concerned. In this case, the Vice Chancellor on his/her initiative or on the recommendation of the Students' Disciplinary Committee, will give summary/immediate suspension or dismissal to the student(s) concerned if it is in the interest of the security and the maintenance of order and discipline in the university. Such action may be taken against a student who is under investigation pending completion of the investigation.

Criminal offences

The following are some of the criminal offences that will lead to serious disciplinary action being taken against a student:

- 7.1.1 Drunkenness
- 7.1.2 Drug abuse
- 7.1.3 Drug trafficking
- 7.1.4 Possession of illicit intoxicants
- 7.1.5 Illegal trade or hawking



- 7.1.6 Fighting
- 7.1.7 Physically assaulting, molesting, bullying or abusing another person.
- 7.1.8 Arson
- 7.1.9 Theft
- 7.1.10 Impersonation
- 7.1.11 Forgery
- 7.1.12 Fraud, money laundering
- 7.1.13 Possession of fire arms or any other offensive weapon
- 7.1.14 Refusing to obey instruction from an authorized officer
- 7.1.15 Interfering with rights and freedom of other people
- 7.1.16 Procuring an abortion
- 7.1.17 Abetting crime or failure to report a criminal activity to the university
- 7.1.18 Rape or attempted rape

- 7.1.19 Sexual harassment
- 7.1.20 Un-natural acts or indecent assault (e.g. homosexuality, lesbianism)
- 7.1.21 Inciting fellow students, staff or other members of the university community
- 7.1.22 Commandeering, hijacking or misuse of university or private, public vehicles
- 7.1.23 Picketing
- 7.1.24 Boycott of scheduled lectures, practicals, other courses of instruction or examinations
- 7.1.25 Intimidation of or issuance of threats, written or verbal, to students with intent to disrupt academic activities or other process
- 7.1.26 Malicious or willful damage to university property, that of other student or members of the public
- 7.1.27 Any attempt to convene or organize or any participation or involvement in demonstrations, gathering, processions or

pregnant shall:

- 8.1.1 be required to defer her studies to an appropriate date after delivery and or,
- 8.1.2 if applicable be subject to article 11.4.7 in respect to losses that may arise thereof.

9. Disciplinary Authority and composition of the students' disciplinary committees

- 9.1 For the purposes of these regulations the Vice Chancellor, acting on behalf of the council, is the disciplinary authority of the university and may in that capacity:
 - 9.1.1 Vary or add to the list of disciplinary offences specified herein.
 - 9.1.2 Suspend from the university pending further disciplinary action any student suspected of committing an offence under these rules and

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 prosperity.

[Proverbs 3: 1-2, NIV]



- public ceremonies for which permission has not been obtained from the university administration or government authorities.
- 7.1.28 Authorship, publication and/distribution of anonymous letters or any other literature of a malicious or libelous nature including placards.
- 7.1.29 Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the university
- 7.1.30 Gambling, bribery, accultic practices, use of pornographic materials, dishonesty (cheating, plagiarism e.t.c)

8. Pregnancy

Kenya Methodist University discourages pregnancy among students who are not married as it is against the Christian teaching. In this regard:

- 8.1 Any unmarried registered female student who falls

regulations.

- 9.1.3 On behalf of the Senate take any measures necessary for proper operation of and maintenance of order in the university. There shall be a Students' Social Disciplinary Committee of Senate appointed by the Vice Chancellor and established under the statutes of Kenya Methodist University as shown hereunder.
- 9.1.4 For the Main campus, the committee shall be composed of the following:
 - 9.1.4.1 DVC [A&F] – Chairman
 - 9.1.4.2 Registrar Administration – Member
 - 9.1.4.3 Dean of Students – Member
 - 9.1.4.4 Chaplain – Member
 - 9.1.4.5 HOD(s) of department involved – Member
 - 9.1.4.6 One Senate Representative – Member
 - 9.1.4.7 Chairperson, KeMUSO – Member



- 9.1.4.8 Vice Chairperson, KeMUSO – Member
- 9.1.4.9 Senior A. Registrar [Administration] – Secretary
- 9.1.5 For Nairobi and Satellite Centers, the Committee shall be composed of the following:
 - 9.1.5.1 Principal – Chairperson
 - 9.1.5.2 Registrar Administration – Member
 - 9.1.5.3 Chaplain – Member
 - 9.1.5.4 Dean of Students – Member
 - 9.1.5.5 HOD(s) of Department involved – Member
 - 9.1.5.6 One Senate Representative – Member
 - 9.1.5.7 Chairperson, Students Organization – Member

