

**STUDENT HANDBOOK**

**Fourth Edition**

**March 2024**

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**PREAMBLE**

Lukenya University is an institution of higher learning that is committed to providing higher education services that meet and exceed market and customer expectations. To achieve this, the University reviews its academic programmes at least once every four academic years; recruits, trains and retains the best academic and administrative staff and enrols qualified students to partake academic courses. The University uses a participatory approach in curriculum delivery by applying modern teaching methods and best practice.

To provide these services, the University has prepared relevant Statutes, Policies, Procedures, Rules and Regulations to guide its staff, students and visitors in their activities. These Statutes, Policies, Procedures, Rules and Regulations provide guidelines in the operations of each activity. All University staff and students are required to abide by these requirements.

Senate has prepared this Student Handbook to provide a summary of relevant and key academic and administrative information necessary for students while carrying out their studies at Lukenya University. The Handbook provides details of all necessary issues affecting student studies and their conduct at the University. Students are asked to note that the Handbook is only a summary and full details on each area are to be obtained from the source documents which include University Statutes, Policies, Procedures and Rules and Regulations.

Academic and Administrative staff provide details and requirements to students before carrying out any critical function at the University. Students are required to follow instructions and information provided by both academic and administrative staff. Other information is provided in class by academic staff, on notice boards and during meetings with students. The University website [www.lukenyauniveristy.ac.ke](http://www.lukenyauniveristy.ac.ke) is source of general information essential to students. It is the responsibility of each student to ensure they access all relevant information necessary in their activities.

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

Vice-Chancellor **Lukenya University**

# III APPROVAL

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| --- |
| **Document Name: Student Handbook****Document Type: Student Conduct/Information Manual** |
| **This Student Handbook is effective from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023** |
| **Approved by Senate:****Chair of the Senate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Released for use by:****Dean of Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_|\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Disclaimer****Approval of this version renders the preceding version obsolete. Users are required to return all preceding versions to Dean of Students to be issued with the current version or access the revised version on the University website:** [www.lukenyauniveristy.ac.ke](http://www.lukenyauniveristy.ac.ke). |

#  INTRODUCTION

## 1.1 Welcome to Lukenya University

The University Board of Trustees (BOT); Chancellor; Council; Vice-Chancellor; Senate; Board of Management and entire University community welcomes you to Lukenya University. We are proud of you and congratulate you for choosing to join **The Lukenya University**. At Lukenya University; you shall experience an academic atmosphere ideal to accomplish your **academic aspirations and life-long vision**.

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 polices. 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, in Mtito Andei 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 25 KM from Mtito Andei. When travelling by Road one may alight at Kambu or Mtito Andei. The University is located 33 KM 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 though 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 dully 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 Statues, 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

Students are required to access the Student Handbook through the student portal or a hardcopy from the University Library. A later revision, the obsolete copy is removed from the student portal and the revised copy uploaded. The Library may keep obsolete copies clearly marked OBSOLETE for reference purpose only.

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.

# LUKENYA UNIVERSITY GUIDING PRINCIPLES

* 1. Other than legal and regulatory requirements; operations of Lukenya University are guided by its Vision, Mission, Philosophy, Core Values and Motto.
	2. The Vision is ***“To be a dynamic university committed to scholarship in teaching, research, training and community service”***
	3. The University Mission is ***“Providing solutions through education, training, research and community service.”***.
	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”.***
	5. University Core Values are outlined in the Cohesion and Integration Policy and are:
	6. Innovativeness;
	7. Responsiveness to customer needs;
	8. Inclusiveness;
	9. Integrity;
	10. Team work;
	11. Commitment to Community Service; and
	12. Excellence philosophy
	13. The University *Motto* is ***“Postera Crescam Laude”*** which means “***We labour for the benefit of the future generation”.***
	14. Activities of the University are carried out as outlined in the Statues, 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.

# LUKENYA UNIVERSITY GOVERNANCE, MANAGEMENT AND ADMINISTRATIVE STRUCTURE

The top organ of the University is the Board of Trustees (BOT). The function of the BOT is to establish the University and do all that appertains to the best interest of the University. The BOT appoints the Chancellor and Council.

The Chancellor is the titler head of the University. The main functions of the Chancellor is to confer degrees and award 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 and Management Board. 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; the 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.

#  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: Lukenya University Charter; Lukenya University Statutes; University Policies; University Procedures and the University Rules 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.lukenyauniveristy.ac.ke](http://www.lukenyauniveristy.ac.ke).

#  STUDENT AFFAIRS SERVICES

## 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:

1. Have attained the minimum academic qualification specified in the respective academic programme of study;
2. Have met the minimum requirements specified in the academic course the student needs to enrol; and
3. 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 intent 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 document found to be a forgery is forwarded to the Police for investigation and prosecution of the suspect.

## 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.

## 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. Hostel 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 10.30 PM to 5.00 AM 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.

## 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.

# 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.

## ICT Services

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

1. Internet (*Wi-Fi*); and
2. 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.

## 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.

## 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 nearby public health facility. Students or their parents/guardians are required to meet medical expenses for all referral cases. Students are advised to register as members of the National Hospital Insurance Fund (NHIF) to reduce the health risk and burden.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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**

**Lukenya University**

**Po Box 90**

**Mtito Andei**

**Code 90128**

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

## Students With Special Needs

The University enrols 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.

## 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.

## 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:

1. Student Admission/Registration - Registrar Administration
2. Student Hostel Matters - Hostel Administrator/Dean of Students
3. Kitchen Meals - Dean of Students
4. Student Orientation - Dean of Students
5. Academic Course/Unit Registration - Respective Academic Dean
6. Academic Timetables - Respective Academic Dean
7. Academic Unit Course Outline - Respective Head of Department/Dean
8. Academic Matters - Academic Staff/Head of Department
9. Changing Academic Course - Registrar Academic
10. Examination Timetable - Registrar Academics
11. Examination programmes - Registrar Academics
12. Examination marks/results - Registrar Academics
13. Academic Integrity Matters - DVC Academics/Vice-Chancellor
14. Graduation - DVC Academics
15. Certificates - DVC Academics
16. Fees and other University charges - Chief Finance Officer
17. Medical Services - Health Officer
18. Student Conduct Matters - Dean of Students
19. Security Matters - Security Guards/Dean of Students
20. Wildlife/Human Conflict - Security Guards/Dean of Students
21. Sports, Games and Recreation - Dean of Students
22. Guidance and Counselling - Dean of Students
23. Clubs, Societies and Associations - Dean of Students
24. Student Leave-out - Dean of Students
25. Student Centre Matters - LUSA Leadership/Dean of Students
26. Student medical and Sexual Offences -Medical Office -Tel 0727 886600
27. Fire - Shout Fire and fight with appropriate

-Appliances, Security/Dean of Students

1. 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**

## 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.

#  ACADEMIC MATTERS

## 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](http://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.

## 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.

## 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.

## 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.

## 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.

##  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.

## 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.

## Suspension/Expulsion of a student From Class

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

1. Being disorderly in class;
2. Using a mobile phone in class;
3. Causing disturbance to the class;
4. Being improperly dressed (Ref to Student Dress Code);
5. Eating or drinking in class;
6. Consistently fails to adhere to academic staff’s instructions out of negligence; and
7. 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 in class 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.

