



# Kabarak University

*Education in Biblical Perspective*

## STUDENTS HANDBOOK

2020 - 2025

**APPROVAL OF KABARAK UNIVERSITY STUDENT HANDBOOK**

Kabarak University Student Handbook is approved for implementation.

Signature .....  .....

Date... 5<sup>th</sup> June 2020 .....

Prof. Henry K. Kiplangat, PhD, MBS, OGW

**VICE CHANCELLOR**

Signature .....  .....

Date... 5-6-2020 .....

H.E. Prof. John Lonyangapuo, PhD, CBS

**CHAIRMAN, GOVERNING COUNCIL**

# Kabarak University



## **Kabarak University Moral Code**

*As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart, Jesus as Lord. 1 Peter 3*



**KABARAK UNIVERSITY IS ISO 9001:2015 CERTIFIED**



## VISION, MISSION, PHILOSOPHY, CORE VALUES AND MORAL CODE OF THE UNIVERSITY.

### University Vision

To become a center of Academic Excellence founded on Biblical Christian values.

### University Mission

To provide holistic quality education based on research, practical skills and Biblical Christian values.

### University Philosophy

To provide quality Education in Biblical perspective that transforms life.

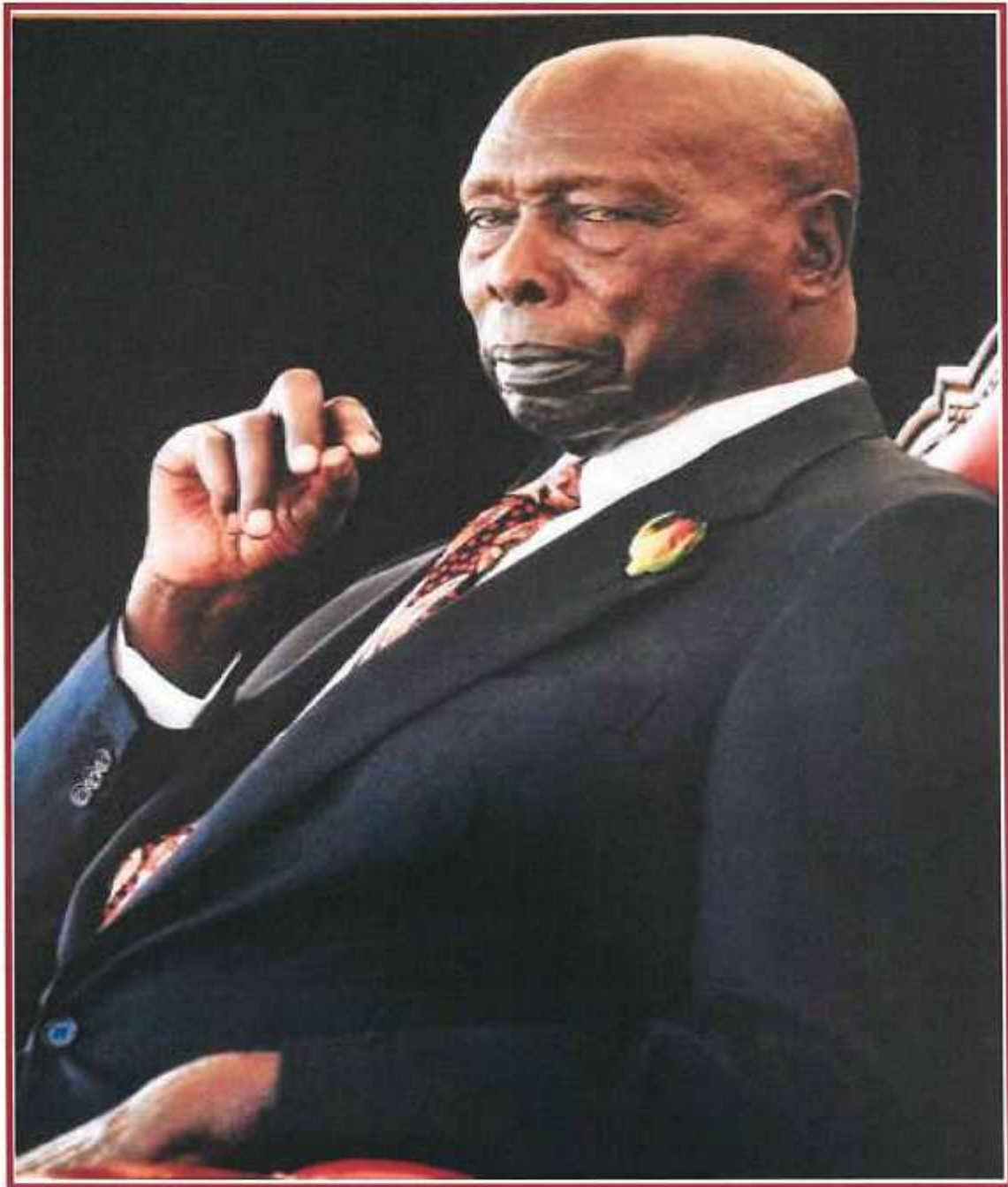
### University Core Values

- (i) Integrity
- (ii) Excellence and professionalism
- (iii) Innovativeness and creativity
- (iv) Commitment to serve
- (v) Being mindful of others.

### University Moral Code

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart Jesus Christ as Lord (1Peter3:15).

