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THE COPPERBELT UNIVERSITY

DEAN OF STUDENTS

STUDENT INFORMATION HANDBOOK

2016

WELCOME TO THE COPPERBELT UNIVERSITY

Our Dearest Student

May I, on behalf of the Vice-Chancellor, and the entire University Community extend a warm welcome to you. I sincerely hope that your second home will bring you joy during this academic year and all the years to come.

Universities are wonderful institutions where you discover opportunities and develop interests that you may not have thought of previously. They are, indeed, centers of culture and civilisation. Please feel encouraged to fully participate in as many campus activities as your time and talents permit. There are a variety of sports and recreational activities to enrich your social life if only you take the initiative.

Never forget, however, that you are here as a student and the rigour of university education is your greatest challenge.

There are also rules and regulations to be followed. Thus the responsibility is great as are the rewards at the Copperbelt University.

Wishing you a pleasant stay.

**DR A MULAMBYA
DEAN OF STUDENTS**

1. INTRODUCTION

The aim of this handbook is to provide you with some practical information as well as to introduce you to this University. It is hoped that the information will help you to settle down. It contains general information on the University and general disciplinary regulations and rules for students.

You are strongly advised to keep and treat this handbook as a reference materials to guide your conduct throughout your stay at the University.

PART I

GENERAL INFORMATION

1. ACCOMMODATION

Students' Admission to Halls of Residence

- (a)** Admission to a course of study in the University will not carry with it automatic eligibility to a bed space in any of the Halls of Residence.
- (b)** Admission to a Hall of Residence is by an on-line application on the CBU Web page www.cbu.edu.zm. Students both new and old are required to apply for accommodation using the same mode.
- (c)** Halls of Residence will provide shared accommodation for students. You are required to keep your room clean and to ensure that no damage is done to its furniture, fittings, walls, doors and lockers. Once one of these items is damaged, you must report immediately to the Dean of Students' office. You will be required

to state what caused the damage to the property. Should it be discovered that you damaged the property due to your negligence or carelessness, you will be made to pay the cost and other penalties may follow, if necessary. Report your residential problems to your Floor Representatives, Hostel Warden or the Assistant Registrar (Accommodation). All these will assist you, should the problems be within their authority. If not, they will refer you to the Dean of Students.

Change of room will be effected once approved by the Dean of Students.

Never leave your key on the window sill or any other place. Keep your key secure to the tag. If your key is lost report the matter to the Assistant Registrar (Accommodation) or Hostel Warden. Remember that you will be required to pay to have a new key cut for you.

- (d) Students wishing to stay on Campus during the holidays should apply three weeks in advance to the Dean of Students. Applications will be considered against the prevailing circumstances. The cost for vacation accommodation will be conveyed to you on application. Payment is in advance and is paid to the University Cashier.

Property left in the rooms during holidays is left at owner's risk and the University shall not be responsible for loss or damage.

(e) Change of Rooms

Resident students shall not change rooms except by application and with the subsequent approval of the Dean of Students.

Any student wishing to change a room must give two weeks notice. The notice requirements may be waived by the Dean of Students in case of exceptional circumstances.

(f) Leaving University Accommodation

Any student who wishes to leave institutional accommodation except in case of transfer as provided for under these Regulations, must give notice and obtain clearance from the Dean of Students. A student whose continued presence in the Hall of Residence is felt to be detrimental to the well being of the University Community shall be required to leave accommodation by the Vice-Chancellor or Dean of Students. A student required to vacate University accommodation shall be given notice except:

- (i) If the end of the term is less than one day away, the student shall be required to leave at the end of that period.
- (ii) A student whose registration as a student of the University is for any reason terminated may be required to leave with effect from the date of that termination. However, students shall be given reasonable time to clear themselves.

(g) Requirement to leave University Accommodation

Students shall not be entitled to any reduction in fees payable by them in respect of the period following the expiry of notice given to the student concerned. Resident students will not be refunded monies for absence from residence. Any student required to vacate University accommodation shall be informed in writing giving details of when to leave.

(h) Damage

A student shall immediately report to the Hostel Warden any damage to or loss of property, fixtures, fittings or furnishings. Where such damage is attributed to or is the responsibility of a student, he shall repay to the institution the cost of renewing or replacing the same. The Hostel Warden will report all damages to the Dean of Students after which the offender shall be made to make good the damage.

(i) Wiring and Aerials in the Residences

Students must not install additional electrical wiring. Students must not erect television or radio aerials on the roofs or in the lofts of residential buildings. Electrical equipment of more than 13 amps should not be used in the Halls of Residence.

(j) Pets

No pets or any other animal shall be kept in the Halls of Residence. Visitors are not allowed to bring their pets in Halls of Residence.

(k) Visitors

Visitors are only permitted during visiting hours laid down:

Monday to Friday:	1800 to 2200 hours
Saturdays, Sundays & Public Holidays	1400 to 2300 hours.