##  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.

## 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 for certificate, diploma and undergraduate courses, 40% for masters courses and 50% for PhD courses while the final examinations account for 70% for certificate, diploma and undergraduate courses, 60% for masters courses and 50% for PhD courses. 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 which may lead 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 for the examination.

Students must attain the set minimum pass mark in each registered academic unit. Each unit shall be graded out of 100 marks and the pass marks shall be 40 marks for certificate, diploma and undergraduate courses and 50 marks for post graduate courses unless stated otherwise. A candidate who scores less than 40% in any unit for certificate, diploma and undergraduate courses and less than 50 marks for post graduate courses 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 for certificate, diploma and undergraduate courses and grade of C for post graduate courses 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 advices 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 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 as follows:

1. Postgraduate Courses

75% and above A

60% and below 75% B

50% and below 60% C

Below 50% F (fail)

1. Undergraduate

70% and above A

60% and below 70% B

50% and below 60% C

40% and below 50% D

Below 40% F (fail)

1. Diploma and Certificate

80% and above A (Distinction)

60% and below 80% B (Credit)

40% and below 60% C (Pass)

Below 40% E (Fail)

. The Grades attained by a final year candidate are converted to a Degree Classification as follows:.

1. Postgraduate programme
2. The postgraduate awards shall generally be graded as a PASS or FAIL for graduation purposes.
3. For thesis and course work, the grading shall include all weighted average of all the course units the student had passed from first year and a pass or fail in a thesis
4. For thesis and project, the grading shall include all weighted average of all the course units the student had passed from first year to final year and a pass or fail in project.
5. For thesis only, the grading shall be a pass or fail.
6. Undergraduate programmes

Grading shall include weighted average of all the units done from first to their final year of study excluding common courses and classification shall be as follows:

70% and above First Class

60% and below 70% Second Upper

50% and below 60% Second Lower

40% and below 50% Pass Below 40% F (Fail)

1. Diploma and certificate programmes

Grading shall include weighted average of all the units they have done from first to their final year of study and classification shall be as follows:

80% and above Distinction

60% and below 80% Credit

40% and below 60% Pass

Below 40% E (Fail)