- 9.2.8 Chairperson, KeMUSO – Member
- 9.2.9 Academic Secretary [KeMUSO] – Member
- 9.2.10 Senior Assistant Registrar [Academic] – Secretary
- 9.2.11 For Nairobi and Satellite Centers, the Committee shall be composed of the following:
 - 9.2.11.1 Principal – Chairperson
 - 9.2.11.2 Registrar Academic – Member
 - 9.2.11.3 Dean of Faculty concerned – Member
 - 9.2.11.4 Dean of Students – Member
 - 9.2.11.5 HOD(s) of the department involved – Member
 - 9.2.11.6 One Senate Representative – Member
 - 9.2.11.7 Chairperson, Students Organization – Member



If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

[Mathew 18: 15-17]

- 9.1.5.8 Vice Chairperson, Students Organization – Member
- 9.1.5.9 Senior Assistant Registrar [Administration]– Secretary
- 9.2 There shall be a Students’ Academic Disciplinary Committee of Senate appointed by the Vice Chancellor and established under the statutes of Kenya Methodist University as shown hereunder.
 - 9.2.1 For the Main campus, the committee shall be composed of the following:
 - 9.2.2 DVC [AA] – Chairman
 - 9.2.3 Registrar Academic – Member
 - 9.2.4 Dean of Faculty concerned – Member
 - 9.2.5 HOD(s) of the department involved – Member
 - 9.2.6 Dean of Students – Member
 - 9.2.7 One Senate Representative – Member

- 9.2.11.8 Academic Secretary, Students Organization– Member
- 9.2.11.9 Senior Assistant Registrar [Academic]– Secretary
- 9.3 The chairpersons of the Students Social and the Students Academic Disciplinary Committees shall call a meeting in their respective areas of jurisdiction within 14 days of receipt of a written charge(s) in respect of a student(s) from the Dean of Students and Dean of Faculty respectively.
- 9.4 The secretaries to the committees shall notify the students and complainant of the date, time, and venue of the meeting.
- 9.5 If upon notification, the accused student(s) fail to appear before the committee without a reasonable explanation [in writing], the committee shall proceed



- with the case nonetheless.
- 9.6 The committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a Court of Law. In particular, the committee shall ensure that both sides are adequately heard.
- 9.7 At all meetings of the committee before which a student is summoned, the procedure adopted shall be determined by the committee and the student alone shall be entitled to appear in person. For avoidance of doubt, the committee shall not entertain the audience of advocates, or the legal agents on behalf of the student.
- 9.8 The committee's decision shall be arrived at either by consensus or by simple majority vote through secret ballot. The chairman shall have a casting vote in addition to his ordinary vote.
- 9.9 Subject to statutes of the Kenya Methodist University, the Deputy Vice Chancellor (A&F) or DVC Academic

containing an accusation, complaint or allegation made against him/her has been submitted to the Dean of Students or any other person authorized by him/her.

10.2 Preliminary investigation

10.2.1 Investigation principles

10.2.1.1 The Dean of Students and/or any other person shall conduct a preliminary investigation or a committee authorized by him/her to establish the basis of the complaint, accusation or allegation brought to his/her notice, or into the behavior of a student that might constitute misconduct and prepare a written report/charge sheet.

10.2.1.2 The Dean of Students, Committee or any person conducting the



[whichever is applicable] shall communicate the committee's decision to the student within five (05) working days from the date of conclusion of the proceedings.

- 9.10 The committee shall communicate its decision to the Chairman of senate for notification within fourteen (14) days, and thereafter table a written report during the next Senate Meeting for adoption.

10. Procedure in the case of misconduct

10.1 Notification of misconduct

- 10.1.1 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.
- 10.1.2 A student shall not be charged with misconduct until a written, signed statement

preliminary investigation may obtain information from any person including the student against whom the complaint, accusation or allegation has been made.

10.2.1.3 The Dean of Students, Committee or any person conducting the investigation will consult and conduct the investigation at own discretion.

10.2.2 Investigation guidelines

Once the report is received, the Dean of Students will do the following:

- 10.2.2.1 Either carry out the investigation himself or forward the matter to the security or other relevant office for further investigation
- 10.2.2.2 If any student(s) is required to assist the security officers in the

investigation, the Dean of Students will refer him or her to the security or other relevant office in writing and clearly stating the nature of the problem.