All visitors are required to sign a visitors' register at the Hostel Warden's office on arrival and upon leaving the Hall. Hosts should assist their guests to have the book signed.

Males Halls of Residence are out of bounds to female students and visitors and female Halls of Residence are out of bounds to male students and visitors except during visiting hours:

Mondays to Fridays	08:00 to 22:00 hours
Saturdays, Sundays and Public Holidays	14:00 to 22:00 hours

(l) Movement of furniture

The transfer of furniture from classrooms to the Halls of Residence is prohibited. Any student found with classroom furniture in his/her hostel room is liable to suspension from the Hall of Residence.

(m) Safety of personal effects

It is not safe to leave money in your rooms. It is totally impossible to guard the residences because of the large area they cover. There are many entrances to the residences and many people pass through the residences. You are strongly advised not to get into the habit of lending money to persons you do not know well. At the same time, do not bring visitors to your rooms whom you have met once and do not know their homes and characters well. These have been known to steal from students. Deposit your money in a Bank and withdraw it when you need it. Keep small sums of money in your pocket with you.

Do not leave your washing on the line overnight. This is very risky. The Security Officers will always be around to help you and you must report theft cases to the Security Office.

(n) Hostel Wardens

These are Dean of Students' staff whose work is to assist students both during the day and at night:

- (i) They collect mail from the Dean of Students Registry and distribute it to various student mail boxes where students pick up their letters. Receipts of registered articles are signed for before they are personally given by the Administrative Officer in the Dean of Students Department;
- (ii) Hostel Wardens assist students when they are sick during the day or at night;
- (iii) They show visitors where the host (students) may be found. Students should tell their visitors to sign the visitors' book;
- (iv) They issue students with residential requisites at the beginning of the term and collect them at the end of term; and
- (v) They control undesirable characters and report them to the Security Officer.

2. HEALTH SERVICES

There is a University Clinic and Wellness Centre on the Campus which caters for everybody day and night. Serious cases are referred to Kitwe Central Hospital (High Cost). However, should the case require admission, the University will pay full costs only up to three (3) days, thereafter the parents/guardians are expected to take charge. The Hostel Wardens should be called to help you if

you are unable to get to the Clinic on your own. A student confined to bed should submit a medical report to the Dean of Students office. Any student suffering from an infectious or contagious disease should immediately inform the Dean of Students in confidence.

3. SCHOLARSHIPS

The majority of students in the University are sponsored by the Ministry of Education through the Bursaries Committee and other sponsoring bodies. The contract that the student enters into with the respective sponsors should be observed very strictly. Students are sponsored for specific degree programmes and change of programme should be notified to the sponsor by the student before the actual change is put in effect. Students who fail to inform their sponsors of the intention to change from one programme to another may find themselves without scholarships as this act is a breach of contract.

4. ACADEMIC REGISTRATION

(a) Registration

Students should register only for programmes to which they are admitted. There is a late registration fee that is charged by the University which will be paid by students who arrive late without reasonable cause.

Students seeking help in course selection or patterns of progress for entry to specialized areas of degree programmes of graduate studies should see the Dean of Schools or Head of Departments for advice.

(b) Withdrawal with Permission

Students who find themselves in very difficult circumstances because of ill health or other personal problems may wish to withdraw from studies by going through the Dean of Students office for guidance. Senate has laid down regulations for withdrawals. However, certain sponsors may not pay for an extra year. Therefore, it is advisable for students to have a discussion with the sponsor and provide medical evidence as well as proof of the University authority allowing a student to withdraw with permission.

Students who withdraw with permission from the University and wish to return to full-time studies should re-apply to the Dean of the School with a copy to the Registrar. They will be required to bring letters from their sponsors indicating to the University their willingness to continue paying for the duration of the programme.

(c) Leave of Absence

Students are required to obtain permission if they have to leave the University for a prolonged period. The Dean of Students should be notified and will in turn inform the relevant school.

In the event of one having to leave urgently, the Hostel Warden, Floor Representative or Class representative should be requested to inform the Dean of Students Office.

5. CHANNELS OF COMMUNICATION

Students are advised not to go from office to office in search of assistance or information. Students should approach the Dean of Students and make their enquiries on all matters. The Dean's office will direct students to the appropriate office or department

where the information can be easily obtained. All matters on academic issues must be directed to the Deans of Schools. Other channels of communication available to the students are the following:

- (a) Assistant Deans in Schools and Departments;
- (b) Academic Staff in the Schools;
- (c) Copperbelt University Students Union (COBUSU);
- (d) Students Council of Representatives (SCR);
- (e) Floor Representatives;
- (f) Students Portal on the CBU Web Page www.cbu.edu.zm;
- (g) Notice boards around campus.