## 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***

|  |  |  |
| --- | --- | --- |
| **S/N** | **OFFFENCE** | **PENALTY** |
|  | Missing an exam due to misreading of the timetable, unpreparedness, etc. | 1. For continuous assessment test(s), the student scores a zero
2. For the end of semester examination, the candidate shall retake the unit when next on offer.
 |
|  | Failure to produce relevant identification documents during an examination | 1. The student shall be barred from taking the exam.
2. To retake the unit when next on offer.
3. A written warning
 |
|  | Presenting oneself in shaggy and unkempt hair, shabbily dressed, crocks,  | 1. The student shall be barred from taking the exam.
2. To retake the unit when next on offer.
3. A written warning
 |
|  | Possession of and/or copying from unauthorized material brought to the examination venue by the candidate him / herself or by other persons | 1. Cancellation of the candidate’s results in the unit concerned.
2. Suspension from the University for one academic year and on readmission repeat the year of study in which the offence was committed.
3. A written warning.
 |
|  | Disruptive behavior during online examinations (e.g., leaving the webcam’s view, presence of unauthorized persons, background noise) | 1. Lockout after the second warning
2. Cancellation of the candidate’s results in the unit concerned.
3. Suspension from the university for one academic year/stage.
4. A written warning.
 |
|  | Non-compliance with face recognition requirements during online examinations (e.g., obscuring the face, failing to remain fully visible) | 1. Cancellation of the candidate’s results in the unit concerned.
2. Automatic warnings issued by the AI proctoring system.
3. lockout after two warnings. A written warning.
4. Cancellation of the candidate’s results in the unit concerned.
 |
|  | Late submission of uploaded work after the designated upload window in online examinations | The work will be considered unsubmitted and will not be part of the examination.  |
|  | Copying from other candidates’ examination work in the examination room. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning.
 |
|  | Failure to write one’s registration number or deliberately writing the wrong registration number on the answer booklet. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning
 |
|  | Circulating / Exchanging / issuing unauthorized written, electronic, or any other material to other candidates during an examination | 1. Cancelation of the candidate’s results in the unit concerned.
2. Expulsion from the University of the Candidates involved.
 |
|  | Presenting oneself in the examination venue with writings on body parts, walls, desks/chairs, attires etc. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning
 |
|  | Communication orally or through gestures with other candidates during the examination | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning.
 |
|  | Possession of electronic gadgets such as mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other such unauthorized equipment/gadget in the examination venue. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning.
 |
|  | Possession of used or unused examination answers booklet(s) in the examination venue during an examination other than the material issued by the invigilator. | 1. Cancellation of the examination results for the candidates(s) involved.
2. Expulsion from the University.
 |
|  | Continuing writing even after the invigilator has announced the expiry of time allocated for the examination | 1. Cancelation of the candidate’s results in the unit concerned.
2. Retake the unit when on next offer.
3. A written warning
 |
|  | Carrying your own answer booklet(s) out of the Examination room. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the University for one academic year and on readmission repeat the year of study in which the offence was committed.
 |
|  | Carrying another candidate’s answer booklet(s) out of the examination room | 1. Cancellation of the examination results for the candidates(s) involved.
2. Expulsion from the University.
 |
|  | Candidate(s) whose answer booklet(s) has /have been taken out of the examination room without his/her knowledge or consent. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Re-sit the unit as a special examination if absolved from any complicity or conspiracy.
 |
|  | Returning examination answer booklets with written answers after the examination. | 1. Cancellation of the examination results for the candidates(s) involved.
2. Expulsion from the University.
 |
|  | Destroying evidence which may be used as proof of an examination irregularity. | 1. Cancellation of the examination results for the candidates(s) involved
2. Expulsion from the University.
 |
|  | 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. | 1. Cancellation of the examination results for the candidates(s) involved
2. Expulsion from the University.
 |
|  | Wilful disruption of examinations attributable to a candidate’s behaviour during university examinations | 1. Cancellation of the examination results for the candidates(s) involved
2. Expulsion from the University.
 |
|  | Presenting oneself in the examination venue under the influence of alcohol and /or substance abuse | 1. Not allowed in the examination room
2. Mandatory counseling and /or medical treatment until declared fit to resume studies.
3. To retake the unit when next on offer.
4. A written warning.
 |
|  | Smoking in the examination room. | 1. Sent away from the examination room
2. Cancellation of the examination results for the candidate(s) involved
3. To retake the unit when next on offer.
4. A written warning.
 |
|  | Conspiracy to impersonate (an) other candidates(s) during an examination | 1. Cancellation of the candidate’s examination results in the unit concerned.
2. Expulsion from the University for the candidates involved in the conspiracy.
 |
|  | Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning
 |
|  | Possession and /or usage of another candidates’ examination card. | 1. Cancellation of the candidate’s examination results in the unit concerned.
2. Suspension from the University for one academic year and on readmission repeat the year
3. A written warning
 |
|  | Availing one’s card for use by another candidate | 1. Cancellation of the candidate’s examination results in the unit concerned.
2. Suspension from the University for one academic year and on readmission repeat the year of study in which the offence was committed.
3. A written warning.
 |
|  | Presenting an invalid examination card to the invigilator during an examination | 1. Cancellation of the candidate’s examination results in the unit concerned.
2. Candidate to retake unit when next on offer.
3. A written warning.
 |
|  | Possession of a forged examination card. | 1. Cancellation of examination results for the candidate(s) involved
2. Expulsion from the University.
 |
|  | Presenting oneself for an examination in a unit he/she has not duly registered | 1. Cancellation of the candidate’s examination results in the unit concerned.
2. Candidate to retake unit when next on offer.
3. A written warning.
 |
|  | Sitting examinations without payment of requisite fee | 1. Cancellation of the candidate’s examination results in the unit(s) concerned.
2. Candidate to retake unit when next on offer.
3. A written warning.
 |
|  | Plagiarism/unacknowledged copying. | 1. Cancellation of the candidate’s examination results in the unit concerned.
2. Expulsion from the university for the continuing student
3. Recall/withdrawal of award(s)/ certificate(s) for graduates
 |
|  | Proven commission of examination offences(s) more than once. | 1. Expulsion from the University.
 |
|  | Writing on the examination question paper. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning
 |
|  | Reading from other candidate’s answer script or question paper | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning
 |
|  | Permitting any other candidate to read or copy from one’s examination scripts. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning
 |
|  | Deliberate failure or refusal to hand in the examination script at the end of the examination | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning
 |
|  | Assaulting and /or threatening an invigilator in the course of his/her duty. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning
 |
|  | Involvement in and /or tampering with examination data. | 1. Cancelation of the candidate’s results in the unit concerned.
2. Suspension from the university for one academic Year and on re-admission repeat the year of study in which the offence was committed.
3. A written warning
 |
|  | Failure to sit for an applied special/supplementary examination | 1. For special examination, the student retakes the unit.
2. For supplementary examinations, the student shall reapply and pay the unit cost(s).
 |

* 1. **Notes on Table 1**:
		1. 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 lawful penalties other than those appearing on this guide.
		2. Candidates shall be deemed to have registered for university examinations upon registering for units in the relevant school. Such registration shall be construed to mean readiness to comply with all examination regulations in force at the time of registration.
		3. The interpretation of examination regulations, and the offences and penalties thereof, shall rest with the University Senate.
		4. 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 for the examinations in which the amendments/variations shall be in force.

## 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.

## 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.

##  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:

1. Clear all University fees and any other dues owed by the University; and
2. 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.

## 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.

#  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.lukenyaunivesity.ac.ke](http://www.lukenyaunivesity.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.

#  OFFICE OF THE DEAN OF STUDENTS

## 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:

1. Coordinate the formulation of Policies, Procedures, Rules and Regulations on matters affecting student conduct;
2. Disseminate Policies, Procedures, Rules and Regulations to students;
3. Act in the best interest of the students;
4. Present students and student matters to Senate;
5. Monitor, manage and mitigate matters related to student welfare;
6. Establish a student scholarship and financial aid fund and a mechanism for award of scholarship and financial aid to needy students;
7. Continually monitor student conduct and advice Vice-Chancellor and Senate on appropriate measures to be taken to enhance student behaviour;
8. Mentor Lukenya University students to develop positive self-concept on all matters;
9. Offer guidance and counselling services to students on all matters affecting them;
10. Organise for publication of Lukenya University Student Magazine;
11. Be the point of conduct between the University and student parents, guardians and outside community;
12. Register, operationalise and oversee effective and efficient management of all student clubs and associations;
13. Coordinate student participation in University and College sports, drama, religious and cultural festivals;
14. Organise for student entertainment and oversee student catering and accommodation services;
15. Organise for the annual Lukenya University Cultural and Festival week;
16. Organise and conduct the Lukenya University Student Association (LUSA) elections including declaration and installation of duly elected leaders;
17. Oversee the handover of LUSA office from exiting leaders to incoming leaders;
18. Develop, review and disseminate the LUSA Constitution;

## 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.

## 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.

## 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.

#  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, Muslims, Hindu and other religions provided that the worshipers provide information to the office of the Dean of Students. All students are required to practice religious tolerance at all times. The Dean of Students may organise interdenominational services at times.

# 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.

# STUDENT 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 compliant with the University Rules and Regulations. Each club, society or association must:

1. Have not less than five (5) fully registered members;
2. Have a constitution that is in line with the Constitution of Kenya and the University Statutes, Policies, Procedures, Rules and Regulations;
3. State its goals and objectives;
4. Have interim office bearers before holding elections;
5. Hold elections each academic year;
6. Keep proper records of accounts that are verified and approved by the Office of the Dean of Students;
7. 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
8. Hold an annual general meeting not less than once each academic year.