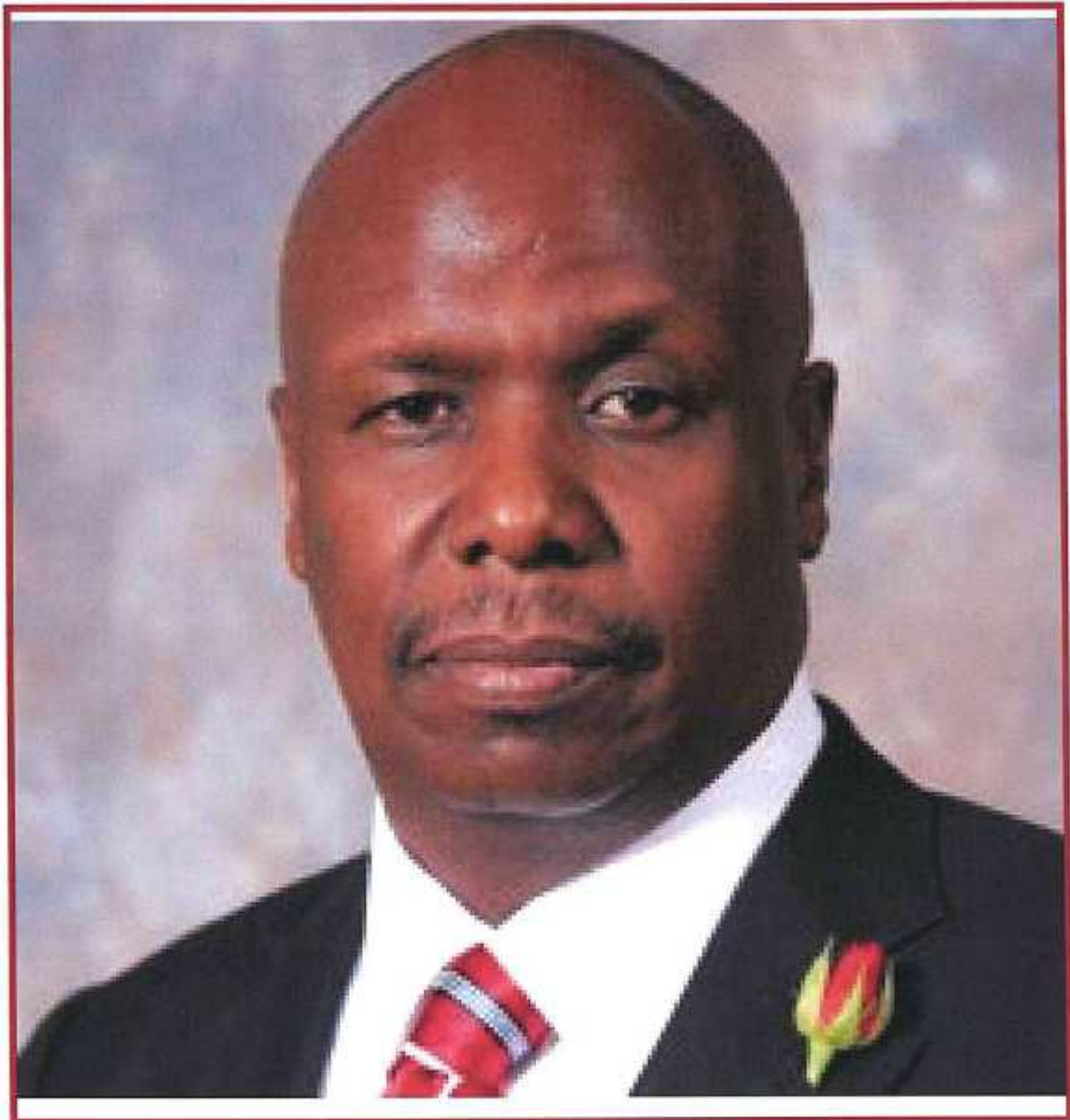
THE FOUNDER



**H.E. President Daniel T. Arap Moi, CGH.**  
THE SECOND PRESIDENT OF THE REPUBLIC OF  
KENYA,

THE FOUNDER OF KABARAK UNIVERSITY

## THE CHANCELLOR



**Hon. Senator Gideon Kipsiele Towett Moi, CBS.**

THE CHANCELLOR, KABARAK UNIVERSITY



UNIVERSITY GOVERNING COUNCIL



**H.E. Prof. John K. Lonyangapuo, PhD, CBS**

**CHAIRMAN, UNIVERSITY GOVERNING COUNCIL**

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**Prof. Henry K. Kiplangat**  
PhD, MBS, OGW.

Vice Chancellor/ Chairman, University Management Board



**Prof. Ronald K. Chepkilot**  
Deputy Vice Chancellor  
(Administration and Finance)



**Prof. John N. Ochola**  
Deputy Vice Chancellor  
(Academic and Research)



**Rev. Prof. Jacob Kibor**  
University Provost  
(Spiritual and Student Affairs)



**Dr. Simon Kipchumba**  
Registrar  
(Administration and Human Resource)



**Dr. Anthony Somba**  
Registrar  
(Academic and Research)



**Mr. Gideon Langat**  
Finance Manager



**Dr. Moses Alela**  
Dean of Students



**Ms. Patricia Chebet**  
University Librarian



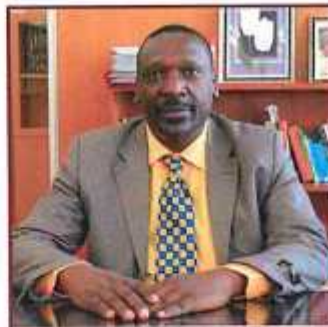
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**Dr. Patrick Kibati**  
Dean, School of Business  
and Economics



**Dr. Peter Rugiri**  
Dean, School of Science,  
Engineering and Technology



**Prof. Frederick B.J.A  
Ngala, PhD, MBS**  
Dean, School of Education



**Dr. Fancy Too**  
Dean, School of Law



**Prof. Wesley Too**  
Dean, School of Medicine  
and Health Sciences



**Prof. Mellitus Wanyama**  
Dean, School of Music and  
Performing Arts



**Dr. Suge Titus**  
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Director of Excellence in  
Learning and Teaching



**Dr. Wilson Shitandi**  
Director, Institute of  
Graduate Studies



**Dr. Maina Waiganjo**  
Director, Nakuru Town  
Campus



**Mr. Edwin Akumu**  
Director, Quality Assurance  
and Institutional Planning



**Dr. Moses Thiga**  
Director, of Research, Innovation & Outreach/  
Director, Kabarak University Online

## KABU ENTERPRISES LTD



**Mr. Nathan Mugambi**  
General Manager,  
KABU Enterprises Ltd.



**STUDENTS AFFAIRS**

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**DR. Moses Alela**  
Dean of Students