6. COUNSELING AND CAREER GUIDANCE

The Working Policy of the Career Guidance and Counseling Unit in the Dean of Students' office outlines the following objectives:

- (i) To offer Counseling and Career Guidance to students on opportunities for chosen careers in the University;
- (ii) To establish and maintain contact between the University and prospective employers (Government, industry, commerce and professions) so as to acquaint them with the courses and programmes of studies being pursued by students at the University and to enable employers acquaint the Schools with the areas of studies where students can seek employment;
- (iii) To organize talks, lectures, and seminars on careers through which students could be acquainted with the requirements of various employing agencies. Talks on health related subjects like AIDS will also be organised through the same channels;

- (iv) In conjunction with Deans and Heads of Departments to arrange vacation training schemes including practical attachment to industries;
- (v) To assist in sourcing for vacancies for appointment and keep in close touch with graduates of the University as to what jobs are available and to use feed-backs from graduates to help the Schools and Departments in preparing future schemes;
- (vi) To help build up a library on careers involving official publications and brochures of employing agencies to serve as an information center for students;
- (vii) To assist students in all problems arising from academic, personal and social adjustments;
- (viii) To counsel students on special problems. For the female students, there is a female students' counselor whose task is to help students with problems of a feminine nature;
- (ix) To organise visits to places of employment so that students can observe the various organisations at work; AND
- (x) To assist individual students in planning, obtaining and deriving maximum educational and social benefits from their potentials and experiences.

The task of counseling is to give the client an opportunity to explore, discover and clarify ways of living more resourcefully and towards greater well-being (B.A.C.). During your stay in the University from year one until the day you graduate, you may require advice on some of the following:

problems of adjustment to University life, personal crisis, marriage and related social concerns are advised to seek assistance from the Counseling Centre. This service is available at the Counseling Centre to those who ask and all interviews are held in strict confidence. **Do not be lonely share your problems!**

7. UNIVERSITY CHAPLAINCY

The Copperbelt University Chaplain is appointed by the University to be of help to members of the University Community – both students and staff – in everything that concerns living a mature and happy life in the University, whether as Christians or as believers in any other faith, or none at all.

At the present time there is one Chaplain in the office, a Catholic Priest. The chaplain offers assistance in the areas of spiritual and Christian counseling, listening to personal problems about life on campus, making moral decisions about social life, as well as counseling in the area of HIV/AIDS. All listening and counseling is conducted in strict professional confidence.

The Chaplain offers assistance to any Christian or religious group, fellowship or church body on campus in organizing and scheduling their prayer services or meetings in the University Chapel, which is situated at the Campus entrance. He also works with students in organising inter-faith ecumenical worship on special occasions such as Easter, Christmas, Independence Day and others.

The Chaplain's office is located in the University Counseling Centre, on the 1st floor directly above the Bookshop. The Chaplain's door is open daily from Monday to Friday, afternoon and evening, according to the timetable posted near the office door.

8 SPORTS AND RECREATION

There are over twenty (20) sporting clubs registered by the Dean of Students Office. Some of them are: Athletics, Badminton, Basketball, Boxing, Chess, Darts, Football, Netball, Karate, Lawn Tennis, Volleyball and the Copperbelt University Dramatic? Society. All registered students can join any club of their choice. There are several areas of recreation on Campus to which all categories of students are welcome.

Sportsmen and women are expected to exhibit acceptable conduct wherever they travel on University assignment. In- appropriate and unacceptable conduct may result in punitive measures which may include among others, suspension of part or the whole team from future participation in sports activities.

9. MOTOR VEHICLES

Students wishing to keep vehicles and bicycles must remember they are doing so at their own risk. The University shall not be held responsible for theft of their motor vehicles and cycles. Students should only park their vehicles in authorised car parks. Please do not drive on the lawns. If this is discovered, the student may be banned from bringing a vehicle on to the Campus. Parking of cars in corridors of Halls of Residences is prohibited.

10. CONSUMPTION OF ALCOHOL

(a) Beer shall be sold at the University at authorised premises only at the following times:

i. Monday to Friday 17:00 to 22:00 hours

ii. Saturdays, Sundays
and Public Holidays 14:00 to 22:00 hours

11. COPPERBELT UNIVERSITY STUDENTS UNION

All registered students are members and are encouraged to participate in the affairs of the union which is recognised by the Higher Education Act, 2013.

PART II

REGULATIONS AND RULES OF RESIDENCE

1. The following provisions shall be read in conjunction with University Disciplinary Regulations and Rules for students. In the event of any inconsistency the University Disciplinary Regulations and Rules shall prevail.

2. HALLS OF RESIDENCE

These are homes for full-time students engaged in academic courses. The rooms shall be used only as private living study rooms. No cooking of meals shall be carried out in the rooms. Students doing so, risk their own and others lives and the University shall not be held responsible for any accident resulting from this. Tea and Coffee is permitted. Hot plates and cookers are not allowed in the hostels and may be liable to confiscation once discovered by University authorities.

