



**THE CO-OPERATIVE UNIVERSITY OF KENYA**  
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## **RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF THE UNIVERSITY.**

### **I PREAMBLE**

1. These regulations are made by the Council in consultation with the Academic Board in accordance with the provision of THE CO-OPERATIVE UNIVERSITY OF KENYA Order, Legal Notice No. 161 of 2011 on whose object and purpose inter alia is to provide for the control, governance and administration of THE CO-OPERATIVE UNIVERSITY OF KENYA (hereinafter referred to as The University )
2. The regulations shall be binding upon every student of The University upon registration and so long as such student remains registered.
3. a) Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration appended hereunder that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby.  
  
b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration

4. a) Nothing in these regulations shall preclude The University from requiring any student to execute any bond, assurance and undertaking to be of good conduct throughout his/her stay at The University

Such bond, assurance or undertaking when required and executed shall have the same effect as it were incorporated herein.

5. For purpose of these regulations the term student means and includes;-

a) Any person who has been formally admitted to a course of study for an undergraduate degree, diploma or certificate within The University

b) All occasional students who are registered students of another University but are admitted to a course of study within THE CO-OPERATIVE UNIVERSITY OF KENYA

c) All graduate and postgraduate students who are registered within The University for higher degree, diploma or other qualifications as may be approved by the Academic Board

d) Any other person who is determined by the Academic Board to be a student

## **II ORGANIZATION OF STUDENTS**

1. a).There shall be established in The University an Association of Students (hereinafter referred to as THE CO-OPERATIVE UNIVERSITY OF KENYA Students Organization) whose object and purpose shall be;-

i) To promote the academic and social welfare of the students of The University

ii) To act as a link between students, The University academic staff and other University administration

iii) To promote the academic welfare of the students of The University

iv) To represent student's opinion in matters affecting their welfare in the Academic Board and University Council

- v) The development, establishment and encouragement of worthy traditions of social and academic life on The University
  - vi) To establish and enhance co-operation with such other student organizations within The University and other institutions of higher learning as may be recognized by the Council and Academic Board.
  - b) Membership of the Co-operative University Kenya Student Organization shall be open to all bonafide students registered in The University on payment to The University of such fees as may be prescribed by the Organization.
  - c) THE CO-OPERATIVE UNIVERSITY OF KENYA Students Organization established in accordance with these regulations shall not be dissolved save by resolution of the Council after consultations with the Academic Board.
2. THE CO-OPERATIVE UNIVERSITY OF KENYA Students Organization shall determine its own organs and procedures and, in particular, shall develop a constitution setting out clearly;
- a) The Officers of that organization
  - b) The duties and powers of such officers
  - c) The frequency of and procedures at meetings
  - d) The possible sources of funds of the organization
  - e) The purposes to which the funds of the organization are to be applied
  - f) The manner and form in which such students organization shall be presented in the Academic Board and The University Council respectively.
3. The purpose of Section 2 of the order, The University Council recognizes The University Student's Association as being an organization representative of the students of The University

4. In addition to any other permits required by law, all meetings and other activities of The University Students Association (whether professional, academic or otherwise) to be held within The University precincts shall not take place until permission is first obtained from the relevant University authorities.

### **III THE CONDUCT OF STUDENTS**

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

#### **1. a) General Conduct**

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

- i) Respect and adhere to the administrative and academic procedures and structures established by THE CO-OPERATIVE UNIVERSITY OF KENYA Order for the control, governance and operations of The University .
- ii) Respect the rights and privileges of the members of The University community at all times
- iii) Refrain from any conduct that might bring The University or any section or programme thereof to disrepute, ridicule or public odium
- iv) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.
- v) Refrain from all acts of violence, hooliganism, unruly or rowdy behavior or any conduct likely to cause a breach of the peace and disturbance to others within or outside The University .

- vi) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practicals, during meal times, in the dining hall or at any University functions.
- vii) Not keep motor vehicles on The University premises without prior written permission of the Deputy Principal (FPA). Such permission will not be given without proof of a current driving licence, a valid road licence and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof.
- viii) Desist from tampering with fire-fighting appliances wherever installed and shall use such appliances or fire fighting purposes only.
- ix) Desist from misuse or willful damage to or destruction of University property in default of which such student or group of students shall bear full responsibility thereof.
- x) Refrain from, and/or avoid such drunkenness or drunken behavior as would constitute a disturbance to other students and staff of The University
- xi) Refrain from creating noise that may cause disturbance or annoyance to The University Community
- xii) Desist from abuse of drugs and totally refrain from the use of drugs the possession and use of which is prohibited by law.
- xiii) Not possess keys to rooms or buildings on the campus other than those obtained through the official channel.