- 10.2.2.3 On receiving such summons to report to either the security or any other office, the student will be bound to report without fail
- 10.2.2.4 The security or any other authorized officer will then compile a comprehensive report and send it back to the respective Dean for action
- 10.2.2.5 If the Dean of Students is of the opinion that there are reasonable grounds for a charge of misconduct

the respective Dean in relation to a complaint under investigation. Failure to do so will constitute a disciplinary action (ref. 3.1 above)

- 10.3.3 A student shall not be summoned directly by the security office unless in the event, he/she has been caught in the course of committing a crime whose evidence is likely to be interfered with if left unattended.
- 10.3.4 Security officers have the right to pursue any student found or suspected to be in the process of committing a crime without prior consultation with the respective Dean. However, the Dean must be informed of such an activity taking place.
- 10.3.5 If a local search is required, the warrant to do so will be issued by the respective Dean after consultation with the Security Officer. During



based on the results of the preliminary investigations, he shall draw up a written charge and forward it to the Chairman of the respective Disciplinary Committee for hearing and determination.

- 10.2.2.6 The chairman of the Students' Disciplinary Committee shall then convene a meeting of the respective committee within 14 working days to avoid the student being continuously absent for a long time.

10.3 Guiding Principles

- 10.3.1 Security officers in the course of investigation shall not harass or intimidate student physically or otherwise.
- 10.3.2 Students shall abide by summons issued by

the search, the student involved and the officer in charge of the service point relevant to the case will be present to witness the operation.

- 10.3.1 Depending on the nature of the offence, the respective Dean in consultation with the Security Officer may, through the office of the Vice Chancellor, refer the complaint for further investigation and action to the law enforcement agents in the public domain.
- 10.3.1 Any student involved in breaking of the Kenyan law within and or outside the university premises shall be handed over to the law enforcement agents for appropriate investigation and action.

11. General guidelines in hearing of a



disciplinary case

- 11.1 The quorum of the Students' Disciplinary Committees shall be 2/3 of all the members appointed by the Vice-Chancellor as shown in 9.2 and 9.3 above.
- 11.2 The Student Disciplinary Committees shall conduct all their meetings and hearing in camera unless the chairman of the committee or the Vice Chancellor orders otherwise.
- 11.3 The chairman of a Student' Disciplinary Committee or the Vice Chancellor may refer the hearing to another body of the university if he/she is of the opinion that the charge concerned should be heard by another body
- 11.4 The chairman of a Student Disciplinary Committee or the Vice Chancellor may stop the hearing at any point before the case is determined if he/she is convinced that the proceedings do not meet the conditions stipulated or it's not in the best interest of all the parties involved.

"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



- 11.5 The proceedings of a Students' Disciplinary Committee shall be recorded and kept in strict confidence.
- 11.6 In case the substantive secretary to the committee is absent, the chairman of a Students' Disciplinary Committee shall appoint another person to provide secretariat services to the committee. If the person appointed is not a member of the Disciplinary Committee, he/she shall not have a right to vote. All documents and recordings shall thereafter be kept in safe custody by the chairman.
- 11.7 In cases where a Students' Disciplinary Committee requires special expertise, the chairman of the Committee may appoint a member to attend, but in an advisory capacity only.
- 11.8 If at any stage during the hearing of a disciplinary case, one or more members of a Students' Disciplinary Committee are no longer able to attend/participate in

the proceedings, the hearing shall continue provided that the remaining members form a quorum.

- 11.9 A member of a Students' Disciplinary Committee who has himself/herself laid a complaint of misconduct against a student shall disqualify himself/herself from the proceedings of the committee for the hearing of a charge arising there from. In addition, where there is a possibility of conflict of interest by a member, such a member shall disqualify himself/herself from the committee proceedings.
- 11.10 If a student charged with misconduct fails to attend his/her hearing, the hearing may be conducted in his/her absence. The case may also be determined thereof and at the discretion of the chairman.
- 11.11 If a student charged with misconduct interferes with or obstructs any proceedings of a disciplinary case or refuses an instruction of the chairman of such committee, he/she may be ordered to withdraw from the proceedings by the chairman. The proceedings may

then continue in his or her absence.

- 11.12 If a student charged with misconduct admits guilt in respect of a charge, a Student Disciplinary Committee shall decide whether or not the evidence concerning the charge should be adduced.

11.2 Disciplinary Measures

If a Students' Disciplinary Committee finds a student guilty of misconduct, the committee may impose one or more of the following measures:

- 11.2.1 Serve student with written or verbal reprimand or warning.
- 11.2.2 Require the student to fully recompense for any loss of damage as shall be commensurate with the nature or gravity of the offence committed.