3. STUDENTS AS RESIDENTS

(i) Students have the liberty of movement within the precincts of the University provided that:

- (ii) Sites of building operations are out of bounds to students without prior permission from responsible officers.
- (iii) Students may not interfere with or transfer furniture or fittings of any kind from any part of the University building including Halls of Residence without prior authority from responsible officers.
- (iv) No person may occupy, share or live in any room or premises unless specifically authorised by the Dean of Students. Students are not allowed to have extra people living in their rooms nor may they sublet.

4. PARTIES IN HALLS OF RESIDENCE

- a. Written permission must be obtained from the Dean of Students fourteen (7) days in advance before a party could be held. Parties may be held only at weekends and must end at midnight. The Dining Hall should be used for parties. No parties will be permitted in the Hostels and Common Rooms.
- b. The Registrar's permission shall be required for all functions where outsiders have been invited. The Security of patrons' property shall be the responsibility of the Convener(s).

5. THE ORGANS TO DEAL WITH MINOR INCIDENTS DISCIPLINARY CASES

- (i) The following organs shall deal with minor offences:
 - (a) Floor Representatives

(b) Hall Councils

- (ii) The Floor Representatives shall be the court of first instance for anti-social conduct, selfish use of radios and ignoring visiting hours.

- (iii) Hall Councils are empowered to censure students:

For anti-social behaviour or any action not specifically mentioned for non-compliance with residential rules. In addition to dealing with minor offences, Hall Councils are also empowered to hear decisions from the court of first instance (Floor Representatives).

- (iv) Where disciplinary action was taken by the Floor Representatives, appeals shall be referred to the Hall Council, it being understood that the Floor Representatives who took the initial decision may not sit on the Hall Council. In the event of there being no Hall Council the complainant may seek help from the Dean of Students Disciplinary Committee.
- (v) Appeals from Hall Councils shall be referred to the Dean of Students Disciplinary Committee.
- (vi) If a student who is not a resident of the hall concerned causes disturbance or breaks a Residential Regulation or Rule, the Hall Council may report the matter to the Dean of Students who will determine which authority takes disciplinary measures.

6. DISCIPLINARY PROCEDURES FOR MINOR OFFENCES

- (i) In all cases, the individual concerned is to be specifically informed of the details of the alleged offences, and given the opportunity of defending himself or herself.

(ii) In cases where guilt is admitted or proved, a record of the offence and of the sentence shall be filed by the Floor Representatives of Hall Council whichever the case may be. When responsibility is admitted, the Floor Representatives or Hall Council's decision is final subject to the right of appeal to the Dean of Students within fourteen (14) days in mitigation of penalty.

(iii) When responsibility is denied, and if the student is not prepared to accept the decision, he has the right to appeal in writing to the Dean of Students within fourteen (14) days of the decision.

(iv) The date and place of the hearing of the appeal will be notified in writing to the student not less than five days in advance of the hearing and the committee shall have some powers of postponement, continuation or adjournment. In all appeal cases, the notices of appeals must state briefly the ground upon which the appeal is made.

7. APPEAL TO THE DEAN OF STUDENTS

(i) All cases of appeal to the Dean of Students shall be dealt with by the Dean of Students' Disciplinary Committee. The student has the right to be accompanied at the hearing by a member of the academic staff who must be the students' personal tutor or another student who may be allowed to address the Committee on behalf of the students.

(ii) The student may be allowed to call or present fresh evidence at the discretion of the Committee.

(iii) The Dean of Students Disciplinary Committee shall have powers to call any witness who has given evidence before the

first court or to call additional witnesses and to admit new evidence.

(iv) In all cases, minutes, of the proceedings shall be kept. The hearing shall be in camera.

8. STUDENT DISCIPLINARY COMMITTEE

Membership

Independent Senior Lecturer (Chairperson), Head Sports and Recreation, Vice President Students Union, Secretary-General Students Union, Assistant Registrar (Administration), Administrative Officer, Counselor (Guidance), Female Students Counselor and Security Officer.

9. STUDENT LEADERS' ADHOC DISCIPLINARY COMMITTEE

A Committee comprising academicians shall be constituted to decide on disciplinary issues pertaining to student leaders.

PART III

GENERAL DISCIPLINARY REGULATIONS AND RULES FOR STUDENTS

DEFINITIONS

1. The term 'STUDENT' shall apply to any person who is enrolled for a course of study in the Copperbelt University.

2. STUDENT DISCIPLINARY COMMITTEE

STUDENT DISCIPLINARY COMMITTEE means the Disciplinary Committee constituted under the authority of S38 (1) of the Higher Education Act 2013.

3. PROMULGATION

Disciplinary Regulations and Rules affecting students shall be promulgated from time to time by the University Council provided that any Hall, Institute, School, Library, Clinic (Hospital) or any other Department of the University may issue its own rules governing the conduct of students on its premises in addition to those promulgated by the University Council.

4. GENERAL APPLICATION

Ignorance of Regulations and Rules or of any Public Notice shall not be accepted as an excuse for any breach of discipline. Every student on enrolment shall be supplied with a copy of such University, Hall and other regulations which will be in force, during a particular period. Acceptance of a place in the University is conditional on agreement by the student to abide by University Disciplinary Regulations. The operation of the Regulations and Rules is without prejudice to the general laws of Zambia which apply to the University.

