

MULTIMEDIA UNIVERSITY OF KENYA

*ISO 9001:2015
CERTIFIED*

Rules and Regulations Governing the Conduct and Discipline of Students

3rd Edition



Riding on Technology, Inspiring Innovation

DEFINITION OF TERMS

Bonafide Student	: Means a person registered by the University for the purposes of receiving instructions in a particular area of study with a view to obtaining a qualification of the University or any other person who is determined by senate to be a student.
Cohabit	: Two people, especially a man and woman who live together and have a sexual relationship without being married.
Congress	: Representatives of faculties, halls of residence and CBD Campus.
Dean of Faculty	: The person appointed and/elected to head a Faculty/faculty in accordance with MMU Statutes.
Dean of Students	: A person appointed to be in-charge of student's welfare matters.
Drugs	: Means drugs of abuse
Elective Position	: A position filled by popular vote.
Faculty	: A Unit of the University whose preoccupation is academic programmes and is headed by a Dean. It comprises of more than one academic department under the leadership of a Chairperson of a Department.
Nominative Position	: A position filled by selecting a candidate based on prescribed Standards.
Ordinary Examinations	: University examinations offered at the end of each Semester of an academic year.
Pirate	: Two people, especially of the same sex who share a room illegally.
Senate	: Senate of the University established under Section 20 of the MMU Charter.
Special Examinations	: Special Examinations are offered to students who miss ordinary university examinations on medical or compassionate grounds.
Special Leave	: An arrangement granted to a student who needs to be absent from class for various approved reasons
Student	: Any person registered in a University or an institution offering



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DEFINITION OF TERMS

	university education.
Student Council	: Comprises of seven elected students representatives, notably Chairperson, Vice Chair person, Secretary general, Treasurer, academics, clubs and societies secretary, sports and entertainment secretary, and special needs, environment and health secretary.
Student Governing Council:	: Comprises of the Students Council and the Congress.
Supplementary Examinations	: A supplementary exam is offered to Students who have undertaken all the required Assessments in a Course but have not demonstrated satisfactory levels of achievements in all of the objectives considered as essential for passing the Course.
University Authority	: Any authorized University officer as per the University Statutes to attend to a matter of interest.
University Council	: Means the governing body of the University established under section 19 of the MMU Charter.
University Statutes	: Regulations that set out the rules, conduct and powers of the University



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ABBREVIATIONS

Unless otherwise stated in this Students Code of Conduct the following abbreviations shall mean

AA	: Academic Affairs
AIDS	: Acquired Immune Deficiency Syndrome
CAT	: Continuous Assessment Test
CMO	: Chief Medical Officer
CoD	: Chair of Department
DoS	: Dean of Students
DVCAA, R&I	: Deputy Vice Chancellor Academic Affairs, Research & Innovation
HIV	: Human Immunodeficiency Virus
MUKSA	: Multimedia University of Kenya Student Association
PAYE	: Pay As You Eat
RAA	: Registrar, Academic Affairs
SAS	: Student Accommodation Services
SGC	: Students Governing Council
UMB	: University Management Board
VC	: Vice Chancellor
VCT	: Voluntary Counseling and Testing



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FOREWORD

The University has invested quality time and thought in the preparation of this Students' Code of Conduct. It is consistent with the Universities Act 2012, revised 2016, Multimedia University Charter, 2013 and the University Statutes, 2014. It should prove to be beneficial to everyone involved: students, parents and the University at large.

A university, like every community, must have regulations and/or standards by which its members abide and procedures by which its organization functions. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Students' Code of Conduct is intended to serve this purpose in the interests of the University. In particular, it does the following five things:

- i. It provides substantial guidance for behaviour standards and expectations for students.
- ii. It assures due process and fair treatment for every student, assuring each one an opportunity to be heard.
- iii. It is the foundation that should foster a wholesome environment within the University.
- iv. It affords each student an uninterrupted opportunity to pursue academic excellence.
- v. It provides rules designed for safety and welfare of the students.

In implementing this code of conduct, the University will have the responsibility to maintain order within its community and to discipline those who violate its standards, rules, and/or policies. Students enrolling at the University will share in this responsibility. All students shall agree to abide by the standards, rules and/or policies set forth in the Students' Code of Conduct.


Prof. Paul N. Mbatia
Deputy Vice Chancellor AA, R&I



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SECTION 1: INTRODUCTION

These regulations are made by the University Council in consultation with the University Senate in accordance with the provision of section 21 of the University Act 2012, revised 2016 the Multimedia University Charter 2013 and Multimedia University Statutes 2014, and whose objective and purpose inter alia is to provide for the control, governance and administration of the Multimedia University of Kenya (hereinafter referred to as the University).

None of these rules is meant to make your life difficult. They are meant to help the University function effectively for ALL its students, staff and residents. Students are required to sign a declaration appended as Appendix 1 to confirm that they have read and understood and will abide by the rules and regulations as stipulated within or without the University.

These regulations shall not preclude the University from requiring any student to execute any bond assurance or undertaking to be of good conduct throughout their stay at the University. Such bond, assurance or undertaking when required and executed shall have the same effect as if were part of the regulations.