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

**b).Conduct with the Public**

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

- i) All correspondences to the press or other mass medial by students or officials of The University students association in their individual capacities shall bear their names and private addresses

- ii) All public statements affecting The University which are intended to be issued on behalf of any association of students must receive prior written approval of the Principal
- iii) Invitation to Government Ministers, representatives of foreign governments or other public personalities to visit The University in their official capacity shall be channeled through the Dean of students to the relevant University authorities.

### **c. Academic Conduct**

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

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

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

### **d) Conduct while in Residence**

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



- i) Adhere to the list of allocation of rooms determined by the Dean of students; change of rooms, halls or hostels once allocation has been made will not be allowed except with the written permission of the Dean of students. All applications of change of rooms, halls or hostels shall be made to the Dean of Students through the Halls Administration before the commencement of the Academic year for which the change is sought. No student shall be allocated a room except upon production of evidence that he/she has made prior payment for the same to the appropriate authority
- ii) Share rooms in addition to other facilities of common use
- iii) Admit visitors to their rooms only between the hours of 10.00 a.m and 10. 00 p.m. Any extension of these times will be made with the approval of the Dean of Students and Halls doors will be closed at 10.30 p.m.
- iv) Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls and catering services except by permission from the head of department concerned.
- v) Take reasonable care of furniture, fittings and any other items in the Halls of Residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him shall be made good at the student's expense.
- vi) Surrender all keys issued in respect of the rooms to the Halls Administrator before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the student's expense
- vii) Use video tapes, radios or any musical instruments in the Halls of residence only on condition that the sound does not cause any disturbance to the other residence and that they are played only between hours 6.00 a.m and 11.00 p.m.

- viii) Except with the written permission of the Dean of students, vacate all rooms during vacation. Such permission will only be granted on advice from University authorities and vocational residence and board will be in a specified hall and paid for in advance.
- ix) Report all absence from residence in the Halls to the Halls Administration. Any student absent from residence for a continuous period of two weeks without prior permission from the Halls Administration shall be deemed to have forfeited his/her residence.
- x) A student who intends to be absent from the Halls of residence for more than seven days shall obtain written permission from the Dean of Students and leave his/her contact address
- xi) Forfeit all monies paid to The University if he/she decided to vacate his/her room during the term unless it is on medical grounds in which case the Medical Officer will notify The University authorities in writing
- xii) Not to indulge in cooking in the halls of residence.

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

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

In addition, all students shall observe the following;

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

Breakfast            6.30 a.m        -        8.00 a.m

Lunch            11.30 a.m        -        2.00 p.m

Dinner            5.00 p.m        -        8.00 p.m.

Or at such times as shall be notified to the students by the catering department from time to time. The meal times must be adhered to strictly.

- ii) All meals shall be served in the dining halls only. Except for good cause, no meals or beverages shall be carried out of the dining hall. Any student seeking to remove meals from the dining hall must first seek permission from the catering Manager of his/her dining hall and if necessary support such request with a certificate from the Medical Officer in charge of the student health services
- iii) No crockery, cutlery or other utensils shall be removed from the dining halls.
- iv) No student shall enter the server, kitchen or stores without prior permission from the Catering Manager.
- v) All students shall be required to produce meal cards or other prescribed means of identification before he/she is allowed entry into the dining halls. Each student shall be restricted to a particular dining hall.
- vi) No visitors either of the students or other shall be allowed to dine in The University dining halls. Meals are served in the said dining halls at prescribed rates for bonafide students only.