5. FORMATION OF SOCIETIES AND CLUBS

(i) Societies and Clubs in the University may be formed only with the recommendation of the Students Union at the request of at least ten interested persons. Should the Union reject an

application an appeal may be lodged with the Dean of Students.

(ii) All Societies and Clubs in the University shall be registered with the Dean of Students, and the application for registration shall be accompanied with the constitution of the Society or Club.

(iii) The proposed Society or Club shall be formally promulgated in the University Gazette after registration by the Dean of Students.

(iv) Within three weeks from the date of the promulgation of the society or club, the Secretary shall deposit the names of persons holding offices of the society or club with the Dean of Students. Thereafter, any change of officers shall be notified to the Dean of Students within three weeks of change.

6. PUBLIC FUNCTIONS WITHIN THE UNIVERSITY

(i) For the purpose of this section, a public function is one to which persons other than students of the University are invited or entitled to attend, but does not include sporting activities.

(ii) The Dean of Students shall have the power to cancel the registration of any club whose activities are not in the best interests of the University.

(iii) Permission to hold a public function within the University shall be deemed to have been obtained by the sponsoring club or society only with information relating to:

- (a) date and time of the function;
- (b) place where the function is to take place;

- (c) name and description of lectures, speakers or performers at the function.
- (d) the fulfillment, by the organizers of any requirements imposed by law in relation to the holding of such public functions has been communicated in writing to the Dean of Students.

This information should normally reach the Dean of Students seven days before the function takes place. The Dean may impose such other requirements and conditions as may appear to him/her to be necessary or desirable.

7. DEMONSTRATIONS, MEETINGS AND PROCESSIONS

Any student or students wishing to organize processions or demonstrations in the University shall notify and obtain permission in writing from the Dean of Students:

- (i) Such notice shall be given to the Dean of Students at least 48 hours before the procession or demonstration is due to begin.
- (ii) The notification shall state the purpose of the meeting, procession or demonstration and the name(s) of the organizer(s)
- (iii) Processions, meetings and demonstrations shall be held only between 06:00 and 18:00 hours.
- (iv) The procession or demonstration shall follow a route approved by the Dean of Students and keep as close to the right side of the road as to facilitate free passage of vehicular traffic; it shall do nothing to obstruct traffic.

- (v) During the procession or demonstration, nothing shall be done or said that might encourage violence or cause a breach of peace.
- (vi) The organizer(s) of the procession or demonstration may be held responsible for any acts of violence and/or breach of University regulations and rules that may occur during the procession or demonstration, provided that where damage has been caused by the activities of persons other than the demonstrators the latter may be held responsible.
- (vii) The Dean of Students may prescribe any special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- (viii) If in the opinion of the Dean of Students, the procession or demonstration will be likely to lead to a breach of peace or cause serious interference with the work of the University, Permission may be denied.
- (ix) The fact that a procession or demonstration is not prohibited in no way implies that the University had either approved of or is in sympathy with its objects.

8. PUBLICATIONS

- (i) Any publication shall be registered with the Office of the Dean of Students and such publication must state on its front page that it is so registered.
- (ii) The Dean of Students shall issue a certificate of registration and memorandum of the law of libel for the guidance of student journalists. Responsibility for the contents of a publication shall rest with the editors and authors of the publication.

- (iii) A copy of each issue will be lodged with the Vice-Chancellor, Registrar, the Dean of Students, Deans of Schools and the University Library within 2 days of its publication.
- (iv) Any member of the University community who feels aggrieved by material appearing in student publications may refer the matter to the Dean of Students.

10. SMOKING, EATING AND DRINKING

- (i) Smoking, eating and drinking are forbidden in the Library, Lecture rooms and Laboratories.
- (ii) Sale and consumption of alcoholic beverages shall be confined to areas approved by the Dean of Students.

10. COMMUNICATION WITH OUTSIDE INSTITUTIONS

Students communicating with outside institutions and the press do so in their own private capacity and it shall be an offence to claim to represent the University in such communication.

11. USE OF UNIVERSITY TRANSPORT

University transport may be requested for approved journeys by the organiser(s) of any student party through the Students' Union except sports which will be done by an officer in the Dean of Students Office. When a charge is made for transport, it will be at established rates. All requests for use of transport must be made in writing to the Deputy Registrar (Establishment) through the Dean of Students at least 4 days before the date of the journey. And each requisition must contain the following:

- (i) The destination and purpose of the journey.
- (ii) The date and time when the transport will be required.
- (iii) The details of students who wish to travel;
- (iv) The signature(s) of the organiser(s) of the party who will be responsible for payments to the Bursar before transport is provided.