For purpose of these regulations the term "student" means and includes:

- a) Any person who has been formally admitted to a course of study for an undergraduate Degree, Diploma or a Certificate within the University.
- b) All occasional students who are registered students of another University but are admitted to a course of study within the University.
- c) All postgraduate students who are registered within the University for Higher Degree, Diploma or other qualifications as may be approved by the Senate.
- d) Any other person who is determined by the Senate to be a student.

SECTION 2: ORGANIZATION OF STUDENTS

2.1 The University Council recognizes the Multimedia University of Kenya Students' Association (MUKSA) as being an organization representative of the students of the University.

2.2 The objective and purpose of MUKSA shall be:

- a) To promote the academic and social welfare of students.
- b) To act as a link between students, the academic staff and other University Authority.



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- c) The development, establishment and encouragement of worthy traditions of social and academic life in the University.
- d) To establish and enhance co-operation with such other student organizations within the University and other institutions of higher learning as may be recognized by the council and senate.

2.3 Membership to MUKSA shall be open to all bona fide students registered in the University on payment to the University of such fees as may be prescribed by the Association.

2.4 MUKSA, established in accordance with these regulations, shall not be dissolved save by the University Council after consultation with the Senate.

2.5 MUKSA shall determine its own organs and procedures and, in particular, shall develop a Constitution setting out clearly:

- a) The Officials of the Association.
- b) The duties and powers of such Officials.
- c) The frequency of and procedures at meetings.
- d) The possible sources of funds of the Association.

The purposes for which the funds of the association are to be used

- i. The manner and form in which the Association shall be represented in the Senate and Senate Committees provided this shall be in conformity with the University statutes.

2.6 Requirements for Prospective Officials of MUKSA

- a) No student shall be allowed to contest for any elective post in the Students' Governing Council (SGC) of the Multimedia University of Kenya Students Association (MUKSA) if by so doing it will compromise academic performance. In particular a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of 'C' grade or its equivalent in the cumulative university examinations.
 - i) A first year student intending to contest should have obtained an average mean grade of C or its equivalent in cumulative C.A.T. marks.
 - ii) The fulfillment of the above requirements shall be confirmed by the Dean of the respective Faculty/School.



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- c) No student shall be allowed to contest if -
 - i) One has been suspended from the university at any one time.
 - ii) That may hinder academic performance and leadership.
 - d) Eligible candidates for elective/nominative posts in SGC shall be limited to bona fide students who have cleared ALL University fees that is due at that time as shall be confirmed by the Finance Officer.
 - e) The tenure of service in the Students Council shall be restricted to two terms of one academic year each and no such student shall be eligible to serve in any other executive capacity.
 - f) The tenure of service in the Congress shall be restricted to two terms of one academic year each.
- 2.7 Representation of MUKSA in Senate will be restricted to the Chairperson of MUKSA and the Academic Secretary or to their duly nominated representatives as per the MUKSA Constitution.
- 2.8 In addition to any other permits required by law, all meetings and other activities of the MUKSA (whether professional, academic or otherwise) to be held within the University precincts shall not take place until permission is first obtained from the relevant authorities.

SECTION 3: THE CONDUCT OF STUDENTS

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

3.1 STUDENT GENERAL CONDUCT

- a) All the students of the University shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall:
 - i) Respect and adhere to the administrative and academic procedures and structures established by the Universities Act 2012, revised 2016 and the University Statutes for the control, governance and operations of the University.
 - ii) Respect the rights and privileges of the members of the University community at all times.
 - iii) Refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium.



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- iv) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.
- v) Refrain from all acts of violence, hooliganism, unruly or rowdy behaviour, or any conduct likely to cause a breach of peace and disturbance to others within or outside the University.
- vi) Wear decent, acceptable and appropriate attire at all times and, in particular, while attending lectures, practicals, during meal times in the Dining Hall or at any University function.
- vii) Not keep motor vehicles on the University premises without prior written permission of the DVC (Administration, Finance & Planning). Such permission will not be given without proof of a current driving license and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof.
- viii) Desist from tampering with fire fighting appliances whenever installed and use such appliances for firefighting purposes **ONLY**.
- ix) Desist from misuse or willful damage to or destruction of the University property in default of which such student or group of students shall bear full responsibility thereof.
- x) Refrain from drunkenness or drunken behaviour as would constitute a disturbance to other students and staff of the University.
- xi) Refrain from creating noise that may cause disturbance or annoyance to the University community.
- xii) Desist from abuse of drugs and totally refrain from the use of substance of abuse/drugs of abuse, the possession and use of which is prohibited by law.
- xiii) Not possess keys to rooms or buildings on the campus other than those obtained through the official channel.
- xiv) Desist from tampering with official documents that may come into their possession by any means whatsoever.
- xv) Not engage in/or use University facilities for external political purposes.
- xvi) Not either as individuals or through the students' societies use the University telephone, printing or mailing facilities for unauthorized purposes.
- xvii) Not remove furniture or equipment from rooms/buildings in which they are meant to be used, without written permission from the relevant authorities.



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- xviii) Not use the name "Multimedia University of Kenya (MMU)" either as an individual, club, society or student association without prior written approval from the VC.
- xix) In addition to other permits which may be required by law, permission to hold meetings in the University precincts shall be given by the University Authority and a copy of the approval forwarded to Head of University Security Services.
- xx) Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University campuses in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.
- xxi) University facilities like halls, lecture theatres and common rooms may not be used by students for business, meetings and parties without approval from the Dean of Students (DoS).
- xxii) Students shall not be permitted to enter places on campus designated as 'Out of Bounds' or 'No Through Way' such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works and other such areas as notified from time to time.
- xxiii) It shall be an offence for any student while on campus to organize or participate in demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the University or a government authority.
- xxiv) Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.
- b) Students shall be expected to comply with all other regulations made by Departments, Faculties, Institutes and or any other such units of the University.