# STUDENT REPRESENTATION

## 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:

1. Maintain a harmonious relationship between students and the University Management;
2. Effectively represent student agenda to the University Management;
3. Coordinate student social and academic matters within the University;
4. Inculcate culture of self-respect, dignity and responsibility among students;
5. Promote values of democracy and tolerance among students;
6. Promote other matters of interest to the students

All fully registered students are automatic members of LUSA.

## LUSA Constitution

Senate has prepared a LUSA Constitution to govern matters of the Student Association.

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. The Council ratifies the LUSA Constitution. Upon ratification of the LUSA Constitution the Dean of Students ensures that the Constitution is promulgated and released for use.

## 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:

1. Must have been at Lukenya University for not less than one semester and be holding Lukenya University examination results;
2. Should not have any unresolved record of indiscipline;
3. Should have attained an academic result B (GRADE) and maintain it throughout the time in office;
4. Sign a commitment to abide by the University Rules and Regulations;

## Mode of Election of Student Leaders

A collegiate system of election is used to elect LUSA leaders. The collegiate system has the following four tiers

1. Class Representatives;
2. Student Parliament;
3. Student Senate; and
4. Student Council.

**Class** **Representatives**:

This is the lowest tier. Class representatives are elected at class level based on academic units on offer. A leader can only be elected to be a representative of one academic unit. Senate may combine academic units that are taken by the same group of students to elect one Class Representative.

**Student Parliament**

Parliament tier is composed 60 members elected by the Class Representatives and from among the class representatives. The Composition of the Student Parliament is bases on the School enrollment as determined by University Senate.

**Student Senate**

Student Senate is composed of 30 members elected by Student Parliament and from Student Parliamentary members. The Composition of Student Senate is determined by the University Senate.

**Student Executive Council**

The Student Executive Council is composed of 13 members elected by the Student Senate and from the Student Senate membership. The Student Executive Council is composed of the following members:

1. Chairperson;
2. Vice Chairperson;
3. Secretary General;
4. Treasurer;
5. Government Sponsored Students Representative;
6. Self-Sponsored Student Representative;
7. Persons Living with Disabilities or with Special Needs;
8. Secretary Academic Affairs;
9. Secretary Entertainment;
10. Secretary Sports;
11. Secretary Environment;
12. Secretary Accommodation; and
13. Secretary Catering and Health Services;

The following positions are reserved for female students: Environment; Catering and Health Services; Government Sponsored Student Representative; and Self-Sponsored Student Representative.

The Chairperson and Vice Chairperson candidates shall be of opposite gender. Any Chairperson candidate that presents a nomination paper with a running mate of the same gender shall not be cleared to contest.

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.

In the event a Chairperson or the Vice Chairperson resigns before the date of election, the nomination of both the Chairperson and the Vice Chairperson shall be declared null and void. Any votes cast for the Chairperson and Vice Chairperson in such a case are declared as spoilt votes.

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 of Students organizes for a repeat poll of the top two 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.

The Student Council must have a national outlook in terms of representation. The elected Student Council members shall not be more than two thirds of one gender. Senate may dissolve any Student Council that does not reflect a national outlook or whose representation is more than two thirds one gender. Fresh elections shall be held within 120 days upon dissolution of a Student Council. Within the period when the Student Council is dissolved; students will be represented to the administration through Class Representatives and/or Hostel Representatives.

## 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.

# STUDENT CODE OF CONDUCT

## 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. Students to 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.

## 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.

1. **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;
2. **Hazardous areas** – these are areas within which dangerous materials are stored and or handled. Examples include laboratories and chemical stores;
3. **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;
4. **Risky Areas** – these are unconstructed areas, forests, Athi River banks and beach and the Tsavo Game Park; and
5. **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.

## 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.

## 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.

## 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 authorized 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 minimize 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.

## 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.

* + 1. **7 Criminal and Psychosocial Cases**

A criminal and psychosocial offence shall include any breach of any rules relating to the inter-relation of social factors and individual thought and behaviour. This may, in specific incidence translate into criminal offences. The offences may have a disruption in the student social fabric and harmony in the student fraternity and the university at large. The SDC shall handle all criminal and psychosocial cases.

## 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.

## Student Dress Code

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

1. Clothing/dressing must not be of tight fit.
2. Clothing should not be transparent (see-through clothing).
3. Keep all underwear hidden. There should be no visible undergarments. Trousers should be worn at the hips to avoid exposure of underwear.
4. Clothes should not bear offensive images, text, logos, artistic work, or gang affiliation insignia.
5. No ripping or tears are allowed in clothing.
6. Caps and hats should not be worn in learning spaces or offices.
7. Shorts for routine wear should not be above the knee in length. Shorts for sporting activities should be as prescribed by the specific sport and be used solely for the sport.
8. Skirts and dresses should not be above the knee in length.
9. Exposed midriffs (area between the chest and the waist) are not allowed.
10. Low-cut V-neck (Low cleavage) tops are not allowed. The “arm-pit to armpit rule should be maintained whereby the level of a line drawn from one armpit to the other and have everything below these points to be covered by clothing.
11. Appropriate footwear must be worn at all times while on campus. Sandals, flip-fops and other beach-style footwear are not permitted in academic buildings.
12. All students should have well-groomed hair.
13. Plaiting is not allowed among male students.
14. Female students are encouraged to maintain a neat and well-groomed appearance with their chosen hairstyles, avoiding extremes in styles or colours. Hair should be clean, well-kempt and not obstructive/cause blockage to other students in class or daily activities.
15. **Technical Subjects:** Students taking technical subjects are required to wear the recommended Personal Protective Equipment (PPE) while in session. Academic staff teaching these courses should advice students on the technical subject’s dress code and PPE.

## 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 advices 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.

## 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.

## 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.

## Pregnancy and childcare within the University

a. The University believes that being or becoming pregnant, or having a very young child should not, in itself, be a barrier to a student studying, succeeding in, or completing a programme of study at the University. The University is committed to being as flexible as possible, whilst, at the same time, making sure that any accommodations made for the students do not compromise academic standards. The University is guided by the principles, namely;

1. Avoiding less favourable treatment: A students shall not be treated less favourably than other students on the grounds that she is pregnant.
2. Enabling informed choices. The Dean of Students’ Office shall in consultation with the student provide context and advice to the student to enable informed decisions.

b. In the same line the following policies should be adhered to:

1. Any on-campus student who becomes pregnant during a period of study at the University takes an academic leave after the first trimester of pregnancy. This will ensure the health and safety of both the student and the baby.
2. The student shall resume studies not less than three months after delivery for health reasons, to accord the child the required attention.