- vii) Students shall entertain their visitors at the Students' Centre or any other cafeteria available to them in The University
- viii) The following shall be prescribed procedure regarding the Pay As You Eat (PAYE) system of service in the dining halls;
- a) A notice of the items on the Menu of every meal shall be posted at appropriate and strategic notice boards near the dining halls at the time that the meal prior to it is being served, or at least early enough, but in any event not less than three (3) hours before the said meal is served.
  - b) Each student shall peruse the itemized menu before proceeding to the cashier to pay for the items he has selected, or any of them, and obtain an item precoded receipt for the same from the said cashier.
  - c) He/she shall then go on to the server, show the receipt to the catering personnel on duty there, and wait to be served with the items he/she has paid for.
  - d) He/she shall then proceed towards the exit where he/she shall present the receipt to an awaiting officer who will check it against the food served
  - e) The student shall then go through the last turnstile and proceed to the dining table.

Provided nothing in these rules shall be deemed to prevent the Catering Manager, The University Administration or any other Officer with the authority to do so from

altering, changing or restructuring the said procedure or system or any part thereof without any notice to the students, if the situation so warrants.

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

#### **IV STUDENT WELFARE SERVICES**

##### **a. HEALTH**

- i) Apart from complying with the general law on health, all students shall be required to comply with health requirements as may be laid down by The University from time to time
- ii) Students shall seek medical attention for all cases requiring such services at The University Health Centre
- iii) All cases of emergency or serious illness in the Halls of Residence requiring medical attention must be reported at once to the Halls' Administrator.
- iv) In all cases of absence from classes on account of sickness, The University Medical Officer will submit a report to the Dean of Students, Dean of the relevant Faculty, Academic Registrar and Chairman of the Department concerned, respectively.
- v) Except in emergency cases where a student wishes to seek medical services outside The University he/she shall not notify The University Medical Officer. The University will not pay medical bills incurred by a student without authority and prior referral by The University Medical Officer
- vi) Student shall avail themselves for medical examination as and when required by The University Administration.

**b. MARRIAGE OF STUDENTS**

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

**c. COUNSELLING**

The Counseling office provides services aimed at improving the well being of students. Students with individual problems, or concerns are advised to avail themselves of these services.

All matters presented on a personal level to the Guidance and Counseling Office shall be treated in strict confidence.

**d. SPORTS AND RECREATION**

Students shall be expected to participate in as many of The University sporting and recreational activities as they are able.

Observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

**e. CLUBS AND SOCIETIES**

- i. No clubs or societies shall operate in The University unless they are registered by The University authorities
- ii. Students proposing to form a club or society within The University shall observe the following procedures;

1. Prepare the following particulars

- a. The objectives of the intended club or society

- b. The names and designations of the interim office bearers and patron
  - c. An indication of likely membership
  - d. Possible sources of funding
2. The interim office bearers shall discuss the proposal with the Dean of students
3. The interim office bearer will then apply for the registration of the club/society to the Deputy Principal (Academic Affairs) through the Dean of students
4. Upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions.
5. All scheduled club/society activities must be approved by the Dean of students. For these purposes, a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester
6. The University may refuse and/or cancel the registration of a club or society without assigning any reason thereunto.

## **V CHANNELS OF COMMUNICATION**

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

### **i. Academic Matters**

Class representatives, Academic Advisers, Head of Departments, Deans of Faculties and the Dean of Students in that order

### **ii) Welfare Matters**

Housekeepers, Halls Administrator, Cateress/Caterers, Catering Manager, Wardens and Dean of Students in that order

iii) The hierarchy of Students' Association or organization shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful and non-violent dealing and processing of students grievances.

iv) Failure to adhere to the above procedures shall be violation of University Regulations

## **VI PREGNANCY**

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

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

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

Students should therefore avoid getting pregnant by all means.

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

### **2 Reporting the Pregnancy**

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

- i) Information
- ii) Guidance and Counseling



- iii) Advice on;-
- Antenatal care
  - Confinement
  - Her conduct during the period of pregnancy
    - Special examination in case The University examinations are done while the student is on confinement
    - The period of absence while the student is on confinement
    - Post natal care
    - Child welfare
    - Family planning

### **3. Rules for Pregnant Student in Residence**

- a) In the event of pregnancy either before or after taking residence in the halls, one must move out of the halls of residence at least three (3) months before confinement. A pregnant student who proceeds on confinement will be allowed upto to a maximum of three (3) weeks to resume her studies in The University
- b) In view of (a) above, the Finance Officer should be advised on the exact duration the student stays away from the Halls of residence for the purpose of refunding to the student any money paid to The University for accommodation/catering
- c) All affected students
- i) Can re-apply to the Dean of students for accommodation in the Halls of residence three (3) months after confinement
  - ii) Will be expected and be required to participate fully in all aspects of training/learning as contained in The University Regulations without exception or excuse of inability because of pregnancy

- iii) Should not expect any privileges eg, special diet except on recommendation from The University Medical Officer and where special diet is provided, the affected students shall meet the extra cost, if any, of such service
- iv) Will subject to recommendation by The University Medical Officer be allowed to sit special examinations in case The University examination were held while the student was admitted in hospital or on confinement.