3.2 STUDENTS CONDUCT WITH THE PUBLIC

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

- a) All correspondence to the press or other mass media by students or officials of the MUKSA in their individual capacities shall bear their names and private addresses.
- b) All public statements affecting the University which are intended to be issued on behalf of an association of students must receive prior written approval of the VC.
- c) It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students 'Organization.



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- d) Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- e) Advertising notices and posters must be placed on approved designated notice boards and or areas and shall be subject to approval by the University Authority. However, those who are responsible shall remove such notices within one week after the advertised event takes place.
- f) Correspondence by individual students or by officials of the Students Organizations (including students' societies) to the following, in matters pertaining to the University, shall be sent through the DoS who will forward as may be appropriate.
 - i) Government officers
 - ii) Foreign governments
 - iii) Ministers and members of Parliament or other dignitaries
 - iv) Sponsoring bodies
 - v) Other such bodies
- g) Invitations to Government, Ministers, Government Officials, and Politicians, Representatives of foreign governments or any other important persons to visit the University in their official capacities shall be communicated in writing within adequate time to the VC through the DoS.

3.3 STUDENTS ACADEMIC CONDUCT

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

- a) Except for good cause, attend all lectures, tutorials, seminars, practical's and other scheduled courses for instructions.
- b) In case of absence from class for good cause e.g., on account of illness, such absence must be authorized by the Dean of the relevant Faculty on production of certified evidence e.g., a medical certificate.
- c) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University.
- d) Abide by all other regulations made by the departments and faculties for the proper conduct of specific programmes.



- e) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University. In case of any academic irregularities, the same shall be referred to the Senate through the Deans' Committee for appropriate action.

3.4 STUDENTS CONDUCT WHILE IN RESIDENCE

All students shall conduct themselves with responsibility and maturity while in residence at the University and, in particular, shall:-

- a) Be allocated a room upon production of evidence that he/she has made prior payment for the same to the appropriate authority.
- b) Adhere to the list of allocation of rooms determined by the Head of Students Accommodation Services (SAS).
- c) Not change rooms, halls or hostels once allocation has been made, except with the written permission of the Head SAS. All applications for change of rooms, halls or hostels shall be made to the Head SAS.
- d) Share rooms in addition to other facilities of common use.
- e) Admit visitors to their rooms only between the hours of 10.00 a.m. and 10.00 p.m. and in so doing shall pay due consideration and regard to the conveniences of their roommates. This applies to both students and non-students.
- f) Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls except by permission from the Head SAS.
- g) Take reasonable care of furniture, fittings and any other items in the Halls of Residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him shall be made good at the student's expense.
- h) Surrender all keys issued in respect of the rooms to the Head SAS before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the student's expense.
- i) Play any Electronic devices or musical instruments in the Halls of Residence on condition that the sound does not cause any disturbance to the other residents and must be played between 10.00 a.m. to 10.00 p.m.



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- j) Except with the written permission of the Head SAS, vacate rooms during vacation. Such permission will only be granted on advice from University authorities and vacation residence and board will be in specified halls and paid for in advance.
- k) Students shall vacate University grounds immediately they are asked to on disciplinary or other grounds.
- l) Entertainment events shall be in designated areas and are restricted to Friday, Saturday and Sunday only. The events shall run up to 2.00 a.m. except for Sundays when the shows shall run until midnight. All the entertainment events shall be subject to approval from University Authority.
- m) A student who intends to be absent from the Halls of Residence is advised to inform the Head SAS in writing and leave his/her contact address.
- n) Students are advised to report absence of fellow students from residence in the Halls to the Head SAS.
- o) No student shall cohabit or 'pirate' while in the University Halls of residence.
- p) No Student shall be allowed to share a bed with any other person.
- q) Forfeit all monies paid to the University if a student is expelled, suspended or decides to vacate his/her room during the semester.
- r) Operation of any unauthorized business is illegal in the halls of residence.
- s) Cooking is prohibited in the Halls of residence.
- t) Students on recess who decide to reside in the Halls of residence during the recess period shall be required to pay accommodation fee for the period. The accommodation fee shall be double the normal amount charged during the semester.

3.5 CONDUCT IN RELATION TO THE CATERING SERVICES

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

In addition, all students shall observe the following:

- a) Appear for meals at the prescribed times only as shall be notified by the Catering Manager from time to time. The meal times must be adhered to strictly.
- b) All meals shall be served in the dining halls only.



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- c) No University crockery, cutlery or other utensils shall be removed from the dining halls.
- d) No student shall enter the serving area, kitchen or stores without prior permission from the Catering Manager.
- e) All students shall be required to produce their students' identification before they are allowed entry in the dining halls.
- f) Visitors shall not be allowed to dine in the University dining halls unless authorized. Meals are served in the said dining halls at subsidized rates for bona fide students only.
- g) Students shall entertain their visitors at the Students' Centre or any other cafeteria available to them in the University.
- h) Students shall follow the prescribed Pay As You Eat (PAYE) procedure as given by the catering department. A notice of the items on the menu shall be posted at appropriate notice boards in advance.
- i) Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times.
- j) Any student complaints or grievances whatsoever, arising from the administration of the catering services shall be addressed through the correct channels of communication and in this case, to the office of the DoS through the Catering Manager.