12. COLLECTION OF MONEY IN THE UNIVERSITY

- (i) Application for permission to make general collection of money other than club subscriptions or entrance fees for movies and other functions must be made to the Dean of Students. Collectors will be required to publish a donation list except where the donor has requested to remain anonymous.
- (ii) They will also be required to submit to the Dean of Students a statement of monies received and show how these funds have been expended. Any student making a collection shall on request by intending subscribers show the permit authorizing him to make a collection.

1. NOTICES

Notices may only be posted in authorized places. They must be duly signed by the author(s), and must be duly cleared by the appropriate authority in advance of publication provided that

when posting a notice in a Department, School, Institution or Library, permission must also be obtained from the respective Head.

PART IV

DISCIPLINARY CASES UNDER THE JURISDICTION OF THE OFFICE OF THE DEAN OF STUDENTS

All students' disciplinary cases occurring in units other than Schools, Library and Book-shop shall be dealt with by the Disciplinary Committee in the Dean of Students' Office. Students should consult other units for rules applicable in those units.

OFFENCE	PENALTY
1. Painting or writing which may result in disfiguring (i.e. graffiti) on walls or doors or in any part of the halls of residence or lecture rooms	A fine commensurate with the cost of redressing the damage shall be imposed
2. Negligence resulting in the loss or damage of University property	A fine commensurate with the cost of redressing the damage shall be imposed or any other measure as the Disciplinary Committee may deem fit
3. Removal of University furniture, fittings and beddings from study rooms without prior permission from the Dean of Students or any relevant authority	The student shall be SUSPENDED from the university for one academic year.

OFFENCE	PENALTY
4. Rape/attempted rape or any forced sexual act on a male or female by another student	The erring student shall be EXPELLED from the University and the case shall be reported to the State Police
5. Indecent Assault	The erring student shall be EXPELLED from the University or any other measure as the Disciplinary Committee may deem fit
6. Common Assault, harassing or stalking	The student shall be given a WRITTEN WARNING and/or any other measure as the Disciplinary Committee may deem fit
7. Assault causing bodily harm	The student shall be EXPELLED from the university and the matter referred to the State Police
8. Fighting or threatening violence	The student shall be EXPELLED from the university.
9. Failure to return all sports kit and equipment to the sports officer at the end of each sporting event	The student shall be required either to replace or charged the current value for replacement of the sports kit or equipment
10. Use of abusive language or insulting by a student against another student or any other person within the University premises; or against a University employee (in the course of the employee's duties) or disturbance of any academic activity	The student shall be SUSPENDED from the university for one academic year. or any other measure as the Disciplinary Committee may deem fit

OFFENCE	PENALTY
11. Theft, misappropriation of funds or fraud.	The student shall be EXPELLED from the University and The case shall be reported to the State Police
12. Anti-social behaviour such as drunkenness, unnecessary noise, playing loud music at any time and any behaviour causing a nuisance to and, inconvenience or annoyance to other residents.	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00
13. Riotous behaviour and vandalism resulting in damage to property within the University precincts .	The student shall be EXPELLED from the university
14. Uttering a document in any way that amounts to forgery.	The student shall be EXPELLED from the university
15. Possession of fire arms and ammunition or any dangerous weapon.	The student shall be EXPELLED from the University and the matter referred to the State Police
16. Selling or being in possession of prohibited drugs	The student shall be EXPELLED from the university
17. Preparation of meals in the study Rooms.	The student shall be SUSPENDED from the Halls of residence
18. Keeping a male or female visitor or friend in the study room overnight.	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00

OFFENCE	PENALTY
19. Having a conjugal relationships or co habiting in the study room	The student shall be EXCLUDED from the halls of residence for the duration of his/her programme of study
20. Change of accommodation without prior written permission from the Dean of Students.	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00.
21. Subletting one's study room	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00.
22. Duplicating study room keys without prior permission from the Dean of Students.	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00
23. Remaining in the halls of residence during the vacation without prior permission from the Dean of Students	The student shall be charged the current commercial rate for the period he/she remains in the room or shall be SUSPENDED from the halls of residence for one academic year
24. Illegal occupation of a University Study Room	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00
25. Unauthorised possession of a key to any University property or a study room which is not a student's own study room	The Student shall be SUSPENDED from the University for one academic year

OFFENCE	PENALTY
26. Keeping a baby and/or nanny in a University Study room or any part of the halls of residence	The Student shall be SUSPENDED from the University for one academic year
27. Turning undesignated places such as roof tops, common rooms or store rooms into sleeping quarters	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00
28. Possession, consumption and /or sale of alcohol the halls of residence	The student shall be SUSPENDED from the university for one academic year, and reported to relevant authorities for prosecution
29. Bringing in personal items such as mattresses, electrical fixtures lockers, mortise locks etc without prior permission from the Dean of Students.	Such items shall be FORFEITED to the University
30. Smoking in the study rooms or hostel corridors	The student shall be fined K50.00 each time he/she is caught smoking
31. Parking in Corridors	The student shall be fined K50.00 per day
32. Selling of foodstuffs in any part of the Halls of Residence	The student shall be SUSPENDED from the University for one academic year
33. Engaging unregistered entities to perform personal tasks e.g. washing clothes, cleaning rooms or perform tasks for clubs/associations e.g. selling in canteens and sleeping therein	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00