## **VII THE DISCIPLINE OF STUDENTS**

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

### **a. Disciplinary Authority**

For purposes of these regulations the Principal, acting on behalf of the Council, is the disciplinary authority of The University and may in that capacity;

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

### **b) Disciplinary Offences**

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

i) Any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of The University

ii) Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations.

- Boycott of scheduled lectures, tutorials, seminars, practicals, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully missed more than 20% of scheduled lectures, tutorials, seminars, practicals and other instruction shall be barred from sitting end of semester examinations.
- Assault of members of staff while discharging official duties
- Possession of knives, swords, sticks, metal bars or any other items or weapons which might endanger the lives of members of staff or students or any other persons
- Any form of picketing or organized obstruction of students and staff in any manner whatsoever
- Writing, publishing and/or distributing of anonymous literature of a malicious or libelous nature including placards.
- Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of The University .
- Malicious or willful damage to or loss of University property

- Disorderly conduct and molestation of other members of The University  
  
and/or interference with or obstruction of motor vehicles within or outside The University precincts.
- Use of profane or foul language against any members of University community or/the general public
- Admission of unauthorized person(s) into the Halls of Residence
- Any attempt to convene or organize or any participation or involvement in demonstration, gatherings, processions or public ceremonies for which permission is required but has not been obtained from The University authorities or the Government authorities
- Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law
- Involvement in cheating in academic matters, examination leakages or impersonation in University examinations.
- Cohabiting with another student of the opposite gender or with any other person whilst in The University Halls of Residence
- Conviction in a Court of Law for commission of a criminal offence of such nature as should in the opinion of Council, warrant expulsion from The University
- Notwithstanding any action that may be taken by the police or law courts under the a foregoing paragraph, The University may take

independent disciplinary action against any affected students..

**c. Disciplinary Procedures**

**i) Academic Matters**

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

- Who qualifies to sit University examinations
- Who writes supplementary examinations
- Who repeats which years
- Who has breached examination regulations
- Who should be discontinued from approved programmes of study

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

**ii) GENERAL DISCIPLINARY MATTERS**

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

**Composition of the Students Disciplinary Committee**

- |  |          |
|--|----------|
| i) Deputy Principal (Academic Affairs) -         | Chairman |
| ii) Dean of Students                             | - Member |
| iii) one students representative                 | - Member |
| iv) Chairman (Student Council)                   | - Member |
| v) Two Academic Board Representatives            | - Member |
| vi) Dean of Faculty or Warden reporting the case | Member   |

- vii) Registrar - Academic Affairs - Secretary
- viii) Any other person co-opted to the Committee

### **MEETING OF THE STUDENT DISCIPLINARY COMMITTEE**

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

### **NOTICE OF MEETING**

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

### **IV POWERS OF THE STUDENTS' DISCIPLINARY COMMITTEE**

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

- ii) To issue a letter of warning or reprimand and such letters shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected students
  - iii) To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.
  - iv) To suspend the student from The University for a specific period
  - v) To expel the student from the halls of residence
  - vi) A combination of any two or more of the above
  - vii) To impose any other penalty or penalties as the Committee may deem fit to impose
  - viii) To recommend the expulsion of a student to University Council.
- b) The University Council shall have the right to expel a student who commits any or a combination of the following offences without reference to him or her.