## 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.

## 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.

## 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.

## 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:

* 1. Direct or indirect request for sexual intercourse, sexual contact or any other form of sexual activity that contains an implied or expressed:
		1. Promise for admission to Lukenya University;
		2. Promise of preferential treatment as a student of Lukenya University;
		3. Promise for preferential marks, grades or any academic service;
		4. Threat of detrimental treatment as a student of Lukenya University; and
		5. Threat about the present or future status as a student of Lukenya University.
	2. Use of offensive verbal, sign or written sexual language;
	3. Use of visual and or audio material of sexual nature;
	4. 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 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.

## 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.

**13.18 Some Criminal and Psychosocial Offences Punishments**

**The Table**  shows a schedule of some of the probable offences and the subsequent penalties to be meted.

|  |  |  |
| --- | --- | --- |
| **S/N** | **OFFFENCE** | **PENALTY** |
|  | Intimidation  | A written warning  |
|  | Bullying  | A written warning |
|  | Ridicule | A written warning |
|  | Humiliation | A written warning |
|  | Gas lighting | A written warning |
|  | Harassment | A written warning |
|  | Being in possession of prohibited drugs, alcohol and substances | 1. A written warning
2. Suspension from the University for one semester
 |
|  | Being Drunk and disorderly | A written warning |
|  | Fighting, assault and causing grievous harm | 1. A written warning
2. Suspension from the University for one semester
3. Financially penalty commensurate to the grievous harm
 |
|  | Sexual Harassment including rape, indecent assault and conduct | 1. A written warning
2. Suspension from the University for one academic year
3. Financially penalty commensurate to the grievous harm
4. Institutionalization of criminal process
5. For rape case expulsion from the university
 |
|  | Theft and petty theft | 1. A written warning
2. Suspension from the University for one semester for theft
3. Financially penalty commensurate to the theft
4. Institutionalization of criminal process
 |
|  | Infantilization | A written warning |
|  | Trespassing to prohibited and protected areas | 1. A written warning
2. Surcharge for any damages caused
 |
|  | Reckless and riding under influence  | 1. A written warning
2. Fine of Kes. 1000
 |
|  | Burglary and being in possession of stolen property | 1. A written warning
2. Suspension from the University for one semester for theft
3. Financially penalty commensurate to the theft
4. Institutionalization of criminal process
 |
|  | Indecent and prohibited clothing | A written warning |
|  | Vandalism of university property | 1. A written warning
2. Suspension from the University for one semester for theft
3. Financially penalty commensurate to the damage
 |
|  | Use of vulgar language and signs; and illegal graffiti | A written warning |
|  | Alarming and false publications | A written warning |

# 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 members of the Student Disciplinary Committee shall be as stated in the Statutes or the holders of the following offices:

1. DVC ASA – chairperson;
2. Other DVCs of the University;
3. Dean of Students;
4. Dean of the School in which the affected student(s) is registered;
5. Two Senate representatives;
6. Chairperson of relevant department;
7. Legal officer;
8. Secretary General of students’ organization;
9. Chairperson of students’ organization;
10. Registrar AA – secretary;
11. Any other person co-opted by the committee.

The method of proceedings of the Student Disciplinary Committee shall be stated in the Lukenya University General Examination 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 misconduct; the Student Disciplinary Committee commissions investigations and prepares a report of findings on the allegations made.

The Committee may:

* + - 1. Dismiss the accusation in the event that sufficient evidence is not availed or the allegation has no sound basis;
			2. Summon the student to defence in case there is sufficient evidence and the offence is not grave;
			3. Suspend the Student from the University if the offense 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
			4. 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:

1. Dismiss the charges and clear the student in case of successful defence and production of adequate defence evidence;
2. 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;
3. 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;
4. Warn the student in case of prove of a non-grave offense;
5. Issue a final warning to the student in case of admission of a first grave offence and expression of great remorse and apologies;
6. Expel the student in case of prove of grave offense;
7. 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.

