

1. INTRODUCTION

1.1 Welcome to Lukenya University

The University Chancellor; Council; Vice-Chancellor; Senate; Board of Management and entire University community welcomes you to Lukenya University. We are proud that you have chosen to join Lukenya University. At Lukenya University; you will experience an academic atmosphere ideal to accomplish your academic aspirations.

Lukenya University is a private institution established under the Universities Act to offer higher education training and research services that are relevant to market requirements. The University is committed to abiding by the law of the land and all relevant national policies. To achieve this; the University has prepared internal Policies, Procedures, Rules and Regulations to guide its staff, student, partners and visitors. All students are asked to familiarise themselves with these Policies, Procedures, Rules and Regulations.

The University main Campus is located at Kambu, Mtito Andei in Makueni County; off the Mombasa-Nairobi highway. The University may be accessed by road or rail. Those travelling by rail alight at Mtito Andei and take a vehicle or motorbike (*boda boda*) to the University which is 24 KM from Mtito Andei. When travelling by Road one may alight at Kambu or Mtito Andei. The University is located 32KM from Kambu town. Both Kambu and Mtito Andei are towns along the Mombasa-Nairobi Highway. Kambu and Mtito Andei are about 240KM and 250KM from Nairobi respectively.

Lukenya University seeks to produce highly qualified and well-balanced graduates that meet and exceed market and societal expectations. To achieve this, the University is committed to providing required resources and an atmosphere ideal for effective teaching, learning and research. The University trains its students to acquire necessary academic, professional and life skills needed in the contemporary workplace and changing society. The University lays enormous emphasis on ethical behaviour and requires that all students maintain upright moral values as demanded by the Constitution of Kenya; academic programmes; the profession they are undertaking and general societal demands. All Lukenya University academic programmes are market driven and are reviewed at least once in every four academic years to ensure quality and relevance. The University Collaborates with the industry and other universities to keep abreast with emerging trends and best practices.

Senate has prepared this Student Handbook to outline the general Policies, Procedures, Rules and Regulations to be observed by all University students. Students are required to read, understand and adhere to the requirements set out in this Handbook. Any comments on the content of the Handbook are to be addressed to the Dean of Students.

Senate, Board of Management, Deans and Heads of Department may from time to time issue instructions to supplement the Student Handbook. Such issued instructions are considered as vital and relevant administrative instruments of the University and all students are required to

observe them. Senate may take action on any student who violates the requirements of the Student Handbook.

Senate reviews the Student Handbook not less than once in four academic years. Students are involved in the review process through the Student Council. Students may present their review comments through the Student Council or directly to the Dean of Students by filling in the Student Handbook Review Request Form. Senate reserves the right of adoption of comments on review of this Handbook. Upon review, the new version is published on the University website and students notified through a notice by the Dean of Students. All preceding versions are rendered obsolete following the release of a new version.

1.2 Who is a Lukenya University Student

A Lukenya University Student is a person of any nationality who has been duly registered to take an academic course from certificate, diploma undergraduate or post-graduate level at the University. All Lukenya University students abide to keep Lukenya University Statutes, Policies, Procedures and Rules and Regulations. This Student Handbook provides general information relevant to all students.

1.3 The Purpose of the Student Handbook

This Student Handbook is a summary of the University Statutes, Policies, Procedures, Rules and Regulations governing student conduct on matters relating to student conduct and academic requirements. The Handbook provides students with an overview of University activities and academic programmes, Policies, Procedures and student conduct requirements. The Handbook is divided into two main parts: **Student Conduct** and **Academic Matters**. The “Student Conduct” outlines the code of conduct that regulates the behaviour and lifestyle of students within the University. It further gives details of services available to students and what each student is expected to do to enjoy those services.

The “Academic Matters” on the other hand explains the academic Policies and Procedures that guide students on their academic programmes. Academic activities are the main purpose of being at the University and great emphasis is laid to student achievement of set academic standards. Students that fail to comply with academic requirements may be required to repeat an academic unit/s, repeat a year or be discontinued from the University.

This handbook is reviewed at least once in four academic years. Students may present their comments directly to the office of the Dean of Students or through the Student Council on any matter that they may feel needs review. Senate has the responsibility of reviewing all review requests.

1.4 Student Responsibility to Read University Guiding Documents

The University issues all new students with a copy of the current version of the Student Handbook. After revision, students are required to access the revised copy via the University web-site. During orientation; The Dean of Students inducts all new students on the

requirements specified in the Students Handbook. However, the material presented to students during orientation is not adequate and each student is required to read and understand the requirements.

No student is excused from the consequences of ignorance of the expectations contained in this handbook. The excuse of ignorance of these requirements is not an acceptable plea for a student to make to the Students' Disciplinary Committee, Senate or to the Vice Chancellor. Each student is required understand and abide by the requirements.

1.5 Obligation to Uphold University Statutes, Policies, Rules and Regulations

Every student is required to sign the **Student Code of Conduct Declaration** as a commitment to abide by the University Statutes, Policies, Procedures, Rules and Regulations and the requirements of the Student Handbook. The authority of the University academic and behavioural rules and policies is final. Students do not have the right to agitate against University Policies, Procedures, Rules and Regulations. The choice to attend Lukenya University is upon the student; obeying the University requirements is however not an option.

2.0 LUKENYA UNIVERSITY GUIDING PRINCIPLES

2.1 Other than legal and regulatory requirements; operations of Lukenya University are guided by its Vision, Mission, Philosophy, Core Values and Motto.

2.2 The Vision is *“To be a dynamic university committed to scholarship in teaching, research, training and community service”*

2.3 The University Mission is *“To provide demand driven curricula and adequate resources with an aim of producing graduates equipped with skills relevant to the market needs”*.

2.4 The University Philosophy is *“To embraces a Green Philosophy which fosters the use of innovative technologies in global food security, energy and sustainability, health and universal education”*.

2.5 University Core Values are outlined in the Cohesion and Integration Policy and are:

- a. Responsiveness (to customer needs);
- b. Inclusiveness;
- c. Integrity;
- d. Team work;
- e. Community Service;
- f. Excellence;
- g. Exploration;
- h. Innovation;
- i. Transparency; and
- j. Accountability.

2.6 The University *Motto* is *“Postera Crescam Laude”* which means *“We labour for the benefit of the future generation”*.

2.7 Activities of the University are carried out as outlined in the Statutes, Policies and Procedures. Students are briefed by the respective academic and administrative staff on the Procedures to be followed in each process they are undertaking.

3.0 LUKENYA UNIVERSITY GOVERNANCE, MANAGEMENT AND ADMINISTRATIVE STRUCTURE

The Chancellor is the titular head of the University. The main functions of the Chancellor is to award degrees, diplomas and certificates to qualified candidates during graduation ceremonies and promote the interest of the University locally and internationally. The Chancellor may make visitations to the University.

Lukenya University is governed by a Council that is headed by a Chairperson. The University Secretariat is managed through a Management/Administrative structure that is prepared by Senate and approved by Council. The Vice-Chancellor is the head of the Secretariat and chair of Senate. Below the Vice-Chancellor are Deputy Vice-Chancellors; Registrars; Librarian; Deans; Directors and Heads of Department in that order. Students are required to observe this hierarchy at all times.

Student matters are handled by the Dean of Students as explained under Office of the Dean of Students below. Students are represented through their association Lukenya University Student Association (LUSA) as explained under Student Representation. Students are encouraged to address matters of concern with the immediate concerned staff at all times.