A student who;

- i) Boycotts or agitates for a boycott of lectures , tutorials, practical's or any other courses of instruction or academic programmes
  - ii) Malicious or willfully damages University property
  - iii) Assault any member of staff discharging his/her duties
  - iv) Is found in possession of any drug or drugs the possession of which is prohibited
  - v) Is convicted by Court of Law of any criminal offence which the Council shall deem serious enough to warrant expulsion from The University
- c) In arriving at an appropriate penalty or combinations thereof, the Students Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside The University and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her

- d) The record and decision of any disciplinary action taken against a student shall be furnished to his/her Wardens, Chairman of the department, Dean of the Faculty, Dean of Students Welfare and the Principal and shall form part of the student's record at those levels.
- e) The sovereignty of the state, together with the state security machinery to safeguard that sovereignty embraces the entire Republic, within which The University falls. Accordingly, the provisions of these regulations and any decisions made by the disciplinary Committee and The University shall not derogate and/or be construed as derogating from the right of the Police or any member of the public so entitled, to bring any action or to institute criminal proceedings in respect of the same set of facts against any student in criminal proceedings in respect of the same set of facts against any student in a Court of Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student in the interest of security and public order.
- f) Students appearing before the Students' Disciplinary Committee shall be informed of the Committee's decision within fourteen days (14) from the date of the conclusion of proceedings.
- g) Students have the right to appeal to the Principal against the decision of the disciplinary Committee if he considers himself aggrieved by the said decision and such appeals will be made in writing within fourteen (14) days of the date of communication of the Committee's decision.

## **VIII MISCELLANEOUS MATTERS**



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

## **EXAMINATION RULES AND REGULATIONS**

### **1. REQUIREMENTS TO BE CREDITED WITH A UNIT**

In order to be credited with a unit, subject or course, a candidate shall have:

- (a) Enrolled in accordance with the Faculty/Institute/School enrolment regulations.
- (b) Attended classes and other courses of instruction up to 2/3 of time allocated for specific course of study and to the satisfaction of Academic Board.
- (c) Completed to the satisfaction of the examiners and Academic Board. such oral, practical, written or other tests or assignments as have been prescribed for completion during the course.
- (d) Completed to the satisfaction of the examiners and in accordance with those regulations any final examination prescribed by Academic Board..

**Note:** Candidates shall be informed by each department of the specific requirements for courses in the department and the extent to which the year's work shall be taken into consideration in assessing the final results. No candidate shall be permitted to sit the final examination unless he/she has complied with the requirements set out in this regulation.

### **2. EXAMINABLE ASSIGNMENTS (COURSE WORK) OTHER THAN THE FINAL EXAMINATION**

- (a) The candidate shall ascertain the nature of the requirements for each paper, unit, or course from the Faculty/Institute/School concerned.
- (b) The candidate shall meet the deadline(s) set for assignment(s).
- (c) Unacknowledged copying or plagiarism in completing this work shall be treated as an examination offence.

In this context work other than final examination includes Continuous Assessment Test (CATs), term papers, theses, project and project reports, practical attachments and any other form of academic assessment approved by The University Senate.

### **3. EXAMINATIONS TIMETABLE**

- (a) The examinations shall be held at the times specified in the timetable for each semester.
- (b) Misreading of the examination timetable shall not be an admissible cause for missing an examination.

### **4. EXAMINATIONS VENUE**

- (a) Candidates' shall sit their examinations at such centres/venues as specified by Senate from time to time in the examination timetables.
- (b) Candidates shall be admitted into the examination room at least fifteen minutes before the examination starts, and shall not turn over the examination paper(s) until the invigilator announces so.
- (c) It shall be the duty of each candidate to ascertain the time and the venue specified for examination and presents himself or herself for such examinations.
- (d) A candidate who is physically or medically challenged, shall, subject to the approval of Senate, be examined under conditions taking account of his/her particular challenge(s).
- (e) Smoking shall not be allowed in the examination venue.
- (f) Willful disruption of examinations by any candidate shall constitute an examination offence. Such disruption may include the disarrangement of furniture in the examination venue.

### **5. CONDUCTING OF EXAMINATIONS**

- (a) The examinations shall comprise such written, oral and practical examinations as the examiners may determine.
- (b) In respect of any examination, no candidate shall be allowed to enter the examination room thirty minutes after the commencement or leave thirty minutes before the end of the duration set for the writing of the examination, provided that a candidate permitted to leave the room hands over his/her script to the invigilator before leaving.
- (c) Invigilators shall have powers to confiscate any unauthorized material or aid brought to the examination room, and to expel from the examination room any candidate(s) who create(s) any disturbance(s).

## **6. CONDUCT OF THE CANDIDATE**

- (a) A candidate may be allowed to bring into the examination venue such electronic gadgets as may be specified by the examiner.