OFFENCE	PENALTY
34. Visiting the halls of residence of students of the opposite sex beyond the stipulated visiting hours.	The student shall be suspended from the halls of residence for one academic year or liable to a fine not exceeding K500.00
35. Unauthorised use of University transport	The Student shall be SUSPENDED from the University for one academic year
36. Unauthorised collection of money other than club subscriptions or entrance fees for movies and other functions.	The Student shall be EXPELLED from the University.
37. Unauthorised use of or interference with any mechanical or electrical installations in the University	The Student shall be SUSPENDED from the University for one academic year.
38. Running an unregistered magazine/newsletter/journal in the University.	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00.
39. Refusal/Failure to identify oneself when called upon to do so by any University Official or giving false information of oneself to such an officer.	The penalty to be determined by the Disciplinary Committee depending on the gravity of the case.
40. Production of defamatory publications or utterances	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00
41. Causing to publish, publishing materials, articles, notices, memoranda etc. With intent to incite students to oppose, rise or work against a university policy, staff, department or school.	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00.

OFFENCE	PENALTY
42. Causing to publish unauthorised information on campus or in any media.	The student shall be suspended from the University for one academic year.
43. Conduct which is likely to distract or frustrate the holding of any meeting, function or lawful activity authorised to take place within the University	The student shall be SUSPENDED from the halls of residence for one academic year or liable to a fine not exceeding K500.00
44. Conduct which unreasonably destructs the work of any University Units which do not have their own student disciplinary Committee	The Student shall be SUSPENDED from the University for one academic year.
45. A Union official or Council of Representative member who calls for a boycott or organises a procession demonstration without the approval of the student body through a secret ballot.(See Note 1)	The Student shall be SUSPENDED from the University for 14 days but not exceeding an academic term unless the gravity of the matter demonstration dictates otherwise in which case the Committee shall determine a suitable punishment.(See Note 1)
46. Calling a General Meeting without the permission from the Dean of Students as stipulated in these rules and regulations.	The Student shall be SUSPENDED from the University for one academic year
47. Being identified as a ring leader in a violent riot or demonstration	The Student shall be EXPELLED from the University

OFFENCE	PENALTY
48. Calling a class boycott or demonstration. (See note 1)	The student shall be EXPELLED from the university.
49. Willful obstruction of the work or proceedings of the Dean of Students' disciplinary committee or interference with witnesses.	The student shall be SUSPENDED from the university for one academic year.
50. Failure to abide by the ruling, decision, and penalty made or imposed by the Disciplinary Committee.	The student shall be SUSPENDED from the university f or one academic year
51. Un authorized movement of furniture from halls of residence to classrooms and vice versa	The penalty to be determined by the Disciplinary Committee depending o the gravity of the case.
52. Driving of motor vehicles across lawns	The penalty to be determined by the Disciplinary Committee depending o the gravity of the case.
53. Obtaining/Possession of confidential information without due authority	The student shall be SUSPENDED from the University for one academic year.

Note 1: This shall remain the preserve of the Students Union Executive by way of secret ballot or referendum among the students who must have followed the laid down procedure as obtained in the Student.

Note 2: A student cited for any offence may be suspended from the University to pave way for investigation.

Note 3: The provisions contained in these regulations shall apply to University students who are on any University assignment

outside the University premises and for the purposes of these regulations, an act of misconduct committed whilst on any University assignment outside the university premises shall be treated as if it occurred within the university premises and appropriate action shall be taken.

DISCIPLINARY PROCEDURES OF DEPARTMENTAL DISCIPLINARY COMMITTEES

Whereas the Higher Education Act 2013 confers powers upon the Vice-Chancellor concerning the regulation and discipline of students both undergraduate and graduate in the University and whereas any power exercisable by the Vice-Chancellor may be delegated to a committee or to a Dean or Head of Unit, therefore, it is decided as follows:

1. There shall be a Student Departmental and or School Student Disciplinary Committee.
2. Each Disciplinary Committee shall consist of five (5) members including the Head of the Unit of which two shall be students. The Dean of School or Head of Unit shall be the Chairman. The Secretary shall be appointed by the Chairman. The Chairman can co-opt any member from other Units Disciplinary Committee as deemed necessary.
3. Each Student Departmental or School Disciplinary Committee shall conduct its business independently. The Committees findings and verdict shall be final except in cases of expulsion, exclusion from study or use of facilities or rusticate, the student will be given fourteen (14) days in which to appeal to the Vice-Chancellor in accordance with the University Act Section 38 (2).