4.0 UNIVERSITY GOVERNANCE INSTRUMENTS AND INFORMATION CHANNEL TO STUDENTS

Lukenya University operates under the law of the land and The Constitution of Kenya, 2010 is observed as the supreme law. The following Acts of Parliament are used as the main legal instruments: Universities Act No. 42 of 2012; Kenya National Qualifications Framework Act No. 24 of 2014; Employment Act, 2007; Technical and Vocational Education and Training Act No. 29 of 2013; Industrial Property Act No. 3 of 2001; Occupational Safety and Health Act, 2007; National Cohesion and Integration Act, 2008; Persons with Disabilities Act No. 14 of 2003; The Wildlife Conservation and Management Act No. 47 Of 2013; Environmental Management Co-ordination Act No. 5 of 2015; Forest Act No. 7 of 2005; Alcoholic Drinks Control Act No. 4 of 2010; Tobacco Control Act Cap 245A; Narcotic Drugs and Psychotropic Substances (Control) Act No. 4 of 1994; Sexual Offences Act No. 3 of 2006 and The HIV and AIDS Prevention and Control Act No 14 of 2007.

The following Regulations are used to support the legal framework: Universities Regulations 2014 and Universities Standards and Guidelines, 2014. The Kenya Universities and Colleges Central Placement Service is used as the main policy on admission of students to Lukenya University.

Lukenya University functions are guided by the following administrative tools: University Statutes; University Policies; University Procedures and the University Rule and Regulations. Administrative and academic staff brief students on what is required of them in each specific

activity. Students are required to pay special attention to briefs and instructions given to them by academic staff and administrators.

Information that is required to be addressed to students is passed in class; student meetings called by administrators and academic staff; as notices placed on various notice boards and the student portal. Students are required to read messages on notice boards and inform their colleagues. Students are not to remove, damage, distort or alter any message on any notice board as this is likely to prevent others from receiving it. Students are also asked to see posts on the Lukenya University website www.lukenyauniversity.ac.ke.

5.0 STUDENT AFFAIRS SERVICES

5.1 Admission to Lukenya University

Lukenya University admits students from two main sources: those who directly apply to join and those posted by the Kenya University Colleges Central Placement Service (KUCCPS). Upon joining the University; all students are treated as equals and without any bias.

Students are required to meet the following requirements to qualify for admission to Lukenya University:

- a. Have attained the minimum academic qualification specified in the respective academic programme of study;
- b. Have met the minimum requirements specified in the academic course the student needs to enrol; and
- c. Have paid the specified Lukenya University fees.

Students sign the Nominal Roll upon admission to the University. Continuing students sign the Nominal Roll upon reporting to the University every semester. All students are issued with a registration number and a Student Identity Card upon admission. Students are required to quote their registration number on all correspondence to the University. Students need to note that admission to the University is not a registration to the academic course they intend to take. All new students are required to register for the respective academic course they have been admitted to study as specified in the Academic Matters chapter below.

Upon admission students present registration documents which include a copy of their Identification documents (Identity Card (ID)/Passport/Birth Certificate), two passport photos, copies of their academic certificates and relevant application fee payment slips. It is a crime for any student to present a forged document. The University verifies registration documents and any found to be a forgery is forwarded to the Police for investigation and prosecution of the suspect.

5.2 Foreign Students

Lukenya University admits both Kenyan and foreign students. Foreign students are required to have a valid passport, obtain a student visa and an alien identity card. The office of the Vice-Chancellor assists foreign students to obtain these documents. The Office of the Vice-

Chancellor also ensures the safety and security of all foreign students while on study at Lukenya University.

5.3 Student Hostel Accommodation

The University offers accommodation at a reasonable fee to students that may need it. Students are only allowed in to the hostels upon payment of the prescribed fees. The University has separate hostels for male and female students. Movement into the hostels is restricted only to resident students. Visitors are not allowed into the hostels at all. Males are not allowed into the female hostels and females not allowed into male hostels. Same Sex hostel visits are allowed between 10.00am and 9.00pm every day.

Hostels compound and rooms are required to be kept clean all time. It is the responsibility of every occupant to maintain their hostel rooms clean and deposit any dirt/garbage in the designated garbage bins within the hostel compound. University staffs clean hostel compounds daily from Monday to Friday.

Washrooms are supposed to be used in the appropriate manner as per design. Hostel occupants are required to wash clothes in the appropriate sections. Washing clothes and bathing inside hostel rooms is not allowed. After use, students are required to clean the wash basins and leave the place clean. Hostel occupants are required to conserve water at all times. Taps are not supposed to be left running thus wasting water. Any faulty tap is to be reported to the Hostel Administrator for repair.

Cooking in the hostels is strictly prohibited. Students are not allowed to take alcohol or smoke in the hostels. A student who reports to the hostels drunk is detained by the security guards and presented to the Dean of Students for appropriate action.

Hostel occupants are required to maintain order within the rooms and hostel compound. Hostel gates are closed at 11.00PM and opened at 5.00AM. Occupants who report to hostels after 11.00PM may not be allowed in unless with satisfactory explanations. Making noise and operating radios, TVs and other audio/visual devices in loud sounds is not allowed. Total silence is maintained within hostel compounds from 10.30PM to 5.00AM daily.

Students living in the Hostels are required to inform the office of the Dean of Students when leaving the University for a day or more. During vacation, students living within the Hostels are required to clear from the hostels and return keys, mattresses and other materials issued to them to the Hostel Administrator. The Administrator inspects each room and charges the occupants for any damages noted, keys and materials not returned or damaged.

Students who do not seek accommodation with the University are required to ensure they are punctual for all academic programmes as per the set timetable.

5.4 Kitchen Services

The University offers meals on a Pay as You Eat system to students and visitors at the kitchen. All students are required to pay for their meals as they order and ensure tidiness at the kitchen. A list is prepared indicating the menu on offer each day. Students are encouraged to select meals based on their ability to pay.

5.5 Student Orientation

An orientation is carried out for all new students upon admission. Students are required to participate in the entire orientation programme and pay attention to details being presented by staff. A student who might require further information on a matter may consult the respective staff or the Dean of Students.

5.6 ICT Services

The University offers the following ICT services free of charge to students:

- a. Internet (*Wifi*); and
- b. Computer services at the ICT Centre.

University ICT facilities are to be used to promote academic studies and general knowledge. Students carrying out academic matters are given priority. Students are required to use ICT equipment appropriately by following the instructions of the ICT staff. Any student found to have damaged any ICT equipment is surcharged.

Students are required to observe the ICT Policy and regulations when using ICT services. Accessing restricted sites such as phonographic materials or downloading the same is strictly prohibited. The Head of ICT carries out regular checks to establish the use of ICT services. Any student found to have flouted the ICT Policy is banned from accessing University ICT services.

5.7 Student Medical Examination

Students are required to undertake a medical examination before joining the University. This medical report is used to manage student medical and health programmes while at the University and is not used as a basis for determining eligibility to admission. Details of student medical records are confidential.

5.8 Student Medical Services

Lukenya University offers medical services to all students through the University Health Unit. Students are required to visit the Health Unit when in need. The Health Unit offers primary health care services and emergencies. Any serious medical case is referred to a public health facility. Students or their parents/guardians are required to meet medical expenses for all referral cases. Students are advised to register as member of the National Hospital Insurance Fund (NHIF) to reduce the health risk and burden.

5.9 Student Life Insurance Cover

All full time students have a life insurance that covers them against accidental permanent disability while they are in session at the University. Details of the insurance are explained to students by the Dean of Students during orientation or obtained from the office of the Dean of Students.