**MR. Dishon Mngonda**  
Assistant Dean of Students  
Nakuru Town Campus



**DR. Eunice Njenga**  
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Main Campus



**DR. Dorcas Githaiga**  
Student Counselor  
Nakuru Town Campus



**DR. Jane Langat**  
Student Counselor  
Main Campus



**REV. Julius Langat**  
Student Counselor  
Main Campus



**PR. Esther Kapsir**  
Student Counselor  
Main Campus



**MR. David Langat**  
Sports and Recreation Officer



**MR. Boniface Imbira**  
Life saver/Swimming Coach

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## 1.0 WELCOME!

Kabarak University is a private Chartered institution of higher learning that provides holistic Christian-based quality education, training research and outreach activities for the service of God and humanity.

It was established in October 2002 by the second President of Kenya, His Excellency Daniel Arap Moi. This was as a result of his visionary idea of setting up a Christian University that would meet the demand for higher education in Kenya and offer quality education based on strong moral principles.

Kabarak University is located 20kms north of Nakuru town, along the Nakuru- Eldama Ravine highway. It is in a serene environment that makes it an ideal place for learning. Students pursue various academic courses in Science, Engineering, Technology, Business, Theology and Education.

The facility stands on a 600-acre farm and is one of the highly equipped institution of higher learning in Kenya. It has an ultra-modern library (with a seating capacity of 1,000 users) that is well equipped with up-to-date books, other scholarly materials and easy access to online journals. We also have well equipped Science and Computer Laboratories.

Kabarak University is not just any other University; it is distinctive in its academic excellence coupled with spiritual vitality. We are focused on producing professionals who are trained in all aspects of human endeavor.

We look forward to the future with renewed energy and an eagerness to continue our pursuit of excellence.

We wish you a productive and enjoyable career at Kabarak University. This Handbook provides a general overview of all new staff.



## 2.0 IMPORTANT CONTACTS

Contact	Phone	Email
Office of the Dean	0772538022	deanofstudents@kabarak.ac.ke
Counselling Desk	0772538022	deanofstudents@kabarak.ac.ke
Sports and Recreation	0772538022	deanofstudents@kabarak.ac.ke
Security and Response Team	0110009277	Security@kabarak.ac.ke

### 3.0 HISTORY OF KABARAK UNIVERSITY

Kabarak University is a private chartered institution of higher learning that provides holistic Christian based quality education, training, research and outreach activities for the service of God and humanity.

It was established in October 2000 by the 2<sup>nd</sup> President of Kenya, His Excellency Daniel Arap Moi, who is also the Chancellor. This was as a result of his visionary idea of setting up a Christian University that would meet the demand for higher education in Kenya and offer quality education based on strong moral principles. The university admitted its first batch of students in 2002 and received its charter in May 2008.

Kabarak University is located 20 kms North of Nakuru Town, along the Nakuru-Eldama Ravine highway. It is in a serene environment that makes it an ideal place for learning.

Students pursue various academic courses in Science, Engineering, Technology, Business, Theology, Education, Law and Music.

The facility stands on a 600 acre farm and is one of the highly equipped institutions of higher learning in Kenya. It has an ultra-modern library (with a seating capacity of 1000 users) that is well equipped with up-to date books and other scholarly materials, and easy access to online journals. There are also well equipped Science and Computer Laboratories.

Kabarak University is distinctive in its academic excellence coupled with spiritual vitality. With a Motto of "Education in Biblical perspective", The University is focused on producing professionals who are trained in all aspects of human Endeavour. We believe that it is possible to produce a skilled Christian Doctor, Christian lawyer, Christian Business Executive, Christian Computer Expert, Christian Banker, etc. Staff and students are encouraged to fear God, exercise humility, honesty, and quest for knowledge, High moral standards and concern for the welfare of others.