SECTION 4: STUDENT WELFARE SERVICES

The University offers students with welfare support services. The ultimate aim is to provide a conducive environment for holistic development of students. This part identifies the welfare services and provides substantial guidance for expected behavior standards to ensure fairness, equity and safety to all students.

4.1 HEALTH

- a) All students shall be required to comply with health requirements as may be laid down by the University from time to time.
- b) All registered students shall be entitled for medical attention at the University dispensary. Where a student wishes to seek medical services outside the University, he/she shall do so at his/her own cost.



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- c) All cases of emergency or serious illness in the University premises requiring medical attention shall be reported to the medical officer on duty.
- d) In all cases of absence from classes on account of sickness, the student shall obtain a report from the University Chief Medical Officer (CMO) to be submitted to the DoS, Dean of the relevant Faculty, Academic Registrar and Chairman of the Department concerned.
- e) In case of treatment required outside the University, the University will take the student to a public hospital. The costs incurred for treatment obtained in health facilities outside the University shall be the full responsibility of the parent/guardian/sponsor.
- f) Injuries sustained by the students during official sporting activities will be the responsibility of the University.
- g) Students may be required to avail themselves for medical examination as and when required by the University Authority.
- h) Students are informed of the availability of a Voluntary Counseling and Testing (VCT) unit service at the Dispensary in case one would wish to have information or know of his/her HIV/AIDS status.

4.2 MARRIAGE OF STUDENTS

A student who gets married and remains a student of the University shall not be allowed to stay in the halls of residence as a couple.

4.3 COUNSELING

The Counseling Office provides services aimed at improving the well-being of students. Students with individual problems or concerns are advised to avail themselves for these services. All matters presented on a personal level to the Guidance and Counseling Office shall be treated in strict confidence.

4.4 SPORTS AND RECREATION

Students shall be expected to participate in as many of the University sporting and recreational activities as they are able. Observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

The Club House and Conference Hall are not part of the University recreational facilities.



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4.5 LEAVE OF ABSENCE

4.5.1 The University shall grant leave of absence from the University on the following grounds only:

Type of Leave	No. of Days
1. Sick leave	• As determined by Certified Medical Practitioner
2. Maternity leave	• One month or as guided by the University CMO
3. Compassionate Leave	• Maximum of seven (7) days or as approved by the University Authority . It is only granted in case of bereavement/Sickness of immediate relatives (spouse, child, parents, grandparents, siblings and others)
4. Academic leave	• As guided by the University Academic Regulations
5. Special Leave	• As guided by the respective University Authority

4.5.2 The request for leave shall normally be supported by documentary evidence.

4.5.3 In all cases of absence from lectures on account of illness and maternity a student shall be required to obtain a medical report from the University CMO or any Certified Medical Practitioner and submit it to the Dean of the relevant faculty and the Office of the DoS. Where a private practitioner has treated a student, the medical report shall be submitted to the University CMO for authentication and record.

4.5.4 Students shall apply for leave of absence by completing a leave of absence form obtained from DoS. Academic leave shall be applied directly to the Registrar, AA.

SECTION 5: MANAGEMENT OF STUDENT BUSINESS

5.1 The office of the DoS shall facilitate the implementation of the student business policy in the University.

5.2 Any interested individual or group of students may apply for students business to the student business committee.

5.3 The student business committee shall determine rules and procedures from time to time for the award of business.



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5.4 Students who get an opportunity to run a business, shall adhere to relevant regulations as provided by the student business policy.

5.5 It shall be an offence to violate the terms and conditions of the award of the student business.

SECTION 6: CLUBS AND SOCIETIES

6.1 Clubs and Societies may be formed for the advancement of the functions and objectives of the University in accordance with Schedule 10 of the Multimedia Media University Statute, 2014.

6.2 Clubs and Societies shall be self-supporting in all financial matters.

6.3 No clubs or societies shall operate in the University unless they are registered by the University Authorities.

6.4 Students proposing to form a club or society within the University shall observe the following procedures:

6.4.1 Prepare the draft constitution of the proposed club which shall include among the following other items:

- i) The objectives of the intended club or society
- ii) The names and designations of the interim office bearers and patron
- iii) An indication of likely membership
- iv) Possible sources of funding

6.4.2 The interim office bearers shall discuss the proposal to form a club or society with the DoS.

6.4.3 The interim office bearers will then apply for registration of the club/society to the DVC AA, R&I through the DoS.

6.4.4 No tribal or ethnic based associations shall be registered, in order to enhance cohesion and national integration.

6.4.5 The University may refuse and/or cancel the registration of a club or society.

6.5 Upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions.



- 6.6 All scheduled club/society activities must be approved by the DoS. For these purposes, a list of scheduled activities shall normally be forwarded to the DoS at the beginning of each semester.
- 6.7 Topics of discussion by outside guests shall be approved by the VC through the DoS.
- 6.8 University facilities may not be used for district or national political campaigns.
- 6.9 Fund raising by students on campus shall not be allowed unless approved by the VC through the DoS and authorized by the appropriate Government authorities where applicable.
- 6.10 Protection of Name: Any individual, Students Organization, Club or Society may not use the name 'Multimedia University of Kenya' without the written approval of the VC through the DoS.