5.10 In the Unlikely Event of Death of a Student

In the unlikely event of death of a student while in session; the University provides a coffin and transport to the student's final resting place. The contribution towards the coffin is determined by the Senate from time to time. However, the University has to be supplied with the burial permit, planned burial date and place of burial.

5.11 Student Financial Aid and Scholarships

Lukenya University recognises that there might exist within the University needy students who might be in need of financial aid and scholarships. The Office of the Dean of Students is responsible for identifying, evaluating and selecting needy student that might qualify for financial aid and scholarships. Students that may be in need of financial aid or scholarship are required to contact the Office of the Dean of Students for relevant information on how to apply and qualify for the same.

5.12 Chaplaincy Services

The Office of the Dean of Students provides Chaplaincy services to students. Services under the Chaplaincy include organisation of religious services, baptism, religious outings, weddings, special prayers and spiritual nourishment of members. Students are encouraged to form religious groups based on their faith and believes. The University upholds religious freedom but requires all faiths to practice tolerance.

5.13 Transport Services

The University offers transport to all students on official University business. Students that require transport to Kambu and Mtito Andei for private functions may be offered the service on weekends upon making prior arrangements. Such students are charged a reasonable fee by the University. This service is only available subject to availability of a University vehicle.

5.14 Student Centre

Lukenya University has provided a Student Centre that is operated by the Lukenya University Student Association (LUSA). The Centre has the following facilities: shops, salon, barber shop, a cafeteria and any other facility approved by the Senate. Students are encouraged to seek services from the Student Centre in order to promote the Student Council business.

The Student Centre does not stock alcoholic and tobacco products. It is the responsibility of the Student Council to ensure that order is maintained at the Student Centre. The University may take up the operations of the Student Centre should the Student Council be unable to operate it effectively and efficiently.

5.15 Student Mail

Students may use the University mail box to receive personal mails. The address to use is:

Name of student
School e.g. Education, Agriculture, Business, etc
Po Box 90
Mtito Andei
Code 90128

Students should note that it is their responsibility to check and collect their mails.

5.16 Students With Special Needs

The University enrolls students with special needs. University facilities are constructed in a manner that persons with special needs are able to access with ease. A special section is set aside in the library for students with special needs. Library staffs assist students with special needs to access library services. Students are asked to assist visually impaired students to use library information materials.

Each student with special needs is assigned a colleague to assist them as they navigate within the University. Students are asked to assist their colleagues with special needs whenever called upon or when they notice their challenges. The University academic staff and the Office of the Dean of Students welcomes students with special needs to suggest methods that can be used to offer them services in a more convenient and satisfactory manner. These suggestions are reviewed and implemented upon approval by Senate.

5.17 Resident Student Leave-Out

Any student residing within the University and wishes to be out of University on private engagement for a day or more is required to seek leave-out from the Office of the Dean of Students. This is to ensure that all students are accounted for and assistance may be extended to them in the event of an emergency. Students should note that the University does not take responsibility of the security and safety of students out of University on private affairs.

5.18 Student Information Guide

It is important for students to get the right assistance from the right office at the first office of call. Students are asked to familiarise themselves with University operations and structure for them to be able to obtain services in a fast and convenient way. The following are the offices to be conducted for the various issues concerning students:

- | | | |
|----|--------------------------------|---|
| a. | Student Admission/Registration | - Registrar Administration |
| b. | Student Hostel Matters | - Hostel Administrator/Dean of Students |
| c. | Kitchen Meals | - Dean of Students |
| d. | Student Orientation | - Dean of Students |

e.	Academic Course/Unit Registration	- Respective Academic Dean
f.	Academic Timetables	- Respective Academic Dean
g.	Academic Unit Course Outline	- Respective Head of Department/Dean
h.	Academic Matters	- Academic Staff/Head of Department
i.	Changing Academic Course	- Registrar Academic
j.	Examination Timetable	- Registrar Academics
k.	Examination programmes	- Registrar Academics
l.	Examination marks/results	- Registrar Academics
m.	Academic Integrity Matters	- DVC Academics/Vice-Chancellor
n.	Graduation	- DVC Academics
o.	Certificates	- DVC Academics
p.	Fees and other University charges	- Chief Finance Officer
q.	Medical Services	- Health Officer
r.	Student Conduct Matters	- Dean of Students
s.	Security Matters	- Security Guards/Dean of Students
t.	Wildlife/Human Conflict	- Security Guards/Dean of Students
u.	Sports, Games and Recreation	- Dean of Students
v.	Guidance and Counselling	- Dean of Students
w.	Clubs, Societies and Associations	- Dean of Students
x.	Student Leave-out	- Dean of Students
y.	Student Centre Matters	- LUSA Leadership/Dean of Students
z.	Student medical and Sexual Offences	-Medical Office -Tel 0727 886600
aa.	Fire	- Shout Fire and fight with appropriate
	-Appliances, Security/Dean of Students	
bb.	Office of the Council Chairperson	-Is the last point of reference for any
	serious matter or a matter that has been	reported and no action taken

These offices may be reached on mobile phone or visited by individual students. The Office of the Dean of Students provides students with the relevant official mobile phone contacts that can be used by students to call the offices. It is recommended that students visit the offices rather than making phone calls unless it is an emergency or a student is out of campus.

The Office of the Council Chairperson may be reached by email: councilchairperson@lukenyauniversity.ac.ke or Tel 020 3541 390

5.19 Student Lost and Found Items

Lukenya University requires all students to maintain the highest levels of honesty at all times. Any lost and found item is reported or taken to the Office of the Dean of Students. The Office of the Dean of Students notifies students and the University community on lost and found items through notices or announcements. Students are required to positively identify their found items positively before the same is returned to them.

6.0 ACADEMIC MATTERS

6.1 Academic Programmes on Offer at Lukenya University and Minimum Entry Requirements

Lukenya University only offers academic courses that have been approved by the Commission for University Education (CUE). Current list of courses on offer is available at the University website: www.lukenyauniversity.ac.ke. Each academic course specifies the minimum academic requirements to be fulfilled by applicants to qualify for admission. It is the responsibility of each student to ensure they meet the minimum set entry requirements before application. A student may change a course after admission as explained under Changing Academic Course below.

6.2 Management of Academic Matters

Lukenya University academic programmes are organised into Schools and Departments. For example, School of Education and Department of Psychology. Schools are headed by Academic Deans while Departments are headed by Heads of Department. Within each department are respective academic staff specialists. Academic staff include: Research Assistants; Graduate Assistants; Tutorial Fellows/Assistant Lecturers; Lecturers and Professors. The Deputy Vice-Chancellor (DVC) Academics is in charge of all academic matters and all academic Deans report to the DVC Academics. The Registrar Academics coordinates all academic matters of the University.

Students are required to pay special attention to instructions issued by academic staff. Any query on any academic matter is first addressed with the respective academic staff before being channelled to the Head of Department, Academic Dean and DVC Academics. The DVC Academics is the Chair of the Lukenya University Academic Board/Board of Examinations that manages all academic programmes. The Vice-Chancellor is the chair of Senate which authorises all academic programmes and approves examination results.

Each academic programme/course is organised into special subject areas that are further divided into academic units. A unit is taught in a semester. Each academic unit has a course outline and reference materials to be used by students. Students are requested to make reference to several reference materials to advance their knowledge and mastery of the subject and attain excellent grades in their examinations.