- 11.2.3 Withdraw credit or credits obtained in a study unit or units.
- 11.2.4 Suspend the student for a specified period of up to a maximum of 3 years or a further period.
- 11.2.5 Expel the student from the university.
- 11.2.6 Exclude the student from halls of residence for such a period as the committee may deem fit.
- 11.2.7 Impose any other disciplinary measures or sanctions, pardon the accused student, or make any other decision that it deems necessary in the prevailing circumstances.

11.3 Cases of Minor Misconduct

- 11.3.1 Complaints of minor misconduct may be made in writing to the Dean of Students and shall indicate the circumstances concerned so as to enable him/her to decide an appropriate action.
- 11.3.2 The Students' Social Disciplinary Committee in consultation with the Dean of students, will at its discretion determine whether a student's behavior constitutes a minor misconduct or otherwise.
- 11.3.3 Such cases include, but are not limited to, causing disturbance, being a nuisance to others, unbecoming behavior or any other that the Dean of Students or the Students' Social Disciplinary Committee in their opinion, considers to be minor in nature.
- 11.3.4 On notification of such a complaint, the Dean of Students may appoint a committee to conduct a hearing and receive representations from all parties concerned.
- 11.3.5 The accused student(s) shall be notified of the time, place and nature of the alleged misconduct and shall be given an opportunity to make a written statement within a reasonable time and/or appear before the Student Social Disciplinary Committee in person.
- 11.3.6 If it appears from the explanation contained in the complaint that the accused student(s) should be given the opportunity of making an admission of guilt, the Students' Social Disciplinary Committee shall notify the student(s) in writing:
 - 11.3.6.1 Of the time, place and nature of the

alleged misconduct

- 11.3.6.2 Of the opportunity to make an admission of guilt arising thereof within a specified period of time and that the admission of guilt shall not be recorded as an offence.
- 11.3.6.3 That they are under no obligation to admit guilt
- 11.3.6.4 That failure on their part to admit guilt will not be held against them in the event of a possible hearing.
- 11.3.6.5 That they have a right to defend themselves against the alleged misconduct and the contents of the charges.

- 11.3.7 If the accused student (s) pleads not guilty, the Student Social Disciplinary Committee shall in its discretion decide what further steps should be taken to hear and determine the matter.
- 11.3.8 In cases of minor misconduct, the following disciplinary measures may be imposed;
 - 11.3.8.1 A fine, as may be determined by the Disciplinary Committee.
 - 11.3.8.2 A claim for such monetary amount as may be sufficient to compensate for any damage, loss or cost incurred as a result of the students misconduct.
 - 11.3.8.3 Suspension for a definite period.
 - 11.3.8.4 Any other disciplinary measures or sanctions, pardon or any other decision deemed necessary in the prevailing circumstances

11.4 Implementation of Disciplinary Measures

- 11.4.1 In considering the imposition of appropriate disciplinary measures, the Student Social or Academic Disciplinary Committee shall ensure that such disciplinary measures are as far as possible appropriate to and commensurate with the nature and gravity of the misconduct of which the student has been found guilty.
- 11.4.2 The disciplinary committees shall be empowered to suspend such a student for a specified period subject to any condition (s) on which it decides.
- 11.4.3 If the disciplinary committee finds a student:
 - 11.4.3.1 Guilty, the committee shall notify the



student in writing of the finding(s) and of the disciplinary measure(s) imposed by the committee on him/her.

11.4.3.2 Not guilty, the student shall be notified in writing to that effect.

11.4.4 The Students' Social or Academic Disciplinary Committee or the university shall not be held liable for any inconvenience, expense, embarrassment, compensation or any other claim arising in the event that the student(s) is found to be GUILTY OR NOT GUILTY.

11.4.5 When an appeal is lodged against a decision of the Students' Social or Academic Disciplinary Committee, the enforcement of any disciplinary measure imposed by the disciplinary committee continue to apply pending the out come of the appeal.

11.4.6 If a student in respect of whom the

with which he/she is registered either in the form of statement or in some other way or whether or not to disclose the said particulars to any interested person or body.