SECTION 7: CHANNELS OF COMMUNICATION

The University respects and promotes communication with its students and among students across a range of issues. It offers a variety of approved communication mediums and at varying levels within the institutional structure. This section provides the channels available and issues for communication with or from the University Authority. Students are therefore required to adhere to the laid down communication guidelines and take responsibility for unexpected behaviour.

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

a) Academic Matters

Appropriate Student Representative, Academic Advisers, CoD, Dean of Faculty and the Registrar (AA) in that order.

b) Welfare Matters

Appropriate Student Representative, appropriate Head of Section, Head of Department and DoS in that order.

- 7.2 The leadership of the Student's Association shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful and non-violent dealing and processing of students' grievances.

- 7.3 Failure to adhere to these procedures shall be a violation of University Regulations.



SECTION 8: PREGNANCY

The University recognizes the need to provide support during pregnancy. The affected students are given an opportunity to continue with their studies and realize their academic potential. This section offers general guidance on the matter of pregnancy and or maternity to affected students.

- 8.1 The Family Planning Section of the University Health Unit is available to render advisory and other services related to family life. The University recommends all students to avail themselves and make use of these services. In instances where students become pregnant, they should adhere to the provisions 2, 3 and 4 in this section to ensure that they complete their studies in good time. Adherence to the provisions will also ensure that they receive the required medical attention and guidance.
- 8.2 Reporting the Pregnancy: The expectant student shall report to the University CMO before the end of her first three (3) months of pregnancy for medical purposes and for pre-natal care and guidance.
- 8.3 A student, who resides in the University Hostels and becomes pregnant, shall be required to move out of the halls of residence at least three (3) months before delivery. Upon delivery the student will not be permitted to reside in the halls of residence with any child.
- 8.4 The student may on the recommendation of the CMO, be allowed to sit for special examinations in case the University examinations are held while the student is admitted in hospital or is recuperating.

SECTION 9: DISCIPLINE OF STUDENTS

Discipline and academic performance are at the core of University education. The conduct, discipline, and academic progress of students, requires that every student shall maintain at all times and in all places, acceptable behavior. They shall also be expected to comply with regulations made by the University to guide them during their studies. In accordance with MMU Statutes 2014, the Senate has the power to expel, suspend or to impose a fine or other penalty for misconduct or breach of University regulations. This section is intended to serve this purpose.

The following provisions shall apply to all disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

9.1 DISCIPLINARY AUTHORITY

- 9.1.1 The responsibility of maintaining discipline in the University is vested on the Office of the University VC who may from time to time delegate such powers to other officers of the University for the purposes of investigation and enforcement.



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- 9.1.2 The University has no right of exclusive jurisdiction over its students in criminal matters and other offences covered by law. All crimes and other offences under the Laws of Kenya shall be reported to police.
- 9.1.3 The University may take independent disciplinary measures notwithstanding any action that may be taken by the police.
- 9.1.4 Administrative and Academic Staff of the University have authority to ensure that the students code of conduct is adhered to by all students.
- 9.1.5 Students on field and industrial attachments, and teaching practice shall be subject to the rules and regulations of the University students code of conduct.

9.2 DISCIPLINARY OFFENCES

- 9.2.1 Disciplinary offences shall include all crimes and other offences under the Laws of Kenya including any violation of the rules and regulations laid down for the governance and control of the conduct of students of the University. These include the following –
- a) Being drunk and disorderly
 - b) Drug abuse
 - c) Possession of illegal brew/drugs
 - d) Drug trafficking
 - e) Fighting (affray)
 - f) Possession of dangerous weapons e.g. daggers, arrows, guns, etc.
 - g) Assault causing bodily harm
 - h) Arson, attempts to commit arson or attempts to destroy or destruction of property
 - i) Theft and other related offences e.g. robbery and extortion
 - j) Picketing, rioting, obstruction to perform duty
 - k) Organizing unlawful demonstrations/processions/ incitement.
 - l) Rape or attempted rape
 - m) Kidnapping/abduction, detentions.
 - n) Sexual harassment, indecent assaults, defilement.
 - o) Impersonation and false pretenses
 - p) Forgery, fraud, counterfeiting
 - q) Illegal/unlicensed trade e.g. hawking, commercialized entertainment, reprographic services
 - r) Trespass
 - s) Aiding suicide and attempted suicide
 - t) Concealing birth, killing of unborn child and abortion
 - u) Subversion/Treason
 - v) Murder, manslaughter



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- w) Illegal stay in the halls of residence
- x) Destruction of evidence

9.2.2 Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations –

- a) Boycott of scheduled lectures, tutorials, and seminars, practical's, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts.
- b) Assault of members of staff while discharging official duties.
- c) Possession of knives, swords, sticks, metal bars or any other items or articles which might endanger lives of members of staff or students or any other persons.
- d) Any form of obstruction of students and staff in any manner whatsoever.
- e) Writing, publishing and/or distributing of anonymous literature of
- f) Malicious or libelous nature including placards.
- g) Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University.
- h) Malicious or wilful damage to or loss of University property.
- i) Disorderly conduct and molestation of other members of the University and/or obstruction of motor vehicles within or outside the University precincts.
- j) Use of profane or foul language against any members of the University community or/the general public.
- k) Admission of unauthorized person(s) into the Halls of Residence.
- l) Admission of visitors into the Halls of residence outside the authorized hours.
- m) Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or the Government authorities.