**ANNEX ONE**

**RULES AND REGULATIONS GOVERNING STUDENT CONDUCT**

1. **RULE ONE: CITATION AND FORMULATION OF THESE RULES**
	1. These Rules and Regulations may be cited as the Lukenya University Rules and Regulations Governing Student Conduct.
	2. The Rules and Regulations are formulated, reviewed and approved by Senate.
	3. The main purpose of these Rules and Regulations is to regulate student conduct and to assist students to effectively conduct their affairs within the University.
	4. Students may petition the University Senate to review any of these Rules and Regulations either through the LUSA Council or by way of written notice in the prescribed format presented to the Dean of Students.
2. **RULE TWO: ABIDING BY UNIVERSITY STATUTES, POLICIES, PROCEDURES, RULES AND REGULATIONS**
	1. All students are required to observe the Lukenya University Statutes; Policies and Procedures; and Rules and Regulations.
	2. Violation to any University Statutes; Policies and Procedures; and Rules and Regulations may lead to disciplinary action being taken to a student as prescribed there in.
	3. Every student is required to sign the Student Code of Conduct Declaration as a commitment to abide by the University Statutes; Policies and Procedures; and Rules and Regulations.
	4. New students are taken through orientation to appraise them with the University environment, Statutes, Policies and Procedures; and Rules and Regulations.
	5. All new students are required to participate in the orientation.
3. **RULE THREE: STUDENT COMMUNICATION AND MOVEMENT WITHIN THE UNIVERSITY**
	1. University facilities are classified either as Restricted Areas; Hazardous Areas; Specialized Service Areas; Risky Areas; or General Areas.
	2. Movement within Restricted Areas, Hazardous Areas; Specialized Areas and Risky Areas is only strictly by authority of authorized persons.
	3. Students are required to verify entry requirements from University staff in case of doubt.
	4. Disciplinary action may be taken on students found to have violated the movement restrictions.
	5. Students do not communicate to the media or public on matters of the University.
	6. Students do not conduct themselves in any manner that may bring disrepute to the University.
	7. Students do not publish any information that may bring disrepute to the University either in social media, websites, newspapers or magazines, journals or broadcast via radio, TV and other audio/visual modes or any form of medium.
	8. Students do not provide University information in public forums without authority form the Dean of Students.
	9. Students do not bring into the University a motor vehicle or a motor cycle unless with written authority of the Dean of Students.
	10. When granting authority to a student to bring into the University a vehicle or motorcycle, the Dean of Students shall require the applying student to provide evidence of a valid driving license, valid insurance cover and prove of ownership or authority to drive the motor vehicle or motorcycle from the registered owner.
	11. The University reserves the right to revoke student driving authority without any warning or condition to give reasons.
	12. Students must inform the Dean of Students when they need to hold a meeting. Any meeting held without authority of the Dean of Students is considered an illegal meeting.
	13. Holding of illegal meetings is an offense.
4. **RULE FOUR: STUDENT REPRESENTATION**
	1. Students may present themselves to University administration or use class representatives or the Student Council.
	2. There is established a Student Association known as Lukenya University Student Association (LUSA).
	3. The objectives of LUSA are to:
		1. Maintain a harmonious relationship between students and the University management;
		2. Effectively represent student agenda to the University management;
		3. Coordinate student social and academic matters within the University;
		4. Inculcate culture of self-respect, dignity and responsibility among students; and
		5. Promote values of democracy and tolerance among students.
	4. Students may petition the University, on any matter of their concern, through LUSA in a singed memorandum and present it to the Dean of Students for appropriate action.
	5. The LUSA is governed in line with the Universities Act; University Statutes, Policies and Procedures; and the LUSA Constitution.
	6. LUSA Constitution is formulated by the Student Council in consultation with the Dean of Students and approved by the Senate. Decision of Senate is final in respect to the LUSA Constitution.
	7. Students elect Student Council members every academic year or as per the Lukenya University Student Association (LUSA) Constitution.
	8. Every student has a right to vote and be voted for in any of the positions of the Student Council.
	9. Voting is by secret ballot.
	10. The Dean of Students is the returning officer in all elections.
	11. The Dean of Students declares LUSA vacancies, sets election date in consultation with Senate, conducts the elections and announces election results.
	12. The winner is the candidate that attains the simple majority of the cast valid votes.
	13. In case more than one candidate attains equal majority votes, a repeat election is conducted for the top candidates with equal majority votes.
	14. Students interested in vying for any LUSA elective position shall complete the prescribed application form and returns it to the Dean of Students within the scheduled time.
	15. Application forms returned late are not considered.
	16. Senate vets and clears students eligible to vie for positions in the Student Council.
	17. Students contesting for any LUSA elective position must meet the following conditions:
		1. Must have been at Lukenya University for not less than one semester and be holding a Lukenya University examination result;
		2. Should not have any unresolved record of indiscipline;
		3. Should have attained an academic result of B grade and above and maintain it throughout the time in office;
		4. Sign a commitment to abide by the Lukenya University Rules and Regulations; and
		5. Meet any other criteria specified by the Senate.
	18. LUSA positions vied for are:
		1. Chairperson;
		2. Vice Chairperson;
		3. Secretary General;
		4. Treasurer;
		5. Government Sponsored Students Representative;
		6. Self-Sponsored Student Representative;
		7. Persons Living with Disabilities or with Special Needs;
		8. Secretary Academic Affairs;
		9. Secretary Entertainment;
		10. Secretary Sports;
		11. Secretary Environment;
		12. Secretary Accommodation;
		13. Secretary Catering and Health Services;
	19. The positions for Environment, Catering and Health Services, Government Sponsored Student Representative and Self-Sponsored Student Representative are reserved for female students. Male students shall not be cleared to vie for seats reserved for women students.
	20. The position of Vice Chairperson is that of a running mate for the Chairperson. The Chairperson and Vice Chairperson candidates shall be of opposite gender. Any Chairperson candidate that presents a nomination paper with a running mate of the same gender shall not be cleared to contest.
	21. In the event a Chairperson or the Vice Chairperson resigns before the date of election, the nomination of both the Chairperson and the Vice Chairperson shall be declared null and void. Any votes cast for the Chairperson and Vice Chairperson in such a case are declared as spoilt votes.
	22. A spoilt vote does not count in the final tally of valid votes.
	23. LUSA candidates may post campaign materials on designated notice boards or as directed by the Dean of Students. Any candidate that violates this requirement may be disqualified from the election.
	24. LUSA election campaigns are to be conducted in a peaceful manner. Any candidate or a candidate whose supporters exhibit any form of violence or disobedience to University authorities shall be disqualified from participating in the elections.
	25. Candidates shall not align themselves to any political party or pronounce partisan political ideologies during and after campaigns. A candidate that aligns themselves to a political party or pronounces partisan political ideologies shall be disqualified from participating in the LUSA election.
	26. The Student Council must have a national outlook in terms of representation.
	27. The elected Student Council members shall not be more than two thirds of one gender.
	28. Senate may dissolve any Student Council that does not reflect a national outlook or whose representation is more than two thirds one gender.
	29. Fresh elections will be held within 120 days upon dissolution of a Student Council. Within the period when the Student Council is dissolved; students will be represented to the administration through Class Representatives and/or Hostel Representatives.