12. Disciplinary Appeals Procedures

The student shall have the right to appeal against the decision of a Students' Disciplinary Committee at a cost of Ksh. 5,000, which must be paid before the appeal is heard. Once the appellant has complied, the following steps shall be taken:

12.1 The Disciplinary Appeals Committee shall hear appeals against findings of a disciplinary committee.

12.2 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 disciplinary committee, which tried the students concerned. The Vice Chancellor shall chair the Disciplinary Appeals Committee while the Dean of Students will provide the

"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]



disciplinary committee has imposed a disciplinary measure fails to exercise his/her right of appeal, the respective committee shall enforce the disciplinary measure without any reference to the student in question.

11.4.7 If a student is temporarily or permanently deprived in terms of this code of a right or privilege, which he/she enjoys as a student, or if he/she is temporarily or permanently denied admission to the university, such a student shall forfeit any claim for repayment, refund, reduction or remission of money paid or payable to the university.

11.4.8 The respective disciplinary committee may, at the conclusion of disciplinary proceedings decide whether to disclose the finding arrived at, the disciplinary measure(s) imposed, the name of the student concerned and the faculty

secretariat services to the committee.

12.3 A student who has been found guilty of misconduct may, within 14 working days of being informed in writing of the finding of the disciplinary committee concerned appeal to the Disciplinary Appeals Committee by lodging a written notice of appeal with the Vice Chancellor. The notice will furnish detailed grounds for his/her appeal.

12.4 However, a student who has been found guilty of misconduct after having pleaded guilty to the charge against him/her shall have no right of appeal against such finding.

12.5 On receipt of a notice of appeal the Vice Chancellor shall forward the same to the Dean of Students who will prepare the relevant documents and records for each appeal and invite the students to attend the hearing.

12.6 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 may be introduced at the appeal.
- 12.7 The appellant will be allowed to make written or verbal representations to the Disciplinary Appeals Committee, with the approval and consent of the committee.
 - 12.8 Upon consideration and determination of an appeal, the Disciplinary Appeals Committee may:
 - 12.8.1 Uphold the appeal wholly or in part and set aside or amend the decision of the Disciplinary Committee concerned
 - 12.8.2 Disallow the appeal and confirm the decision of the Disciplinary Committee either wholly or in part
 - 12.8.3 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
 - 12.8.4 Refer any question pertaining to the hearing back to the Disciplinary Committee concerned and order that a report be submitted.
 - 12.9 The decision of the Disciplinary Appeals Committee shall be final
 - 12.10 After disposing of an appeal, the Disciplinary Appeals Committee shall, without delay communicate its decision to both the University Management and the Senate for information.
 - 12.11 The provisions of disclosure of findings in paragraph 11.4.8 shall apply.

13. Enforcement of rules and regulations

- 13.1 The responsibility of maintaining discipline at the university is vested in the Vice Chancellor who may from time to time delegate such authority and powers to other officers of the University for Purpose of investigation and enforcement.
- 13.2 The administrative and academic staff of the university otherwise have authority in areas of their jurisdiction or competence to ensure that the rules and regulations are adhered to by the students.
- 13.3 Students on Field Attachment/ Internship/Teaching Practice shall be subject to the supervision and disciplinary authority of the mandated university staff and of the officers of the host organization under whom the university has placed them upon.

- 13.4 In the event of breach of these rules and regulations on Field Attachment /Internship/ Teaching practice, and depending on the nature of severity of the offence, the staff and officers responsible shall take the following actions:
 - 13.4.1 Warn or caution the student either verbally or in writing.
 - 13.4.2 Report the student in writing to the Dean of Faculty enclosing all documentary evidence.
 - 13.4.3 Take any other actions that may deem appropriate.

14. Saving Clause

The provision of these rules and regulations and any decisions made by the Students' 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.

15. Procedures for Solving Problems

A major achievement in any community's development is the people's willingness and ability to solve problems amicably and in the shortest time possible. For this to happen a workable procedure, suitable to a given community must be established and adhered to with zeal and commitment. Being an academic community, adhering to the following simple procedure would improve our human relations and increase efficiency in problem solving. If you encounter a problem in getting services from any officer (academic or administration) do the following:

- 15.1 Discuss exhaustively with the officer concerned
 - 15.1.1 If, after the discussion the problem persists, discuss it with the relevant Head of Department. At this point, the respective secretary in the students' council may be involved.
 - 15.1.2 If the problem remains unsolved, seek help from the Faculty Dean (Academic problems) or the Dean of Students for other problems.
 - 15.1.3 If the problem still persists after involvement of the Deans, then the respective Dean will take it up with senior university management. At this point, the chairman, students' council will be involved.