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- n) Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law.
 - o) Involvement in cheating in academic matters, examination leakages or impersonation in University examinations.
 - p) Cohabiting/ 'pirating' with another student whilst in the University Halls of Residence.
 - q) Operating any business within the university precincts without proper authorization by the relevant university authorities.
 - r) Conviction in a Court of Law for commission of a criminal offence of such nature as should in the opinion of the University Council, warrant expulsion from the University.
- 9.2.3 The University Senate shall have the right to expel a student who commits any or a combination of the following offences **PROVIDED** students are given an opportunity to be heard-
- a) Boycotts or agitates for a boycott of lectures, tutorials, practical's or any other courses of instructions or academic programmes.
 - b) Maliciously or willfully damages University property.
 - c) Assaults any member of staff discharging his/her office duties.
 - d) Is found in possession of any drug or drugs, the possession of which is Prohibited by law.
 - e) Is convicted by Court of Law of any criminal offence which the University Council shall deem serious enough to warrant expulsion from the University.

9.3 DISCIPLINARY PROCEDURES

9.3.1 Academic Matters

- a) As per the provision of the Universities Act 2012, Revised 2016, the Senate shall receive and approve recommendations from Faculty Board of Examiners with respect to inter alia the following matters:
 - i) Sitting Ordinary University examinations



- ii) Sitting special and supplementary University examinations
 - iii) Repeating status
 - iv) Breach of University examination regulations
 - v) Discontinuation
- b) There shall be a **Students' Examination Disciplinary Committee** with power to handle all students' academic disciplinary matters. Composition of the Student's Examination Disciplinary Committee shall be as follows:
- i) Deputy Vice-Chancellor (AA, R&I) - Chairperson;
 - ii) Dean of Students;
 - iii) Registrar (AA, R&I);
 - iv) Dean/Director of the Faculty/Institute in which the affected student is registered;
 - v) Chairperson of the Department referring the case;
 - vi) Two (2) Senate Representatives appointed by the Chairperson of the Senate; and
 - vii) Any other person co-opted member by the Committee.

In Attendance

- viii) Chief Legal Officer
 - ix) Chief Security Officer
 - x) Head of Students Counseling Unit
- c) The decision of the University Senate is binding subject only to appeal to the Chairman of the University Senate for review on the basis of fresh evidence.

9.3.2 General Disciplinary Matters

- a) In the event of breach of the regulations, and depending on the nature of the offence the University officers concerned shall adopt the following procedures:
- i) Shall require the student to make a written statement in response to the charges
 - ii) Shall warn or caution the student either verbally or in writing



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- iii) Where necessary the officer shall report the student to the office of the DoS in writing enclosing all documentary evidence for further processing. The DoS shall -
- Investigate and establish whether there is a case to answer. In this respect, the DoS may warn or caution the accused.
 - Process the disciplinary offence and forward to the DVC AA, R&I who shall convene a meeting of the Disciplinary Committee within a reasonable time after the report has been received.
 - Or take any other action that may be deemed appropriate at that time
- b) There shall be a **Students' Welfare Disciplinary Committee** of the University Senate constituted as follows:-
- i) Deputy Vice-Chancellor (AA, R&I) - Chairperson
 - ii) Dean of Students;
 - iii) Registrar (AA, R&I);
 - iv) Dean/Director of the Faculty/Institute in which the affected student is registered;
 - v) Chairperson of the Department in which the affected student is registered;
 - vi) Chairperson of the Students Association or a representative nominated from the Students Governing Council (SGC) or any other member of the SGC if the Chairperson is the subject of the disciplinary process.
 - vii) The Academic Secretary of the Student Association or a representative nominated from the SGC or other member of the SGC if the Academic Secretary is the subject of the disciplinary process.
 - viii) The Warden and
 - ix) Any other person co-opted by the Committee.

In Attendance

- x) Chief Legal Officer
- xi) Chief Security Officer
- xii) Head of Students Counseling Unit



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- c) Disciplinary meetings shall be conducted as follows -
- i) The affected student shall be notified of the date and time of the meeting.
 - ii) At all proceedings of a Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student shall be entitled to representation in person and not by any other person or lawyer.
 - iii) The Committee shall hold an inquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a Court of Law. However, the Committee shall ensure that both sides are heard and that persons required to be witnesses do not sit as members of the Committee.
 - iv) All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of 'Principles of Natural Justice' which are:
 - No one shall be a judge of his/her own case
 - Each party shall have the right to be heard.
 - The accused has a right of appeal

9.3.3 Powers of the Students' Welfare Disciplinary Committee

- a) The Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature of the offences committed and the evidence called in support thereof -
- i) To dismiss the case against the student.
 - ii) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record.
 - iii) To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.
 - iv) To suspend the student from the University for a specific period.
 - v) To expel the student from the Halls of Residence.
 - vi) To expel the student from the University.
 - vii) A combination of any two or more of the above.