Each academic course/programme has core or compulsory units and elective units. Core units are to be taken by all students taking that course while students choose among elective units the ones to take. Academic staffs are available to assist students in choosing elective units. The University reserves the right to offer an elective unit should the students choosing it fall below the recommended minimum.

Lukenya University academic programmes are structured into academic years. Academic years start in September and end in August. Each academic year is divided into three semesters. A student should attend to at least two semesters in an academic year in order to progress and finalise the course work within the minimum time possible. Failure to attend to at least two semesters within any academic year automatically extends a student's study time unless the student compensated by taking more than two semesters a year in future.

6.3 Academic Course Registration

All new students are required to register for the academic course they have been admitted to take at the University. Academic course registration is coordinated by the respective Academic Dean. During registration, students are issued with Course Registration Forms, Course Offering List and the Semester Teaching/Learning Timetable. A student who wishes to change a course may do so after registering in the course one is admitted to. Students register for Course Units each Academic year.

Continuing students are issued with Unit Registration Forms, Course Offering List and the Semester Teaching/Learning Timetable by the Academic Registrar during the close of the preceding semester.

Lukenya University offers Common Units called Lukenya University Common Units. These Units are usually offered in the early years of the academic programme and are aimed at providing students with holistic education. All Lukenya University students are required to take these Common Units before qualifying for graduation.

6.4 Changing Academic Programme

A first year student may change an academic course they have been admitted to within the Course Registration period and not more than three weeks after opening of the University. A student who wishes to change an academic course fills in the Course of Study Change Request Form and hands it over to the DVC Academics. Such a student is required to indicate the reasons for requesting the change and the new academic course the student wishes to enrol in. The Academic Board reviews all applications and responds to the applicants by the fourth week after opening of the University.

Successful applicants are issued with new registration numbers and required to refill in their registration details and register for the new academic programme.

6.5 Student Academic Instruments and Personal Protective Equipment

Students taking technical academic courses such as Agriculture and Science programmes are required to report to the University with certain instruments and personal protective equipment (PPE) to be used by them when taking certain units or practical sessions. These instruments and PPE is the private property of the students. The Academic Deans specify the instruments and PPEs to be procured by students in the respective programme. Students that fail to bring these instruments and PPEs are not allowed in those academic sessions.

6.6 Library Services

The University has a library that is equipped with relevant information materials for all academic programmes on offer. The library also stocks general information materials, periodicals, magazines and newspapers. All students are eligible members of the University library.

The Library is opened from 8.00 AM to 10.00 PM from Monday to Friday and 8.00AM to 4.00PM on Saturdays. The Library is closed on all Sundays and public holidays.

To use the library, each student is required to be registered, oriented on use of the library and taken through the Library Rules and Regulations. Each student is issued with three (3) borrowing cards to borrow information materials. Each card is used to borrow only one information material. A borrowed material is to be returned to the Library within 14 days from the date it was borrowed. A student who delays to return a borrowed information material is surcharged for the delay at the prescribed rate.

The Library stocks the following Information Resources: Print Based Information Resources and Non-Print Based Information Resources. Print Based Information Resources includes books, journals, magazines and newspapers. Non-Print Based Information Resources includes electronic books; E-Journals; CD ROMs; and DVDs.

Students are encouraged to consult library staff when not able to find the information material they require.

6.7 Attending Academic Course Work

Students attend lessons and sessions as per the set timetable or arrangements given by the respective academic staff. Students are required to be punctual and maintain discipline during sessions. An academic staff may send out a student who is indecently dressed, constantly fails to observe instruction or is unruly during a lesson. Each student is required to sign the Student Class Attendance Register as evidence that they have attended a class. Students do not sign on behalf of others.

Each student should attend **NOT LESS THAN 75% of the lessons and sessions**. A student that does not attend the mandatory 75% sessions is not allowed to progress to the next academic year. It is important to note that some practical sessions may be compulsory and any student missing such may be required to repeat the academic unit before being allowed to the next academic year.

Academic staffs issue all students with Course Outlines indicating objectives of the unit, the content to be covered, mode of assessment (examinations) and reference materials. Students follow the Course Outline to carry out further reading and research. Students are required to visit the Library for further research to enhance mastery of the subject content.

Academic staffs offer Continuous Assessment Tests (CATs) and assignments during course work. These are integral part of the University assessment tools and constitute 30% (or as specified in the Course Outline) of the final examination score.

6.8 Suspension/Expulsion of a student From Class

An academic staff may suspend a student from class on the following grounds:

- a. Being disorderly in class;
- b. Using a mobile phone;
- c. Causing disturbance to the class;
- d. Being improperly dressed (Ref to Student Dress Code);
- e. Eating or drinking in class;
- f. Consistently fails to adhere to academic staff's instructions out of negligence; and
- g. Any other issue considered to be misconduct in the profession/course the student is studying.

Any suspended student is required to apologise to the respective academic staff and commit to comply with University academic rules and regulations.

A student who continues to be disorderly may be suspended from the University and only be readmitted upon committing to comply to University Academic Rules and Regulations. A student who continues to be disorderly or behave in what is considered by an academic staff to be a grave misconduct as per the professional requirement of the course the student is taking may be expelled from taking that course. A student expelled from a class or a course may appeal to the Senate through the respective Academic Dean.

6.9 Deferment of Studies

A student may defer learning for a maximum period of three academic years. A student that wishes to defer learning fills in the Student Learning Deferment Form and sends it to the DVC Academics through the respective Academic Dean. Students that defer learning resume learning from the same point they left.

A student is required to complete their studies within a maximum seven academic years from the date of admission. A student who fails to finalise their studies within these seven years may appeal to Senate for review.

6.10 Examination and Assessment

Evaluation of students' academic work is carried out through examinations and assessment. Examinations and assessments are therefore a critical component of learning within the University. Each academic programme specifies the methodology used to assess students' performance. This methodology is given in each academic unit Course Outline. Respective Academic Deans, Heads of Department and Academic Staff explain to students the assessment methodology in detail.

Ordinarily; Continuous Assessment Tests (CATs) constitute 30% of the final examination score while the final examinations account for 70%. In some practical units this might not be the case and the Course Outline of those units explain the assessment and examination mode and the mark distribution.

Senate has prepared University Examination Rules and Regulations used to guide the conduct of examination and assessment processes. Students should read, understand and comply with

these Examination Rules and Regulations. Failure to comply may lead to cancellation of examination results thus leading to expulsion from the University.

Senate lays special emphasis on examinations and students are required to take all assignments, CATs and examinations as per schedule. A student who misses an assignment, CAT or an examination is required to repeat the Unit. Such a student is not promoted to the next academic year till they have satisfied this academic requirement.

The University may offer Special Examinations to candidates who provide evidence that during the course of examination they were sick, bereaved, on official travel outside the country, had defaulted fees and any other reason approved by the Senate. The University does not offer special examinations to candidates who misread the examination timetable or reported to the examination room late. Candidates who report to the examination room more than 30 minutes after the start of examination are not allowed to sit the examination.

Students must attain the set minimum pass mark in each registered academic unit. A candidate who scores less than 40% in any unit is deemed to have failed and is required to take a Supplementary Examination in the unit. Such a student is awarded a score F on the examination results. Score F does not earn any credits.

Any student who takes a Supplementary Examination and Passes is awarded a grade of D irrespective of the marks attained in the Supplementary Examination. Any student who fails in a supplementary examination is required to repeat/retake (attend all classes and course work) the Unit and take all CATs as required in the academic programme. A student is allowed to retake a unit for a maximum of two times only.