Gadgets thus specified shall:

- (i) Be electronic, truly portable self-powered, noiseless and non-programmable.
  - (ii) Be devoid of audible alarms and operation manuals.
- (b) The possession/use of mobile phones, MP3 player, iPods, Blue Tooth facilities, and such other related gadgets shall not be allowed in the examination room.
- (c) No candidate shall, whatsoever, communicate with another candidate in the examination room.
- (d) Candidates shall be required to be in possession of a personal, valid examination card, devoid of any unauthorized writings, and which shall be displayed prominently for scrutiny by the invigilator(s). In addition, candidates shall display a valid student's identification card.
- (e) The Invigilator shall announce when the candidates should start and stop writing and the time allowed for the paper.
- (f) Candidates shall read and abide by the instructions on the front page of the answer booklets.
- (g) On turning over the question paper, candidates must check to ensure they are in the possession of the right question paper and any other material as authorized.
- (h) No candidate shall continue writing after the invigilator has announced the end of the time specified for the writing of the examination.
- (i) Candidates shall not be allowed any additional time for reading over his/her script(s) or making any amendment(s) or addition(s) to the script.
- (j) No candidate shall be allowed into the examination room if he/she is deemed to be under the influence of alcohol or substance abuse.
- (k) Candidates seeking to be exempted from examinations on medical grounds must seek authorization from The University Chief Medical Officer ahead of the examination(s) in questions. Cases occurring during the sitting of examinations shall be referred to the Chief medical Officer. Cases of sickness shall not be considered in retrospect.

## **7. EXAMINATION MATERIAL**

No candidate shall bring to an examination any written or printed material except by direction of the examiner provided, however, that: (a)

- (i) Where an examination is designated “Open Book” candidates may take into the examination room any written or printed material including books, Act(s), etc and there shall be no check on items taken into the examination room. However, no material taken into the examination room may be attached to the examination script and submitted for marking as part of the examination. The designation “Open Book” must be approved by Senate.
  - (ii) In cases where an examination is designated “Restricted Book”, candidates shall take into the examination room only materials specified by the examiner, and that material shall not be annotated, written or typed upon or otherwise marked.
  - (iii) All papers used during the examination must be handed to the invigilator before the candidate leaves the examination room.
  - (iv) Where material is permitted under items (i) and (ii) above, the internal examiner(s) shall be required to be present at the commencement of the examination to check the material brought into the examination room
- (a) Mathematical tables and other data books shall be allowed into examination venues under conditions prescribed by the examiner(s)

## **8. EXAMINATION IRREGULARITY**

- (a) Any examination irregularity shall be referred to the Examination disciplinary Committee of Academic Board (to which Academic Board has delegated the power to deal with all matters relating to examinations irregularities). For the purposes of these regulations, an examination offence shall include any breach of any rules relating to the conduct of examinations and any dishonest practice occurring in the preparation or submission of any work, whether in the course of an examination or not, which counts towards the attainment of a pass in any unit otherwise occurring in connection with an examination.
- (b) The Examinations disciplinary Committee of Senate, (in the exercise of the appropriate powers delegated by Academic Board, shall hear and determine any complain on examinations irregularities. The candidate concerned shall be notified in writing by the Registrar (Academic Affairs) of the subject matter of the irregularities and the time and place of hearing. He or she shall be invited to submit his/her written response to the

charges and may attend the hearing. Failure to attend the hearing shall not deter the Committee from determining the case against the candidate.

- (c) Academic Board shall have power, which it may delegate to its Examinations Disciplinary Committee, to take all or any of the following actions in the case of a candidate found guilty of an examination offence:
- (i) Impose upon him/her any of the penalties prescribed in the disciplinary regulations.
  - (ii) Disqualify him/her from any examination for such period as may be prescribed.
  - (iii) Cancel any pass with which he/she may have been credited in the subject or examination in respect of which the offence has occurred.
  - (iv) Withdraw any academic award(s) by The University.
- (d) Where Academic Board or any committee of Academic Board is satisfied that a candidate has not complied with any regulations of The University whether in respect of any examination or any other matter including fees, having given the candidate such opportunity as it considers reasonable of remedying non-compliance with the regulation(s) then Academic Board shall have power, which it may delegate to its disciplinary committee, to suspend for such time as may be prescribed, the release to the candidate of the results of any examination or to decline to credit to his/her course any subjects, or to impose both those penalties.
- (e) A candidate may appeal to the Principal against any decision of Academic Board or its Disciplinary Committee under paragraph (b) and (c) of these regulations by writing to the Principal within fourteen (14) days of being notified of the decision. A candidate so appealing shall be entitled to make submissions in writing and may, with the consent of the Principal, appear when the appeal is determined. The Principal may dismiss or allow the appeal or vary the penalty. The decision of the Principal on any appeal under this regulation shall be final.