The Bible courses offered in our University curriculum enables our graduates to serve God and humanity from a Biblical perspective at the end of their study. This has made our alumni to be responsible citizens of this world. It is this formation that has become the selling point for our graduates.

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart Jesus as Lord (1 Peter 3:15). Kabarak is truly a place you deserve to be. Welcome.

### 4.0 ABOUT THE HANDBOOK

This student's handbook is intended to provide you with the basic information, which you need to have as a student of Kabarak University. It defines your role, rights, privileges, conduct, and behavior and corrective procedures. Study its contents carefully to enable you settle comfortably and understand Kabarak University.

Moreover, regulations stated herein are under continuous review by the University administration. Changes and amendments take effect immediately upon being announced on Campus.

Kabarak University upholds the scriptural admonition that people are destroyed from lack of "Biblical" knowledge (Hosea 4:6) and that, academic training that is not based on Biblical morality is counter-productive and can only lead to half-baked persons (Timothy 4:8; Hosea 7:8).

As a Christian University, we believe that real education is the one which affects the total person by developing his/her spiritual, academic, physical and social faculties. It is expected that you will take advantage of the excellent environment and facilities to develop a wholesome life.

It is also our expectation and prayer that your stay here at Kabarak University will be a pleasant and rewarding experience.



## 5.0. THE UNIVERSITY AS A PLACE OF SPIRITUAL NURTURE

### 5.1. Christian Atmosphere

Kabarak University is a community of faith as well as a community of learning. We want to engage the spirit in educating the mind of every student. While we know that a spiritual experience cannot be forced, we also recognize the importance of a Christian life that is meaningful, Stimulating and fulfilling. It is the desire to share this kind of life with Kabarak University students that prompts us to require students to attend Christian activities and church worship services.

Kabarak University provides programmes conducive to academic and spiritual growth. As a community of faith and learning, certain cognitive and spiritual discipline are required, including taking courses in Biblical Studies as part of the academic curriculum and worship attendance as part of the extracurricular development programme of the campus. With the support and encouragement of the community of faith, each student has the opportunity to experience personal growth and spiritual development.

Kabarak University is a Christian Institution of higher learning. It is expected that Evangelical Christian faith and values will govern the behavior of University students, faculty and staff.

We are persuaded that such values will create men and women, who besides developing their servant leadership qualities, devote themselves to a daily life of loving God and man as a faithful and humble servant of Jesus Christ.

It is for this reason that students, as members of the Kabarak University family, are expected to uphold the University's Moral Code, as they purpose at all times and in all places, "*To set apart in one's heart Jesus as lord*" (1 Peter 3:15)

### 5.2. Spiritual Devotions

Christian living is dependant primarily on a personal relationship with Jesus Christ. Therefore, in order to grow spiritually, every student is urged to spend time each day in Bible study, meditation, and prayer.

### 5.3. Required Chapel Services

Students are required to attend four weekly Worship Services, which are held in Kabarak Chapel. Services are conducted as follows:

#### Worship services

Sundays	10.00 a.m. – 12.30p.m	– For all resident students are expected to attend.
Wednesdays	11.30 a.m. - 12.30p.m	- for all Main Campus Students.
Wednesdays	11.30 a.m – 12.30 p.m	- for all Town Campus Students.

#### Morning Devotional Services

Morning devotions: Monday-Friday 5:30- 6:30 Open for all students

Attendance is monitored. Unauthorized absence from attending Chapel services is an offence, which shall attract correctional action.

**Note: All Sundays, Easter and Christmas days are set aside for the Lord. Other activities are discouraged.**

#### 5.4. Campus Christian Activities

The university makes provision for students to participate in the Campus spiritual life. Students are encouraged to join and participate in Christian activities such as church Choirs, Worship Teams, midweek prayers activities, outreach to the sick at the University Medical Centre and outside Hospitals, required Chapel Services and a variety of other Christian activities.