A student may take supplementary examination for a maximum of half of the units taken in a semester. Any student who fails in more than half of the units taken in a particular semester is discontinued from the University. Any discontinued student may appeal in writing to Vice-Chancellor for review of the decision. Senate reviews all appeals and advises each applicant in writing on the decision arrived at.

All examinations taken at the University right from the first year are taken into account when assessing the Degree category (1st Class, Second Class Upper, Second Class Lower and Pass) to be awarded to the student. This means that students should work hard right from the start to ensure they attain better marks.

The University uses an Awarding and Grading System to convert candidate marks to grades of between A to D where Grade A is the highest and Grade D the lowest. The Grades attained by a final year candidate are converted to a Degree Classification of First Class; Second Class Upper Division; Second Class Lower Division and Pass.

The Grades attained by a final year candidate are converted to a Degree Classification using the Degree Conversion Table below (*Table 1*):

Table 1: Degree Conversion Table

<i>Degree Classification</i>	<i>Grade Point Average</i>	<i>Percentage Level</i>
First Class	3.68-4.00	70% and above
Upper Second Class	3.33-3.67	60-69%
Lower Second Class	3.00-3.32	50-59%
Pass	2.00-2.99	40-49%

6.11 Academic Integrity and Plagiarism

Students are required to maintain academic integrity at all times. Cheating in examinations and assignments is not allowed. Plagiarism is considered a major academic offense and not condoned. The University employs anti-plagiarism software to test integrity of academic work presented by students. Any student caught cheating or found to have cheated in any examination is expelled from the University.

Academic staffs monitor student conduct in examinations, assignments and research work to determine if any cheating or plagiarism has taken place. Senate has prepared Examination Rules and Regulations that are to be observed by all students. Academic staff, Heads of Department, Deans and the DVC Academics briefs students on these Examination Rules and Regulations. Each student is issued with a copy of the current Examination Rules and Regulations for reference.

Table 2 below contains extracts of some of the major examination irregularities and their penalties:

Table 2: Examination Irregularities and Penalties

	Examination Irregularity	Penalty
6.10.1	Copying from unauthorised sources in an examination	Cancellation of examination results
6.10.2	Possession of unauthorised materials (eg mobile phone, books etc) in an examination room	Cancellation of examination results
6.10.3	Reporting to the examination room late without genuine reason	Barred from taking the examination paper

6.10.4	Communicating to another candidate in an examination room	Cancellation of examination results
6.10.5	Reporting to the examination room with writings on clothing and or body parts	Cancellation of examination results
6.10.6	Writing on the examination question paper	Cancellation of examination results
6.10.7	Carrying an examination booklet outside the examination room	Cancellation of examination results
6.10.1	Destroying examination irregularity evidence	Cancellation of examination results
6.10.1	Threatening another candidate or examination official	Cancellation of examination results
6.10.8	Being unruly inside or within an examination room	Cancellation of examination results
6.10.9	Disrupting an examination process	Cancellation of examination results
6.10.10	Bribing or attempting to bribe or influence another student, academic staff or examination official to get favours in academic course work or examination	Cancellation of examination results
6.10.11	Forging an academic document whether from Lukenya University or not	Discontinued from University
6.10.12	Being impersonated or impersonating someone in an examination	Discontinued from University
6.10.13	Contravening any examination Rule or Regulation	Penalty as specified in the Examination Rules and Regulations

6.12 Student Field Attachment and Teaching Practice

Some academic programmes have a component for field attachment or teaching practice. Candidates taking such programmes are required to make arrangements to take field attachment and teaching practice as specified in the academic programmes. Students are required to make arrangements with institutions where they wish to attend field attachment or teaching practice. Respective Academic Deans assist students to secure places for field attachment and teaching practice. Students are advised to secure institutions where assessors are able to visit them easily for evaluation of course work.

It is important to note that students on field attachment are required to be insured. Such students have to pay for the respective insurance premiums as directed by the University Finance Officer. The University does not pay insurance premiums for students.

6.13 Student Transfer To Lukenya University

Lukenya University may offer Credit Transfer to joining students who have studied some modules or courses at a university level; completed part of a degree programme; completed a

professional or vocational qualification recognised in the Kenya National Qualifications Framework. The University grants a student Credit Transfer up to a maximum of 49% of the units for similar programmes at the same level. A student granted Credit Transfer is required to cover not less than 51% of the academic programme at Lukenya University. Lukenya University accepts a minimum grade of C or Grade Point Average 3.0 (on a GPA scale of 1-4) or 3.5 (on a scale of 1-5) for credit transfer or exemption of a unit in a degree programme. Where a candidate is to transfer a unit with a prerequisite such a prerequisite must have been covered at the institution where the candidate is transferring from. A candidate seeking credit transfer must undertake practicum/teaching practice at Lukenya University.

6.14 Requirements for Graduation

Upon ratification of examination results by the Council; final year candidates who satisfy the Board of Examiners and the Senate are cleared for graduation. For a candidate to be passed for graduation; the candidate must satisfy the following requirements:

- a. Clear all University fees and any other dues owed by the University; and
- b. Fully complete the University Clearance Form and return it to the Registrar Academics within the prescribed time.

Any final year student who fails to meet the requirements specified above is not cleared for graduation. Such a student may be listed for graduation in the following year upon meeting the set requirements.

6.15 Lukenya University Alumni

There is established a Lukenya University Alumni. All Lukenya University graduates are eligible members of the Alumni upon payment of the requisite membership fees. The objectives of the Alumni are to promote Lukenya University goals and objectives.

7.0 UNIVERSITY FEES AND OTHER CHARGES

Lukenya University charges fees for tuition, accommodation and other services provided to students. Students are required to clear all fees before taking final examinations in each semester. A student that has not fully cleared all fees and charges is not issued with an Examination Card and cannot take semester examinations.

University fees are paid to the prescribed bank accounts. The Chief Finance Officer communicates details of bank accounts to students. The same details are available at the University website: www.lukenyauniversity.ac.ke.

It is important for all students to note that the University does not receive fees in cash form at all.

For Government sponsored students, the prescribed fees are paid directly to the University by the Ministry. However, such students are required to pay other charges which are not paid by the Government.

8.0 OFFICE OF THE DEAN OF STUDENTS

8.1 Functions of the Office of the Dean of Students

Lukenya University has established an Office of the Dean of Students that is headed by a Dean called the **Dean of Students**. Functions of the Office of the Dean of Students are to:

- a. Coordinate the formulation of Policies, Procedures, Rules and Regulations on matters affecting student conduct;
- b. Disseminate Policies, Procedures, Rules and Regulations to students;
- c. Act in the best interest of the Students;
- d. Present students and student matters to Senate;
- e. Monitor, manage and mitigate matters related to student welfare;
- f. Establish a student scholarship and financial aid fund and a mechanism for award of scholarship and financial aid to needy students;
- g. Continually monitor student conduct and advise Vice-Chancellor and Senate on appropriate measures to be taken to enhance student behaviour;
- h. Mentor Lukenya University students to develop positive self-concept on all matters;
- i. Offer guidance and counselling services to students on all matters affecting them;
- j. Organise for publication of Lukenya University Student Magazine;
- k. Be the point of contact between the University and student parents, guardians and outside community;
- l. Register, operationalise and oversee effective and efficient management of all student clubs and associations;
- m. Coordinate student participation in University and College sports, drama, religious and cultural festivals;
- n. Organise for student entertainment and oversee student catering and accommodation services;
- o. Organise for the annual Lukenya University Cultural and Festival week;
- p. Organise and conduct the Lukenya University Student Association (LUSA) elections including declaration and installation of duly elected leaders;
- q. Oversee the handover of LUSA office from exiting leaders to incoming leaders;
- r. Develop, review and disseminate the LUSA Constitution;

8.2 Accessing Office of the Dean of Students

Students are encouraged to access the Office of the Dean of Students within office hours and seek services there in. The Dean of Students ensures that confidentiality is maintained all times and students should not fear to access this office.