NOTE: All enquiries and reports relating to University examinations shall be directed to the Registrar (Academic Affairs).

## **9. SOME PUNSHABLE OFFENCES AND PENALTIES**

### **A. GENERAL CONDITIONS FOR THE CANDIDATES TO OBSERVE**

The following is a schedule of some of the probable offense and the subsequent penalties to be meted out. As candidates familiarize themselves with the schedule, specific note of the following conditions must be taken into account:-

- (i) The schedule is not exhaustive, and The University shall not be constrained from penalizing candidates for any other conduct that it may deem punishable, or imposing any penalties other than those appearing on this guide.
- (ii) Candidates shall be deemed to have registered for university examinations upon registering for units in the relevant faculty/institute/School. Such registration shall be construed to mean readiness to comply with all examination regulations in force at the time of registration.
- (iii) The interpretation of examination regulations, and the offences and penalties thereof, shall rest with Academic Board.
- (iv) That The University shall have the right to amend or vary the examination regulations without prior consultation with the candidates. Such amendments/variations shall however, be brought to the candidates' attention before sitting or the examinations in which the amendments/variations shall be in force.
- (v) All candidates found guilty of an examination offence shall be required to undergo mandatory counseling.

**B. SCHEDULE OF PUNISHABLE EXAMINATION OFFENCES  
AND APPLICABLE PENALTIES**

	<b>OFFENCE</b>	<b>PENALTY</b>
1.	Possession of and/or copying from unauthorized material brought to the examination venue by the candidate himself/herself or by other person(s)	<ul style="list-style-type: none"> <li>(i) Cancellation of the candidate's examination results in the unit concerned.</li> <li>(ii) Suspension from The University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed.</li> <li>(iii) Be considered as a repeat student thereby graduating with a PASS award.</li> <li>(iv) A Written Warning.</li> </ul>
2.	Copying from other candidates' examination work in the examination room.	<ul style="list-style-type: none"> <li>(i) Cancellation of the candidate's examination results in the unit concerned.</li> <li>(ii) Suspension from The University for one academic year/stage and on re-admission repeat the year/stage of study in which the office was committed.</li> <li>(iii) Be considered as a repeat student thereby graduating with a PASS award.</li> <li>(iv) A written warning.</li> </ul>
3.	Circulating/exchanging/issuing unauthorized written, electronic, or any other material to other candidates during an examination.	<ul style="list-style-type: none"> <li>(i) Cancellation of the candidate's examination results in the unit concerned.</li> <li>(ii) Suspension of the candidates involved from The University for Six (6) Academic years.</li> <li>(iii) On reporting back the candidate shall be registered in year One (1) irrespective of the stage he/she was before the suspension.</li> </ul>
4.	Communicating orally or through gestures with other candidates during the examination.	<ul style="list-style-type: none"> <li>(i) Cancellation of the candidate's examination results in the unit concerned.</li> <li>(ii) The candidate shall be deemed to have failed the unit</li> <li>(iii) A written warning.</li> </ul>
5.	Possession/use of activated electronic gadgets such as mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other such unauthorized equipment/gadgets in the examination venue.	<ul style="list-style-type: none"> <li>(i) Cancellation of the candidate's examination results in the unit concerned.</li> <li>(ii) Suspension from The University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed.</li> <li>(iii) Be considered as a repeat student thereby graduating with a PASS award.</li> </ul>