	30. A candidate who feels aggrieved by the election outcome may contest the results by writing to the Dean of Students within the prescribed time and format.
	31. The petitioner must provide detailed evidence to support the petition.
	32. The Dean of Students shall review the petition and present it to Senate for discussion and resolution.
	33. The Dean of Students shall notify the petitioner of the Senate’s decision in writing.
	34. A member of the Student Council is eligible for re-election only once.
	35. A student who was validly elected as a member of a student council in any other university operating in Kenya shall not be cleared to contest in LUSA elections.
5. **RULE FIVE: PICKETING AND DISORDERLY BEHAVIOUR**
	1. Lukenya University upholds the rule of law and the Constitution of Kenya.
	2. Students are not allowed to participate in illegal demonstrations, boycotts, strikes and picketing. To address any grievances, students are required to use the laid down procedures and student representatives.
	3. Any student or group of students found to be agitating for, organizing or taking part in unlawful demonstrations, boycotts, strikes and picketing shall be disciplined as specified in the University Statutes; Policies; Procedures; and Rules and Regulations.
6. **RULE SIX: STUDENT ASSOCIATIONS**
	1. Students may form clubs, societies and associations to further their academic, religious, cultural and traditional agenda.
	2. Student clubs, societies and associations shall not address any political or subversive agenda against the University or Government.
	3. Each student club, society or association is supposed to be self-supporting and not rely on University for any financial support.
	4. Each student organization must be registered by the Office of the Dean of Students.
	5. All Student organizations must update the Office of the Dean of Students with their constitutions and file Annual Reports of their activities.
	6. Each club, society or association must:
		1. Have not less than five (5) fully registered members;
		2. Have a constitution that is in line with the Constitution of Kenya and the University Statutes, Policies, Procedures, Rules and Regulations;
		3. State its goals and objectives;
		4. Have interim office bearers before holding elections;
		5. Hold elections each academic year;
		6. Keep proper records of accounts that are verified and approved by the Office of the Dean of Students;
		7. Nominate a senior University official as its patron. The role of the patron is advisory and to mediate for the members in case of a 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 student club, association or society that may not secure the patronage of a University Staff; and
		8. Hold an annual general meeting.
	7. The Dean of Students in consultation with Senate may deregister any student club, society or association that does not comply with the set Rules and Regulations or the University Statutes, Policies and Procedures.
7. **RULE SEVEN: RULE SEVEN: STUDENT HOSTEL ACCOMMODATION**
	1. The University offers accommodation to students that may need it.
	2. Accommodation is offered upon payment of prescribed fees.
	3. Students are required to protect hostel facilities and property under their custody at all times.
	4. Students are required to clean their hostel rooms and deposit any dirt or garbage in the designated bins within the hostels.
	5. Students should not move hostel furniture and facilities from the hostels or bring into hostels lecture seats, tables and other movable assets of the University.
	6. Water taps and electricity should be turned off when not in use.
	7. Any student found to have damaged hostel facilities is surcharged.
	8. Students are required to maintain law and order within the hostels at all times.
	9. Entry into hostels is restricted. Male students shall not enter into female hostels and female students shall not enter male hostels.;
	10. Non-University members are not allowed into student hostels.
	11. Students may not allow other students to sleep or use their rooms unless with written authority from the Dean of Students.
	12. Cooking within hostel facilities and rooms is prohibited.
	13. Taking of alcohol of whatever kind within the hostels is prohibited.
	14. Making noise within the hostels is prohibited.
	15. Operating radios, TVs and other audio-visual facilities in loud noise is not allowed.
	16. 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.
	17. The University does not take responsibility for the security and safety of students out of University on private affairs.
	18. During holidays, students are required to vacate hostels and handover the rooms and keys to the hostel administrator.
8. **RULE EIGHT: CATERING AND STUDENT CENTER SERVICES**
	1. The University provides catering services at the University kitchen and student services at the Student Center.
	2. Students must pay for all services they seek at the kitchen and Student Center.
	3. Students are required to ensure that they have adequate money to buy food and other personal effects while at the University.
9. **RULE NINE: DRUGS AND SUBSTANCE ABUSE**
	1. Lukenya University does not condone any form of drug abuse.
	2. Sale, storage and distribution of tobacco, alcohol and any other prohibited drugs within the University and University facilities is strictly prohibited. The University does not participate in activities whose main aim is to support and promote sale of alcohol and alcohol consumption.
	3. Drunkenness and disorderly behavior is strictly prohibited within the University and University facilities.
	4. Any student found engaging in drugs and substance abuse risks being expelled from the University.
10. **RULE TEN: STUDENT HEALTHCARE**
	1. Students are provided with basic healthcare services within the University dispensary.
	2. Students are required to visit the dispensary when in need.
	3. Any student that may fall critically ill within the hostels is taken to the dispensary for attention.
	4. Students should report any form of disease outbreak to the health workers or Dean of Students immediately the same is noticed.
	5. Serious medical cases are referred to a public health facility for management.
11. **RULE ELEVEN: FREEDOM OF WORSHIP**
	1. Lukenya University respects freedom of worship.
	2. All students are required to practice religious tolerance.
	3. Any form of cult, occult and devil worship is prohibited.
12. **RULE TWELVE: PROTECTION OF UNIVERSITY NAME, IMAGE AND PROPERTY**
	1. Students are required to protect the University name, image and property.
	2. Students should not engage in any activity that is likely to demean, damage the University reputation or image.
	3. Students shall use and handle University property in the most appropriate manner or as prescribed by the University.
	4. Damage caused to any University property or asset is an offense and the University surcharges offenders for such damage.
13. **RULE THIRTEEN: SAFETY AND SECURITY**
	1. All students should observe safety and security while at the University.
	2. The University has provided safety regulations in various facilities used by students. Students are required to observe these regulations.
	3. Students should not press fire alarms unless there is a just course to do so.
	4. Students should protect safety equipment such as fire extinguishers and report to the Dean of Students and faulty equipment.
	5. Students should observe safety procedures in all their activities. Special attention is given to safety in laboratories, farms and workshops.
	6. Students should observe security procedures provided by academic staff and assistants.
	7. Any security incident is reported to the security guards or Dean of Students.
14. **RULE FOURTEEN: NON-HARASSMENT OF PERSONS**
	1. Lukenya University does not condone any form of harassment of persons on any grounds whatsoever.
	2. Students are required to treat their colleagues, staff and visitors with courtesy and respect.
	3. Any student that suffers from any form of harassment is required to report to the Office of the Dean of Students for appropriate action.
	4. Disciplinary action will be taken on any student found to have participated or subjected any other person to any form of harassment.
	5. Sexual harassment is a very grave offense. Offenders will punished as per University Statutes; Policies; and Rules and Regulations.
	6. Cases of rape and attempted rape will be reported to the Police for investigation and appropriate legal action.
	7. Any student found to have committed the offense of rape or attempted rape is expelled from the University.
15. **RULE FIFTEEN: ACADEMIC INTEGRITY**
	1. Students are trained and required to maintain the highest level of academic integrity at all times.