8.3 Student Advice, Guidance and Counselling

One of the main functions of the office of the Dean of Students is to carry out guidance and counselling to students. Students are likely to face several challenges ranging from personal to academic matters. The Office of the Dean of Students offers guidance and counselling on all

matters affecting students. Students may report their colleagues facing several challenges that may be addressed through guidance and counselling.

8.4 Presenting Discreet Information to the Office of the Dean of Students

The Office of the Dean of Students recognises that students may fear to give some information openly. To encourage such students to release this information, the office of the Dean of Students has installed Information Boxes in strategic places within the University. Students are encouraged to pass any useful information through these discreet suggestion/message boxes.

9.0 FREEDOM OF WORSHIP

Lukenya University recognises and guarantees freedom of worship to all its members. The University has set aside separate places of worship for Christians and Muslims. All students are required to practice religious tolerance at all times. The Dean of Students may organise interdenominational services at times.

10.0 GAMES, SPORTS AND RECREATION

Games, sports and recreational facilities are essential to the whole of a student. The University offers various games, sports and recreational facilities to students at no charge. Students are encouraged to participate in various games, sports and recreational facilities in order to fully develop their mind, spirit and soul.

11.0 CLUBS, SOCIETIES AND ASSOCIATIONS

The University allows students to form clubs, societies and associations to further their academic, religious, cultural and traditional agenda. However, such groupings should not address any political or subversive agenda against the University or Government. Each club, society or association is supposed to be self supporting and not rely on University support.

The Office of the Dean of Students coordinates all activities of the student clubs, societies and associations. The Office of the Dean of Students registers, maintains a copy of their constitution, receives their annual returns and monitors their activities. The Dean of Students may deregister any student club, society or association that is not in compliance with the University Rules and Regulations. Each club, society or association must:

- a. Have not less than five (5) fully registered members;
- b. Have a constitution that is in line with the Constitution of Kenya and the University Statutes, Policies, Procedures, Rules and Regulations;
- c. State its goals and objectives;
- d. Have interim office bearers before holding elections;
- e. Hold elections each academic year;

- f. Keep proper records of accounts that are verified and approved by the Office of the Dean of Students;
- g. Nominate a senior University official as its patron. The role of the patron is to provide advisory role and mediate for the members in any dispute. The patron works with the Office of the Dean of Students when discharging these services. The patron is not paid any money for the services rendered. The Dean of Students is the patron of any club, association or society that is not able to secure the patronage of a University Staff; and
- h. Hold an annual general meeting not less than once each academic year.

12.0 STUDENT REPRESENTATION

12.1 Establishment of Lukenya University Student Association (LUSA)

There is established a Lukenya University Students Association (LUSA) to represent student interests. The main objectives of LUSA are:

- a. Maintain a harmonious relationship between students and the University management;
- b. Effectively represent student agenda to the University management;
- c. Coordinate student social and academic matters within the University;
- d. Inculcate culture of self respect, dignity and responsibility among students;
- e. Promote values of democracy and tolerance among students.

All fully registered students are automatic members of LUSA.

12.2 LUSA Constitution

The Dean of Students is in charge of preparation and review of the LUSA Constitution. Students may directly or through their LUSA leadership present a memorandum to the Dean of Students requesting for review of the LUSA Constitution. The Dean of Students prepares and reviews the LUSA Constitution and involves students in the preparation and review process. The Dean then presents the reviewed draft Constitution to Senate for approval. Senate has final authority in the approval of the LUSA Constitution. Upon approval the Constitution is promulgated and released for use.

12.3 LUSA Elections

Students hold LUSA elections each academic year to elect office bears. The Dean of Students is the returning officer for the elections. The Dean announces vacancies for LUSA office and advertises for applicants. Applicants must meet the following conditions to qualify for nomination:

- a. Must have been at Lukenya University for not less than one semester and be holding Lukenya University examination results;
- b. Should not have any unresolved record of indiscipline;

- c. Should have attained an academic result of 3.0 GPA and maintain it throughout the time in office;
- d. Sign a commitment to abide by the University Rules and Regulations;

Each applicant fills a LUSA Election Application Form and returns it to the Dean of Students within the prescribed period. Forms returned late are not considered. LUSA candidates may post campaign materials on designated notice boards or as directed by the Dean of Students.

Positions vied for are:

- i. President;
- ii. Deputy President;
- iii. Secretary General;
- iv. Academic Affairs;
- v. Finance;
- vi. Entertainment;
- vii. Accommodation;
- viii. Environment;
- ix. Special Needs;
- x. Sports; and
- xi. Catering and Health Services.

Elections are conducted using the secret ballot system and one vote per student. The candidate who wins by simple majority is declared as the winner. In case of a tie in any one post, the Dean organises for a repeat of the top candidates.

Any student disputing election results is required to raise the complaint with the Dean of Students in writing. The dispute should contain details of grounds for disputing the election. The Dean reviews the complaint and where necessary carries out investigations and informs the complainant of the outcome. If the complainant is not satisfied with the explanation given by the Dean of Students, the complainant may complain in writing to the Vice-Chancellor.

12.4 Student Representation in Academic Activities

The University believes in involvement and participation of students in all academic activities. Students may nominate class representatives to channel their academic matters to academic staff, Heads of Department and Deans. The function of the Class Representatives is to promote academic interests of students and involve students more in the teaching and learning processes.

12.5 Student Peer-Counselling

Students are encouraged to be each other's keeper. Students are asked to monitor the behaviour of their colleagues and try to offer assistance to them on all matters of life. This is

likely to solve problems that would have escalated to bad and worse problems. In case the problem is not solved, the affected students should be referred to the Office of the Dean of Students.

13.0 STUDENT CODE OF CONDUCT

13.1 University Green Philosophy

The University embraces a Green Philosophy. The University is committed to conserving the environment, protecting wildlife and promoting human-wildlife coexistence. The University is committed to keeping the environment green, clean, and pollution free. All students are required to observe the University Green Philosophy.

In keeping the Green Philosophy; students are in particular required to: use natural lighting as much as possible thus switching off lights in the day and lights that are not in use; conserving water; using designated walkways only; not to stray into university bushes and to protect all wildlife. The University has Environmental and Wildlife Clubs and students are encouraged to register and participate as members.

Littering is strictly forbidden. Student place litter and garbage into designated dustbins. Students are requested to pick any litter and place it in the designated dustbins. Empty glass bottles, plastics and tins are placed in bins. Breaking glass and glass bottles is not allowed.

13.2 Movement within the University/Categorisation of University Facilities

Lukenya University reserves the right of movement within its premises based on the security categorisation of premises. University facilities are classified into 3 main categories: Restricted Areas; Hazardous Areas; Specialised Service Areas and General Areas.