6.	Use of a mobile phone, MP3/MP4 player, iPod, blue Tooth facility, programmable calculator or any other such unauthorized equipment/gadgets in the examination venue.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension from The University for One (1) academic year . (iii) Be considered as a repeat student thereby graduating with a a PASS award.
7.	Possession of used or unused examination answers booklet(s) in the examination venue during an examination other than the material issued by the invigilator.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from The University for Six (6) Academic years. (iii) On reporting back the candidate shall be registered in year One (1) irrespective of the stage he/she was before the suspension.
8.	Continuing writing even after the invigilator has announced the end of time allocated to the examination	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) The candidate shall be deemed to have failed the unit. (iii) A written warning.
9.	Carrying one's answer booklet(s) out of the examination room.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from The University for Six (6) Academic years. (iii) On reporting back the candidate shall be registered in year One (1) irrespective of the stage he/she was before the suspension.
10.	Carrying another candidate's answer booklet(s) out of the examination room.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from The University for Six (6) Academic years. (iii) On reporting back the candidate shall be registered in year one(1) irrespective of the stage he/she was before the suspension.
11.	Candidate whose answer booklet(s) has/have been taken out of the examination room without his/her knowledge or consent.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Resit the unit as a special examination if absolved from any complicity or conspiracy.
12.	Destroying evidence which may be used as a proof of an examination irregularity.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from The University



		for Six (6) Academic years. (iii) On reporting back the candidate shall be registered in year One (1) irrespective of the stage he/she was before the suspension.
13.	Obstructing the invigilator while he/she is performing his/her duties, and/or use of personal violence and/or threats against the invigilator on matters relating to the sitting of an examination.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from The University for Six (6) Academic years. (iii) On reporting back the candidate shall be registered in year One (1) irrespective of the stage he/she was before the suspension.
14.	Willful distrustpin of examinations attributable to a candidate's behavior during university examinations.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from The University for Six (6) Academic years. (iii) On reporting back the candidate shall be registered in year one(1) irrespective of the stage he/she was before the suspension.
15.	Presenting oneself in the examination venue under the influence of alcohol and/or substance abuse.	(i) Expulsion from the examination room. (ii) Mandatory counseling and/or medical treatment until declared fit to resume studies. (iii) To resit the examination as a supplementary examination upon resumption of studies. (iv) A written warning.
16.	Smoking in the examination room.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from The University for Six (6) Academic years. (iii) On reporting back the candidate shall be registered in year one(1) irrespective of the stage he/she was before the suspension.
17.	Conspiracy to impersonate (an) other candidate(s) during an examination.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from The University for Six (6) Academic years. (iii) On reporting back the candidate shall be registered in year one(1) irrespective of the stage he/she was before the suspension.
18.	Possession and/or usage of	(i) Cancellation of the candidate's examination results in the

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	another candidate's examination card.	<p>unit concerned.</p> <p>(ii) Suspension from The University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed.</p> <p>(iii) Be considered as a repeat student thereby graduating with a PASS award.</p> <p>(iv) A written warning.</p>
19.	Availing ones card for use by another candidate.	<p>(i) Cancellation of the candidate's examination results in the unit concerned.</p> <p>(ii) Suspension from The University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed.</p> <p>(iii) Be considered as a repeat student thereby graduating with a PASS award.</p> <p>(iv) A written warning.</p>
20.	Presenting an invalid examination card to the invigilator during an examination.	<p>(i) Cancellation of the candidate's examination results in the unit concerned.</p> <p>(ii) Suspension from The University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed.</p> <p>(iii) Be considered as a repeat student thereby graduating with a PASS award.</p> <p>(iv) A written warning.</p>
21.	Possession of forged examination card.	<p>(i) Cancellation of the candidate's examination results in the unit concerned.</p> <p>(ii) Suspension of the candidates involved from the university for Six (6) Academic years.</p> <p>(iii) On reporting back the candidate shall be registered in year One (1) irrespective of the stage he/she was before the suspension.</p>
22.	Presenting oneself for an examination in a unit he/she	<p>(i) Cancellation of the candidate's examination results in the</p>

	has not duly registered.	unit concerned. (ii) A written warning.
23.	Sitting examinations without payment of requisite fee.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) A written warning.
24.	Plagiarism/Unacknowledged copying.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from the university for Six (6) Academic years (continuing student) or withdrawal of award (graduate). (iii) On reporting back the candidate shall be registered in year One (1) irrespective of the stage he/she was before the suspension.
25.	Committing examination offence(s) more than once.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension of the candidates involved from the university for Six (6) Academic years. (iii) On reporting back the candidate shall be registered in year One (1) irrespective of the stage he/she was before the suspension.