	2. All students are required to attend academic programmes as specified in the respective academic timetables and as required or advised by respective academic staff.
	3. Students must attend not less than 75% of all programmed academic sessions.
	4. A student absent from any academic class or session is required to notify the respective academic dean for appropriate action.
	5. Students do not participate in any activity that are aimed at or whose consequence may result into disruption of academic programmes, sessions and timetables.
	6. Students should sign for every lesson or session attended.
	7. It is an offense for a student to sign for another during academic sessions.
	8. Academic staff guide students on matters of academic integrity.
	9. Students are required to seek guidance from academic staff on matters related to academic integrity.
	10. Academic plagiarism and cheating in examinations is not condoned.
	11. Students found to be engaging or to have engaged in any form of academic dishonesty will have their results cancelled and/or expelled from the University as prescribed in the Academic Policy of the University and Examination Rules and Regulations.
	12. Academic staff give detailed instructions to students on academic and assessment/examination requirements. Failure to abide by these instructions may lead to commission of an academic offense.
	13. Students are required to be orderly while in class or practical sessions. Being disorderly may lead to a student being suspended from the session by the respective academic staff.
	14. A student who continues to be disorderly in class or sessions or disobeys academic staff instructions may be suspended from the University.
	15. A student who in the opinion of Senate behaves in a manner that is contrary to the profession the student is studying may be expelled from taking that course.
	16. Students shall not boycott academic classes or scheduled academic sessions and field trips and practical sessions.
	17. Students shall not persuade or force others to boycott classes and academic sessions.
	18. Any student found to have boycotted, influenced or forced others to boycott classes and academic sessions is liable to disciplinary action.
	19. A student may defer learning for a maximum period of three academic years. Students that defer learning resume learning from the same point they left.
	20. 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.
16. **RULE SIXTEEN: UNIVERSITY EXAMINATIONS AND ASSESSMENTS**
	1. University examinations/assessments are administered as prescribed in the Examination Rules and Regulations and the respective academic programme.
	2. The University upholds the highest academic integrity levels.
	3. Plagiarism, academic dishonesty and cheating in examinations will not be condoned.
	4. Any student found to have engaged in whatever manner of academic dishonesty is disciplined as specified in the Examination Rules and Regulations.
	5. Students are required to meet the required examination and assessment criteria before progression to the next academic level.
17. **RULE SEVENTEEN: LIBRARY SERVICES**
	1. Every Lukenya University Student is a bona fide member of the University Library.
	2. Students should use the Library and Library Information Materials as prescribed in the Lukenya University Library Policy and Library Rules and Regulations.
	3. Students may borrow materials as prescribed in the Library Rules and Regulations.
	4. Any student who borrows any library material and does not return it on the due date is surcharged as per the Library Policy.
	5. A student that damages, destroys or loses any library information material is surcharged as prescribed in the Library Policy and Library Rules and Regulations.
	6. Any student who fails to obey library instructions may be suspended from use of the Library.
18. **RULE EIGHTEEN: UNIVERSITY FEES**
	1. All students are required to pay fees as prescribed by the University.
	2. Students who do not pay fees are not offered services.
	3. Students who have not paid all fees may not be cleared to take examinations.
19. **RULE NINETEEN: STUDENT DISCIPLINARY PROCEDURE**
	1. Students are required to maintain discipline at all times.
	2. Disciplinary Procedures will be used to handle student indiscipline matters at all times.
	3. Any student suspected of having violated a University Statute, Policy, Procedure or Rules and Regulations has a right to be heard.
	4. The University may suspend a student and summon him/her to appear before the Student Disciplinary Committee of the University.
	5. The Committee shall read the accusation to the student and table any evidence related to the offense.
	6. The student is then given the opportunity to present their defence.
	7. The Disciplinary Committee listens to the student defence and makes a decision.
	8. The Committee may recommend that the student has no case to answer, pardon the student, warn the student, request for further investigation of the matter or expel the student.
	9. The Committee recommendation is then presented to Senate for consideration.
	10. A student on suspension is required to clear and vacate from the University immediately the suspension is issued.
	11. A student on suspension does not visit the University premises unless with written permission from the Dean of Students.
	12. A student may appeal in writing to the Vice-Chancellor for review of a disciplinary action meted upon him/her by the Senate.
	13. Upon clearance of disciplinary case, a student is allowed to continue with studies.
	14. A student called to appear before a Student Disciplinary Committee and fails to do so is given only one more chance. If the student fails to appear for the second and final call, the Student Disciplinary Committee proceeds to make its decision without further reference to the student.
	15. Students are not allowed to not bring legal persons to represent them before the Student Disciplinary Committee.
	16. A student may table any evidence as defence before the Student Disciplinary Committee.
	17. The Student Disciplinary Committee safeguards the source of information with the view of protecting its witnesses.
20. **RULE TWENTY: STUDENT PREGNANCY**
	1. . Students are reminded that the main activity of the University is learning and research and that those who intend to have children should plan outside the university learning and research space. Give yourself uninterrupted time to study. Parenting will come later.
	2. Any student who delivers within the course of study is advised to seek alternative accommodation.
	3. Couples/single mothers together with their children, can make private arrangements for their accommodation outside the University
21. **RULE TWENTY-ONE: POSSESION OF DANGEROUS WEAPONS**
	1. Students are not allowed to carry or possess dangerous weapons eg daggers, arrows or guns within the University.
	2. Any student found to be in possession of weapons will be dealt with as prescribed in the Statutes, Policies and Procedures.
	3. Possession of some dangerous weapons may lead to arrest and prosecution by the police.
22. **RULU TWENTY-TWO: WILDLIFE MANAGEMENT**
	1. Lukenya University is a friendly neighbour of the Tsavo National Park. The University recognises that wild animals may stray into University premises.
	2. Students should not attack, disturb or handle any wildlife unless with written permission of the Kenya Wildlife Service (KWS).
	3. Students should not stray into the Tsavo Game Park unless accompanied by the KWS officers.
	4. Students should not stray to the River Athi banks or University unconstructed areas unless accompanied by a KWS officer or University security guards.
	5. Students should report to the Security Guards or University staff any dangerous wild animals sighted within university premises.
23. **RULE TWENTY-THREE: STUDENT CLEARANCE FROM THE UNIVERSITY**
	1. A student may clear from the University upon completion of their studies or expulsion from the University.
	2. Such a student shall return any University material issued to him/her and be issued with a Clearance Form.
	3. The student shall complete the Clearance Form in duplicate.
	4. Students who have not cleared fully will not graduate until they clear with the University.

**ANNEX TWO**

**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 ………………………………………………………………

ID/Passport Number…..………………………………………………………………

Signature …………………………………………………………………………………

Date ………………………………………………………………………………………

Parent/Guardian/Sponsor (Full Name) …………………………………………….

Address ……………………………………………………………...............................

Signature …………………………………………………………………………………

Date ……………………… ……………………………………………………………..

Witness: Print Full Name ……………………………………………………………….

ID/Passport Number…..………………………………………………………………

Signature …………………………………………………………………………………