- a. Restricted areas** –these are security areas such as high level offices, examination rooms, ICT rooms, agriculture practical areas and any area the Vice-Chancellor and or the Senate may classify as a Restricted Area;
- b. Hazardous areas** – these are areas within which dangerous materials are stored and or handled. Examples include laboratories and chemical stores;
- c. Specialised Service Areas-** these are areas that need special security attention due to the nature of activities and or materials handled there. They include areas where sanitary towels are handled and general agricultural areas;
- d. Risky Areas** – these are unconstructed areas, forests, Athi River banks and beach and the Tsavo Game Park; and
- e. General areas** – these are areas which do not qualify to be classified in any of the categories above;

Deans and Heads of Department regulate movement into Restricted Areas, Hazardous Areas and Specialised Service Areas. Each Dean and Head of Department determine who is to access these areas, the access procedures and access times. Students found to have strayed into Restricted Areas, Hazardous Areas and Specialised Service Areas may face disciplinary action.

13.3 Respect of University Authority

The University recognises that students are its principal customers. However, for effective service delivery to students, the University observes that students are subordinate to University staff. Staff will therefore issue instructions and guidelines to students.

University operations are guided by an established Administrative and Management structure that outlines authority and roles. Students are briefed on the relevant administrative and management roles and authorities in each particular activity they are involved in. Students are required to respect these roles and authorities.

13.4 University Security

Security is of paramount importance to the University and its members. The University has dedicated guards who provide security services on all University establishments. Student are required to respect and pay attention to instructions from these guards.

Security is a function of all members of the University and cannot be left to administrators and security guards alone. Students are asked to be vigilant and report to security guards or the Office of the Dean of Students on any suspicious persons or occurrences noticed. Such information provided on time may prevent a serious crime from occurring.

The University works closely with the National Government Security agencies on matters of security. Students are required to observe the National Security requirements and University security Policies, Procedures and Rules and Regulations. The Dean of Students briefs students on the University Policies, Procedures and Rules and Regulations. A breach on University Policies, Procedures, Rules and Regulations may lead to disciplinary action as per University Statutes.

13.5 Wildlife Conservancy

The University is a good neighbour of the Tsavo National Park. The University supports positive human-wildlife co-existence and recognises that wildlife may stray into the University compound and premises. **Students, staff and visitors do not disturb, attack, takeaway or domesticate any wildlife. Handling or eating any kind of game meat is forbidden unless authorised by the Kenya Wildlife Service.** Any threat from wildlife is reported to the security guards for appropriate action. The University Environment and Wildlife Policy guides handling of wildlife matters. Any student found to have flouted this regulation is handled as prescribed in the Lukenya University Environment and Wildlife Policy or Kenya Wildlife Service (KWS) Act.

To minimise human-wildlife conflict; students do not walk into any bushes; Athi River banks or stray into Tsavo Game Park unless accompanied by security guard or KWS officers. Students should note that violation to this requirement may lead to injury by wildlife and the

students injured due to such negligence take personal responsibility. Violation may also lead to arrest and prosecution of offenders by the KWS.

13.6 Engagement in Criminal Activities

Lukenya University upholds the rule of law and all operations are carried out within the national legal framework. Illegal activities are not allowed at all. Students are required to maintain law and order all the time. Any student found to have broken the law is arrested by security guards and handed over to the Police for investigation and prosecution. A student charged in a court of law for serious crime may be expelled from the University.

13.7 Participating in Illegal Demonstrations, Boycotts; Strikes and Picketing

The University has established appropriate mechanism for students to voice their concerns. This includes student representatives (both Class and LUSA Council); Dean of Students Office and Class Representatives. This forum is adequate to address any student concerns. Students are therefore not allowed to participate in illegal demonstrations, boycotts, strikes or picketing.

Any student who gets information of a plan for holding illegal demonstration, boycott, strike or picketing is asked to secretly pass this information to either the Office of the Dean of Students; Vice-Chancellor or any senior University staff. Students should note that having information of a planned strike, demonstration, boycott or picketing and not passing it to the University administration is as guilty as the planners and participants of the same illegal activities. Senate takes disciplinary action on any student found to have engaged in any of these illegal activities.

13.8 Student Dress Code

All students are required to be smart all the time they are attending classes, in the library or computer lab. Students are to observe the following dress code while in the University:

- a. **Men** – to dress either in full suit, broken suit or smart casual wear with shoes and socks. Shorts are not allowed. Open shoes may be used during evenings and weekends. Men to keep well kempt hair or a clean shave. Unkempt hair, babylocks and dreadlocks are not allowed.
- b. **Ladies-** to dress either in skirt suit, trouser suit, dress, blouse and skirt all with appropriate shoes. All skirts should be below the knee and not tight. All ladies trousers not tight. Ladies to maintain appropriate hairstyles.
- c. Wearing slippers in not allowed in the University halls, offices, library and computer lab.
- d. **Technical Subjects:** Students taking technical subjects are required to wear the recommended and appropriate Personal Protective Equipment (PPE) while in session. Academic staff teaching these courses advice students on the appropriate dress code and PPE.

13.9 Students with Disabilities

Lukenya University admits students with disabilities as equal persons. The Dean of Students assigns students with disabilities a colleague to assist them within the University. University facilities are constructed to accommodate persons with disabilities. All students with disabilities are offered special services to compensate them for the disabilities. The Dean of Students monitors the progress of students with disabilities and advises Senate on needed actions to be taken. Students with disabilities are required to report to the Dean of Students or their respective academic Deans in case they are in problems. Students are required to assist their colleagues with Disabilities when they notice a need or when called upon.

13.10 Protection of University Equipment and Facilities

University equipment and facilities are established to offer services to students, staff and other University members. It is the responsibility of all users to ensure that the facilities and equipment are utilised for the purpose and manner they are intended for. Misuse and mishandling of University equipment and facilities may deny students needed services and increase the cost of running the University.

University staff and security guards monitor the manner in which students handle equipment and facilities. CCTV cameras have been installed in strategic areas to enhance surveillance on use of equipment and facilities. Action is taken to students found to have broken, mishandled or damaged University equipment and facilities. Action taken includes disciplinary action and charging concerned students on any mishandling, damage or breakage.

13.11 Drugs and Substance Abuse

Lukenya University is a drug free institution. Taking alcoholic substances and smoking is not allowed within University premises. The University encourages students to quit smoking and alcohol abuse. The Office of the Dean of Students provides guidance and counselling services to students affected by smoking and drinking problems or those who want to quit the habits.

Taking, selling, carrying or handling any form of narcotic or psychotropic substance is illegal and not allowed as prescribed in the Narcotics and Psychotropic Substance Act. The Office of the Dean of Students offers regular talks and guidance to students on how to avoid negative effects of drugs and substance abuse. Students are asked to report discreetly any of their colleagues affected by drugs and substance abuse to the Office of the Dean of Students for appropriate action.

13.12 Living in Harmony with Others

Lukenya University is an institution for all qualified persons aspiring to acquire higher education. The University requires all students to live in harmony with each other and other University community members. Causing disharmony of whatever nature is not allowed and those found culpable are handled as per University Statutes and relevant Rules and Regulations.

13.13 Non-Discrimination of Persons

Lukenya University upholds the tenets of Article 10 of the Constitution of Kenya 2010 and National Cohesion and Integration Act on Nationalism and non-discrimination of persons. The University does not condone any form of discrimination on any person. Persons of different age, sex, race, colour, tribe, religion and language are required to live together as members of the Lukenya University community. Students are asked to report any form of description noted to the Office of the Dean of Students for appropriate action.

13.14 Non-Harassment of Persons

Lukenya University does not condone any form of harassment of persons. Men and women live together as equal and able members of the same University community. Students and staff live free and within the law and University Statutes.