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- viii) Guidance and Counseling
-
- ix) To impose any other penalty or penalties as the Committee may deem fit to impose as prescribed in the schedule of offences.
- b) In arriving at an appropriate penalty or combinations thereof, the Students' Welfare Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.
- c) The record and decision of any disciplinary action taken against a student shall be furnished to his/her Warden, Chairperson of Department (CoD), Dean of Faculty, DoS, the DVC AA, R&I and the VC and shall form part of the student's records at those levels. A copy shall also be sent to the parent/guardian of the affected student.
- d) The provisions of these regulations and any decisions made by the students disciplinary committee and the University shall not deviate from the right of the police or any member of the public so entitled, to bring any action or institute criminal proceedings in respect of the same set of facts against any student in a Court of Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student in the interest of security and public order.
- e) Students appearing before the Students' Disciplinary Committee shall be informed of the committee's decision within fourteen (14) days from the date of the conclusion of proceedings.
- f) A student has the right to appeal to the VC against the decision of the Students Disciplinary Committee if the student considers himself/herself aggrieved by the said decision and such appeals will be made in writing within fourteen (14) days of the date of communication of the Committee's decision.

9.3.4 Communication of the Students' Welfare Disciplinary Committee Decisions

The decision of the Students Welfare Disciplinary Committee shall be communicated by the Registrar (AA). The appeals committee decision shall be considered as final.

SECTION 10: MISCELLANEOUS MATTERS

- 10.1 The University disclaims all responsibility of loss of or damage to any property belonging to students or their guests while such property is on the University premises.



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- 10.2 The University Council in consultation with the University Senate and other relevant stakeholders reserves the right to change, add, amend or otherwise vary these regulations at any time without notice.

REFERENCES

1. MUKSA Constitution 2014, harmonized with the University Act 2016
2. Multimedia University of Kenya Charter 2013
3. Multimedia University of Kenya Fee payment policy
4. Multimedia University of Kenya Quality Objectives 2015
5. Multimedia University of Kenya Quality Policy Manual 2015
6. Multimedia University of Kenya Service Delivery Charter
7. Multimedia University of Kenya Statutes 2014
8. Multimedia University of Kenya Strategic Plan 2017 -2021
9. Multimedia University of Kenya Student business policy
10. Murdoch Institute of Technology: Student Records Management Policy (2015)
11. The Kenya Constitution 2010
12. The Universities Act No. 42 of 2012, Revised 2016



JK

AK

APPROVAL

Title: STUDENTS' CODE OF CONDUCT

Contact: Deputy Vice Chancellor, Academic Affairs, Research & Innovation.

Approving Authority: The University Council

Effective Date:

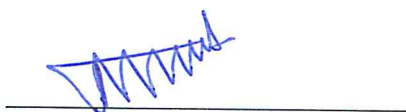
SIGNED



Vice Chancellor/Secretary to the Council
Amb. Prof. Festus Kaberia

27/08/2021

Date



Chairman of Council
Prof. Johnstone Mutisya Kiamba

27/8/21

Date







APPENDICES

APPENDIX 1: STUDENT DECLARATION FORM

OFFICE OF THE REGISTRAR – ACADEMIC AFFAIRS

STUDENT DECLARATION FORM

I.....

Of Reg/No.....

ID/No./Passport No/Birth Certificate No.....

taking a course in commit myself to read, understand and abide by the regulations governing examinations and the students code of conduct of Multimedia University of Kenya available on the university website www.mmu.ac.ke/admission during the whole period of my stay as a student at the University.

SIGNED

DATE



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APPENDIX 2: STUDENTS LEAVE OF ABSENCE FORM



MULTIMEDIA UNIVERSITY OF KENYA
P O Box 15653-00503, Nairobi, Magadi Road, Kenya
Tel. +254 2141391/2/3 Fax: +254 2141247
(MMU is ISO 9001:2015 Certified)
Office of the **DEAN** of Students

APPLICATION FORM FOR STUDENTS LEAVE OF ABSENCE SECTION D MUST BE APPROVED BEFORE STUDENTS DEPARTURE

SECTION A: TO BE FILLED BY THE STUDENT (5 COPIES)

FULL NAME: REG NO: ROOM RESIDENCE.....
I am requesting to be granted leave of absence fordays with effect from (date) to
..... (date) on account of *Sickness/Maternity/Compassionate/Special whichever is applicable. If
other reasons other than the above state please specify here below:

.....
.....

The following CATS/EXAMS are likely to be missed during this absence.

COURSE CODE	COURSE TITLE	LECTURERS NAME
.....
.....
.....
.....
.....

STUDENTS SIGNATURE DATE:

SECTION B: TO BE FILLED BY CHAIRPERSON OF DEPARTMENT

I do recommend/not recommend leave days
NAME:SIGNATURE DATE:

SECTION C: TO BE FILLED BY DEAN/DIRECTOR OF FACULTY/INSTITUTE/CAMPUS

I do recommend/not recommend leave days
NAME:SIGNATURE DATE:
DEAN/DIRECTOR OF FACULTY/INSTITUTE/CAMPUS of

SECTION D: TO BE FILLED BY DEAN OF STUDENTS

I do /not approve leave of absence for days from date to date*Reasons for not approving
(specify here below)

.....
NAME:SIGNATURE DATE:

Cc: 1. Registrar AA 2. Chairperson of Department 3. Dean of Faculty/Director of Institute 4. Finance