#### 6.0. A STUDENT'S EXPECTED COMMITMENT

- 6.1. On admission, students are expected to become committed members of the University community and the student body. They must uphold the Rules and Regulations governing student's life as outlined in this Handbook and any future revisions.
- 6.2. These regulations are formulated on Christian principles and must be treated with dignity and respect in order for scholarship to thrive. Students who fail to maintain this commitment may face correctional action.
- 6.3. In addition to these rules and regulations, students are expected to be responsible citizens of the civic community by observing the laws of the land.
- 6.4. These rules and regulations shall apply to all student of Kabarak University. These students shall be required to observe and abide by the rules and regulations as spelled out in the Students Handbook.
- 6.5. The rules and regulations shall take effect and be binding upon every student of the University on registration, and as long as such a student remains so registered.
- 6.6. Nothing in these rules and regulations shall preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University
- 6.7. When required and executed, such bond, assurance or undertaking shall have the same effect as if it were part of these rules and regulations.
- 6.8. Every student shall be required to read these rules and regulations and sign the declaration appended hereunder that the contents and meaning hereof have been understood and shall be adhered to.

#### 7.0 ACADEMIC ENQUIRIES

(a) Enquires for all courses offered at Kabarak University shall be made to:

The Registrar (Academic Affairs and Research)  
 Kabarak University)  
 P.O. Box 3270, Nakuru, Kenya  
 Or P.O. Private bag – 20157, Kabarak  
 Telephone: 254 051-343234/5  
 Fax: 254-051-343529  
 E-mail: Registrar@kabarak.ac.ke

(b) The closing date for receiving application for a Bachelor's degree shall be determined by Senate from time to time.



## 8.0 DEFINITION OF A STUDENT

For the purpose of these rules and regulations the term “student” means and includes:

- (a) Any person who is registered into a programme of study for an undergraduate degree or diploma, postgraduate, or any other programme of study duly and expressly recognized by the Senate and Governing Council and offered by Kabarak University.
- (b) Any student from another University who is registered for any study Programme/Course in the Kabarak University.

## 9.0 RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF A STUDENT

### 9.1 Recognition

The university recognizes both the rights and responsibilities of each member of the University community. A student’s rights and responsibilities are expressed in, but not limited to, the policies discussed in the Handbook. It is the responsibility of the Dean of Students to ensure that student’s rights are upheld.

### 9.2 Handling of Student Grievances.

A student who feels aggrieved should first see the person concerned. If the matter is not settled at that level, he/she can proceed to the next higher level. In any case, each student has the right to expect a courteous reception concerning any matter that is in his/ her heart. Students are free to interact with Students leaders (KUSO representatives), the respective Assistant Deans, the Dean of Students’, the Faculty or any member of the University Administration.

### 9.3 Appeals against Correctional Action

Any student who is not satisfied with the decision made by the Correctional Committee may write a letter of appeal to the Vice-Chancellor.

### 9.4 Competition for Academic Recognition

We believe this right precludes such behaviors as cheating, plagiarism and other act of academic dishonesty (see University Catalogue for details).

### 9.5 Personal Welfare and Safety

University life demands a high level of alertness, and we encourage our students to take time off in their busy schedules for sufficient rest and exercise. To maintain a healthy diet, the campus cafeterias provide a variety of nutritionally balanced wholesome food. We also believe this right demands all drug, alcohol and tobacco free environment and in accordance with our Christian belief, we maintain policies that support this environment. Other behaviors that violate this right include: physical, sexual, and emotional abuse; threatening and dangerous behavior; breaking into a building; theft; and obstructing or disrupting the study, work, social or religious life of others.

### 9.6 Appropriate and Respectful behavior on Campus

Disrespectful actions, regardless of the degree of severity, are not acceptable and are considered out of place on the University campus. These actions include those based on racial, cultural, religious, gender, age or ability difference. High standards of taste and decency are held on the University campus. Therefore, acts of dishonesty, immorality, disorderly, lewd, indecent or obscene conduct, as expressed in language, actions or personal appearance, as well as public expression of intimacy such as caressing, kissing, violates this right and therefore are not acceptable behavior.