4. Every student shall be subject to such regulations and rules governing the general conduct of students as may from time to time be made by the University.
5. A formal charge addressed to the Secretary of the appropriate Disciplinary Committee shall be made in writing against a student accused of conduct which may be a breach of regulations and rules of the University or detrimental to the discharge of its functions or referred to the appropriate Unit Disciplinary Committee by any member of the University staff, student or any other aggrieved person.
6. The quorum for a meeting of the Disciplinary Committee shall be three members.
7. Depending on the gravity of the offence, the Head of the Unit may suspend a student from getting services from the Unit pending consideration of his/her case. When a suspension has been imposed a student shall be afforded every opportunity to expedite disciplinary proceedings so as to enable the determination of the appropriate sanction, if any, at the earliest possible time, preferably within three (3) days of the imposition of the suspension. Any period of interim suspension shall be deducted from any ultimate sanction involving suspension.
8. It shall be the duty of a disciplinary Committee to hear and determine charges brought before it as soon as is reasonably practicable. In any event the case should be. However, the inability of the Committee to dispose of a case within the stipulated time period of 6 months does not nullify the students' disciplinary case.

Notice of the finding shall be mailed to the student by the Security Office as soon as it is practicable.

9. Where the Disciplinary Committee is satisfied that the charge has been proved and that a breach of discipline has occurred, it shall impose any penalty provided for in the code of conduct.
10. Where the Disciplinary Committee is satisfied that the charge has been proved it shall acquit the accused forthwith.
11. Any person who preferred a charge or was a party to preferring a charge or is a party to the proceedings shall be ineligible to sit as a member of the Disciplinary Committee hearing the charge.
12. Members of a Disciplinary Committee shall be appointed by the Deans of Schools and Heads of Units.

PART VI

DISCIPLINARY PROCEDURE FOR THE DEAN OF STUDENTS DISCIPLINARY COMMITTEE

1. Procedure for the Meeting of a Disciplinary Case

Whenever a student disciplinary case has been reported, the Head of a Unit shall cause the Chief Security Officer to take such investigatory actions as deemed appropriate under the circumstances.

When a charge is brought before the Disciplinary Committee, the Secretary shall inform in writing the student against whom the charge is made, his Academic Dean, the Dean of Students and the person who preferred the charge.

The student who is the subject of the charge shall receive a written notice from the Secretary of the Disciplinary Committee:

- i. Giving a clear specification of the charge or charges
- ii. Calling on him, with at least seven days notice to appear before the Disciplinary Committee.
- iii. Informing him that he may call witnesses as he may think fit and requiring him to inform the Secretary in advance of the date of the meeting of the Disciplinary Committee of the names of witnesses.
- iv. Informing him that if he wishes to admit the charge he may do so in writing to the Secretary in which event he will be required to attend the meeting of the Disciplinary Committee for consideration of what penalty if any he would incur, and that at the hearing he may call his tutor or any other member of the University Community to speak on his behalf.
- v. Informing him that in determining any penalty the Disciplinary Committee may receive evidence about and take into account his academic record and any charge or record of previous misconduct on the part of the student.
- vi. Proceedings of the Disciplinary Committee shall be in camera provided that a party to the proceedings may bring a maximum of one observer.
- vii Where the student denies the charge, the case against the student shall be presented first and then the case for the student. Both parties shall be allowed to make a final address with the student having the right to speak last.
- viii The student and all witnesses shall withdraw when the Disciplinary Committee considers its verdict.

- ix The decision of the Disciplinary Committee shall be the Majority verdict.
- x If the Disciplinary Committee finds a charge proved or it is admitted, the student shall be heard on the issue of the penalty before it is determined or sentence pronounced. In this case the student may also bring his tutor to speak on his behalf.
- xi In all cases, minutes of the proceedings and statements of witnesses shall be kept by the Secretary of the Disciplinary Committee.
- xii. A person or persons preferring a charge may be required to appear in person at the proceedings of the Disciplinary Committee.
- xiii. No legal practitioners shall appear before the Disciplinary Committee except in the capacity and style of a party to a charge before the Disciplinary Committee.
- xv The decision of the Disciplinary Committee shall be communicated to the student concerned.

2. Hearing

On the appointed date, the Disciplinary Committee shall hear and determine all cases referred to it. It shall conduct such hearings as it deems appropriate but keeping as close as is practicable to safeguards of fair hearing as provided for in the General Disciplinary Regulations and Rules for students approved by the University Council.

3. Channels of Appeal

- (i) A student shall have the right of appeal against the decision of the Disciplinary Committee.
- (ii) The appeal should be lodged with the Vice-Chancellor within fourteen days of date of the decision.
- (iii) The appeal process shall not consist of a new hearing and proceedings before the Vice-Chancellor. The Vice-Chancellor may accept the report without modification; accept the report but reduce the sanction imposed, dismiss one or all of the charges entirely or amend the charge for further proceedings.
- (iv) In the case of a dismissal of a student, there shall be an opportunity for appeal by the student to the Vice-Chancellor in accordance with the Higher Education Act, 2013.