MMU

APPENDIX 3: SCHEDULE OF STUDENTS OFFENCES AND CHARGES

OFFENCE	CHARGE
1. Being drunk and disorderly	▪ Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.
2. Drug abuse	▪ Expel the student from the University.
3. Possession of illegal brew/ drugs	▪ Expel the student from the University.
4. Drug trafficking	▪ Expel the student from the University.
5. Fighting (affray)	i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) Suspend the student from the University for One Academic Year
6. Possession of dangerous weapons e.g. daggers, arrows, guns, etc.	i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) Suspend the student from the University for One Academic Year
7. Assault causing bodily harm	i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) Suspend the student from the University for One Academic Year
8. Arson, attempts to commit arson or attempts to destroy or destruction of property	▪ To expel the student from the University.
9. Theft and other related offences e.g. robbery and extortion	i) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence. iii) To suspend the student from the University for one Academic Year
10. Picketing, rioting, obstruction to perform duty	▪ Expel the student from the University.



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Rules & Regulations Governing the conduct & Discipline of Students
(Students' Code Of Conduct) Revised, 2020

OFFENCE	CHARGE
11. Organizing unlawful demonstrations/processions/ incitement.	<ul style="list-style-type: none"> i) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) To suspend the student from the University for one Academic Year
12. Rape or attempted rape/defilement	▪ Expel the student from the University.
13. Kidnapping/abduction, detentions	▪ Expel the student from the University.
14. Sexual harassment, indecent assaults	<ul style="list-style-type: none"> i) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) To suspend the student from the University for one Academic Year
15. Impersonation and false pretenses	<ul style="list-style-type: none"> i) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) To suspend the student from the University for one Academic Year
16. Forgery, fraud, counterfeiting	<ul style="list-style-type: none"> i) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) Require the student to make good any loss or damage to the University property and/or pay damages commensurate with the nature and gravity of the offense. iii) To suspend the student from the University for one Academic Year
17. Illegal/unlicensed trade e.g. hawking, commercialized entertainment, reprographic services	<ul style="list-style-type: none"> i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) To expel the student from the Halls of Residence.
18. Trespass	▪ Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.
19. Aiding suicide and attempted suicide	i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.



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(Students' Code Of Conduct) Revised, 2020

OFFENCE	CHARGE
	ii) Refer student for guidance and counseling
20. Concealing birth	iii) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.
21. Subversion/Treason	▪ Expel the student from the University.
22. Murder, manslaughter and Abortion	▪ Expel the student from the University.
23. Illegal stay in the halls of residence	i) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence. iii) To expel the student from the Halls of Residence.
24. Destruction of evidence	i) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) To suspend the student from the University for a One Academic Year
25. Boycott of scheduled lectures, tutorials, and seminars, practical's, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts.	▪ Expel the student from the University.
26. Assault of members of staff while discharging official duties.	▪ Expel the student from the University..
27. Possession of knives, swords, sticks, metal bars or any other items or articles which might endanger lives of members of staff or students or any other persons.	i) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) To suspend the student from the University for a One Academic Year
28. Any form of obstruction of students and staff in any manner whatsoever.	i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) Require the student to make good any loss



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OFFENCE	CHARGE
	<p>or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.</p> <p>iii) Suspend the student from the University for a One Academic Year</p>
<p>29. Writing, publishing and/or distributing of anonymous literature of Malicious or libelous nature including placards.</p>	<p>▪ Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.</p>
<p>30. Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University</p>	<p>i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.</p> <p>ii) Require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.</p> <p>iii) Suspend the student from the University for a One Academic Year</p>
<p>31. Malicious or wilful damage to or loss of University property.</p>	<p>▪ Expel the student from the University.</p>
<p>32. Disorderly conduct and molestation of other members of the University and/or obstruction of motor vehicles within or outside the University precincts.</p>	<p>i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.</p> <p>ii) Suspend the student from the University for a One Academic Year</p>
<p>33. Use of profane or foul language against any members of the University community or/the general public.</p>	<p>i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.</p>
<p>34. Admission of unauthorized person(s) into the Halls of Residence.</p>	<p>i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.</p> <p>ii) Require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.</p> <p>iii) Suspend the student from the Halls of residence for a One Academic Year</p>
<p>35. Admission of visitors into the Halls of residence outside the authorized hours.</p>	<p>i) Issue a letter of warning or reprimand and such letter shall form part of the student's</p>



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OFFENCE	CHARGE
	personal record. ii) Require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence. iii) Suspend the student from the halls of residence for a One Academic Year
36. Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or the Government authorities.	i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) Suspend the student from the University for a One Academic Year
37. Involvement in cheating in academic matters, examination leakages or impersonation in University examinations.	▪ Refer matter to schedule of offences in the Exam Regulations
38. Cohabiting/'Pirating' with another student whilst in the University Halls of Residence.	i) Issue a letter of warning or reprimand and such letter shall form part of the student's personal record. ii) Require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence. iii) Suspend the student from the Halls of Residence for a One Academic Year
39. Operating any business within the university precincts without proper authorization by the relevant University authorities.	▪ Issue a letter of warning or reprimand and such letter shall form part of the student's personal record.
40. Conviction in a Court of Law for commission of a criminal offence of such nature as should in the opinion of Council, warrant expulsion from the University.	▪ Expel the student from the University.



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