Examples of harassment include but not limited to: use of abusive and offensive language; physical assault; offensive gestures; intimidation; obstruction of persons; bullying; sexual harassment; among many others. Students are asked to be cautious when dealing with each other and with members of staff.

Use of physical, verbal, sexual or gender based harassment and violence is strictly prohibited. Students are required to use respectful language among themselves and with staff. Body language is required to be appropriate and any offensive gestures and signs are not tolerated. Students are required to beware that what might be considered as normal to one person may be offensive to another. Thus when expressing oneself, one should take care of how others are to perceive their language, gestures and expressions.

Senate carries out investigations on any reported cases of harassment and takes disciplinary action on any student found to have harassed any member of the University community. Action taken may include warning, suspension or expulsion from the University.

13.15 Protection Against Sexual Harassment

Lukenya University considers sexual harassment as a grave violation to human rights and seeks to protect its students and staff from it. Sexual contact of whatever kind between a student and a staff member is Strictly Prohibited unless the staff and student are legally married spouses. The University encourages students to abstain from sex till marriage.

Sexual harassment includes but not limited to:

- a. Direct or indirect request for sexual intercourse, sexual contact or any other form of sexual activity that contains an implied or expressed:
 - i. Promise for admission to Lukenya University;
 - ii. Promise of preferential treatment as a student of Lukenya University;
 - iii. Promise for preferential marks, grades or any academic service;
 - iv. Threat of detrimental treatment as a student of Lukenya University; and
 - v. Threat about the present or future status as a student of Lukenya University.

- b. Use of offensive verbal, sign or written sexual language;
- c. Use of visual and or audio material of sexual nature;
- d. Show of physical behaviour of sexual nature that is unwelcome or offensive and may affect the performance and satisfaction of another student, an employee or visitor.

Students are required to report any case of attempted rape to either the Dean of Students, the Counsellor, the University Medical office or the Vice-Chancellor immediately. Any rape case is to be reported immediately to the Medical Office for medical attention. The Medical Office records all cases of attempted rape and rape and forwards them to the Dean of Students or Vice-Chancellor for information and necessary action. All rape cases and serious attempted rape cases are immediately referred to hospital for proper treatment.

Any case of rape and attempted rape is reported to the National Police Service for investigation and prosecution of suspects. Any student found to have been involved in rape or attempted rape case is expelled from the University.

Students are required to report any University staff that may make sexual advances to the Dean of Students, University Counsellor, Vice-Chancellor or directly to the Office of the Council Chairperson as provided under Student Information Guide of this Handbook.

13.16 Protection of Children

The University protects children from any form of harassment, discrimination, neglect, undue exposure to harmful substances and information and any matter that is prohibited in the Children's Act. Students are required to respect any children within the University community. Students that may be living with a child are required to seek appropriate accommodation outside the normal male/female student hostels.

14.0 DISCIPLINARY PROCEDURES

Senate has constituted a **Student Disciplinary Committee** to investigate, hear and determine student discipline matters in line with the national law; University Statutes, Policies, Procedures and Rules and Regulations. The University Senate, Board of Management, staff and security monitor student behaviour continually and take appropriate action. A member of staff, a student or a member of the public may make a report or complain to the University on any misconduct of a student. Upon receiving a report or observing a misconduct; the Student Disciplinary Committee commissions investigations and prepares a report of findings on the allegations made.

The Committee may:

- a. Dismiss the accusation in the event that sufficient evidence is not available or the allegation has no sound basis;
- b. Summon the student to defence in case there is sufficient evidence and the offence is not grave;
- c. Suspend the Student from the University if the offence is grave and there is sufficient evidence. Suspension is called upon to give the Committee enough time to conclude investigations and deter the student from interfering with investigations or causing more harm. A suspended student is required to clear and leave the University immediately the suspension is issued. A suspended student **DOES NOT** visit the University unless with

written authority of the Dean of Students. A suspended student is recalled for hearing within 14 days from the date of suspension; and

- d. Involve the National Police Service if the offense is serious and of criminal nature. In cases where the Police are involved, the Committee collaborates with them during investigations. In cases where the Police find sufficient evidence, the suspect may be charged in a court of law. A student charged in a court of law remains suspended from the University until clearance of the charges by the court.

Students summoned to appear in front of the Student Disciplinary Committee are required to abide by the date and time required to appear before the Committee. Students must appear in person and should not send a representative (whether legal or not). The Committee gives a student only two chances to appear and may make a determination if the student fails to appear on the second and final call.

While appearing at the Student Disciplinary Committee; a student may table any evidence to prove innocence or call witnesses in defence. The student and any witness called by the student must abide to the University Statutes, Policies, Procedures and Rules and Regulations. The Committee reads to the student the charges and tables any evidence obtained to support the allegation. It is important to note that some evidence may only be stated and the source not disclosed to protect sources and vulnerable witnesses. A student may not ask for a testimony to be presented by the witness during hearing and determination of disciplinary cases. The report by the Student Disciplinary Committee is considered as adequate evidence. What a student is required to do is to defend oneself.

Upon hearing of a case; the Disciplinary Committee may:

- i. Dismiss the charges and clear the student in case of successful defence and production of adequate defence evidence;
- ii. Extend the suspension for a further seven (7) days to carry out more investigations. In this case the Student Disciplinary Committee investigates the case afresh and summons the student within seven (7) days from the date of suspension;
- iii. Warn the student in case of admission of a non-grave offense. A student who receives three or more warnings may be expelled from the University;
- iv. Warn the student in case of prove of a non-grave offense;
- v. Issue a final warning to the student in case of admission of a first grave offence and expression of great remorse and apologies;
- vi. Expel the student in case of prove of grave offense;
- vii. Expel the student and refer the case to the National Police Service for further investigations in case of prove of a grave offense of criminal nature.

The Student Disciplinary Committee may recommend for expulsion of a student who fails to appear before it without a just cause. Any student cleared of an accusation is re-admitted without any condition. Students should note that providing wrong or false information to the Student Disciplinary Committee in order to secure clearance of an accusation is a serious offence.

A student found guilty of an offence may appeal in writing to the Vice-Chancellor for reconsideration of the decision arrived at. Such a student must provide grounds for appeal. The Vice-Chancellor tables such appeals to the Senate for discussion and resolution. The decision of the Senate is final.

15.0 ANNEX: RULES AND REGULATIONS GOVERNING STUDENT CONDUCT

(To be attached here the Rules and Regulations Governing Student Conduct)

16.0 STUDENT CODE OF CONDUCT DECLARATION

Student Code of Conduct Declaration

I Name of Student

Reg. Number

1. Do hereby declare that I have read and understood the Lukenya University Student Handbook and Lukenya University Rules and Regulations Governing Student Conduct and commit to abide by them at all times;
2. Understand it is my responsibility to strive to read and understand Lukenya University Rules and Regulations Governing Student Conduct each time they are reviewed;
3. I commit to abide by the Lukenya University Statutes, Policies and Procedures in all my undertakings at the University;
4. I commit that I shall follow all the instructions given to me by University academic staff and administrators. I understand failure to follow instructions by academic staff and administrators is serious breach of University Rules and Regulations;
5. Understand that failure to follow Lukenya University Statutes, Policies, Procedures and Rules and Regulations may lead to disciplinary action being taken against me by the University;
6. Commit to respect the decision taken against me by the University Senate in case of breach of Lukenya University Rules and Regulations Governing Student Conduct, Statutes, Policies and Procedures.

Student: Print Full Name

Signature

Date

Witness: Print Full Name

Signature

Parent/Guardian/Sponsor (Full Name)
Address
Signature
Date