15.2 Should any student(s) choose to ignore this procedure and try to seek help from a higher authority without exhausting the previous levels, he or she will be referred back to the relevant level.

16. Definitions

“Disciplinary committee” means a committee instituted by the university to hear charges of misconduct brought against any student(s). This may be in the form of minor, major or gross misconduct

“Student” means any person who at the time of alleged misconduct is or was registered or enrolled for study in any field listed in the university calendar or for tuition or evaluation in any university premises [in main and constituent campuses and centers] by someone appointed or commissioned for that purpose by the university.

“Staff member” means any employee of the university whatever the level or grade.

“University premises” means any location, building or premises belonging to the university or used for purposes of university activities.

“Vice Chancellor” means the Chief Executive Officer (CEO) of the university

“Dean of Students” means the officer in charge of Students’ Welfare and Development



Appendix 1

Kenya Methodist University (Rules and Regulations Governing the Students’ Associations, Conduct and Discipline)

(All students must sign two copies of this document)

Declaration by the student

I have read and understood the Rules and Regulations Governing Students’ Associations, Conduct and Discipline and I accept to abide by them.

Name

Reg. No

ID/Passport No.

Faculty

Department

Semester

Signature Date

For Official Use

Signature Date
(Dean of Students)

Cc: Registrar Academic
Dean of students



Appendix 2

Kenya Methodist University Students' bond of good conduct

(Two copies of this document should be signed by all students)

I, Understand that;

1. Kenya Methodist University's Students' Disciplinary process is not negotiable.
2. Rules and regulations governing the association conduct and discipline are not designed to prohibit interaction and other activities by students but instead to regulate and guide so that the interaction and activities are carried out in a manner that is socially and morally acceptable and facilitative of an environment in which the University's academic endeavors can thrive.
3. I undertake to be of good behavior as stipulated in the said rules and regulations. Failure on my part to fulfill these requirements will result in the university taking any action it deems necessary against me.
4. If disciplinary action is taken against me the university is at liberty to communicate the same to my parents, guardians and sponsors. [Whichever is applicable]

Signature Reg. No.

National ID. No. Date:.....

Permanent address:

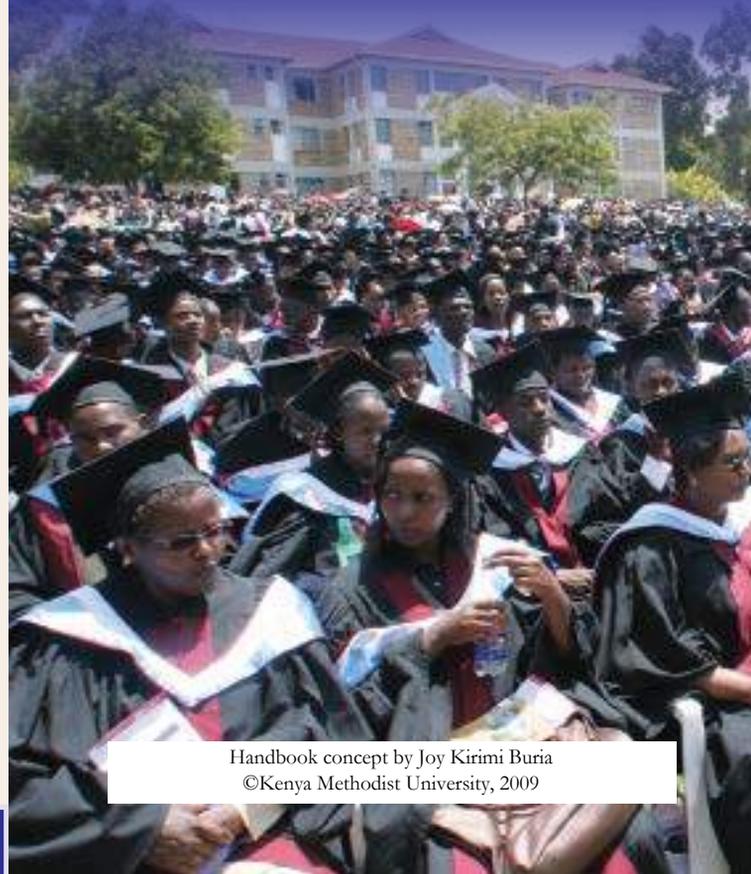
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Witnessed: Date

Cc: Registrar Academic
Dean of students



KeMU aims at raising a new generation of transformational leaders, who are well grounded in Christian principles and ethical values



Handbook concept by Joy Kirimi Buria
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