## 9.7 Modesty and Grooming Standards

Dressing smartly gives God honor and enhances our personality and Professionalism. We are inclined to feel more confident in ourselves when we are clean, well groomed and modestly dressed.

### Standard Dress for ladies

- (i) Dresses and skirts should be at least 2 inches below the knees in any position.
- (ii) Slits should not reach above the knee.
- (iii) Tops should be long enough that the midriff is never exposed.
- (iv) Sleeveless tops and dresses should be worn with a sleeved blouse, e.t.c at all times.
- (v) No tight, see-through, very low necklines attires, exposing bust, back or stomach.
- (vi) Very large loosely hanging earrings not acceptable. Marching earrings worn only in earlobe
- (vii) Professional make-ups are highly recommended at all times.
- (viii) Bathroom sandals for the bathroom only. Wear standards shoes and sandals.
- (ix) Sweaters, loose fitting tops/dresses/skirts, trousers suits are acceptable
- (x) T-shirts and loose-fitting jeans may be worn after 5.00 p.m. and weekends (with appropriate words/logos and no holes or patches)
- (xi) While attending formal programmes formal attire should be observed (Chapel, Interview and University functions). Wearing of trousers by ladies to Chapel service is not allowed
- (xii) At the swimming pool, a one-piece modest swimsuit is appropriate.
- (xiii) (See through, midriff exposure, low cut or cut high on the legs are not acceptable).
- (xiv) Excessive makeup, eye shadows and spaghetti tops are not allowed.

### Standard Dress for Men

- (i) Hair should be well trimmed and combed, no plaiting or dyeing.
- (ii) Necklaces, earrings and bracelets are not acceptable.
- (iii) Tattoos and body piercing are not acceptable.
- (iv) Caps/hats or other head gear are not allowed in the Dining Hall, Lecture halls, Library, Offices, University functions and Chapel.
- (v) Standard trousers with plain colour, business attire and long/short sleeved shirts, t-shirt, polo shirt and
- (vi) sweater with appropriate writings are acceptable. Standard shoes are acceptable. Slippers and sandals are for hostel wear
- (vii) Baggy, sagging, worn out, or torn trousers are not acceptable.
- (viii) Shirts, neat loose-fitting jeans, below knee shorts may be worn after classes and weekends. Hats may be worn in the hostels.
- (ix) Wear appropriate casual attire going to and from the swimming pool.
- (x) At university formal programs like chapel, interviews, graduations, e.t.c, formal attire is accepted.

**NB** Students will be denied entry to the University and various University functions or places if their manner of dressing is inappropriate.



**9.8 Students Organizations and Clubs.**

Kabarak University is more than just an Institution for academic instruction. It is also a place where students are prepared for servant leadership positions. Students Organizations/Clubs provide opportunities where leadership abilities can be developed, refined and put into practice. The Dean of Students office ensures the rights of membership, along with the rights to develop potentials, are available to every student. Some of the clubs include SIFE, Red Cross, CU, Kenya Model United Nations, Drama, Integrity Club, Red Cross, President's Award, ROTARACT and CU among others.

**Note:** All students are required to register and actively participate in recreational clubs and associations. Students should be active in at least two or more clubs. Active participation in club activities will be an added advantage towards student's recommendations.

**9.9 Expression of Opinions, Beliefs and Experiences.**

The policy created to support this right is intended to encourage responsible citizenship, acceptable modes of public expression and the principle of respectful disagreement. Intimidating a fellow student or group of students or faculty because of expressing his/her or their opinion in an unacceptable manner is a violation of this right. Students of Kabarak University are expected to hold high standards of Christian ethics and morals.

**9.10 Fair Correctional Process**

Within the guidelines of the University's students Correctional Procedure, a Committee of faculty and administrators oversees the Correction of students who violate the rights and responsibilities outlined in this handbook. Every effort is made to provide consistent, open and fair growth for the individual student.

**10.0. LEAVING THE CAMPUS**

Before leaving Campus, resident students who are to spend the night outside campus are expected to notify their respective Resident Hall/Hostel Assistant and sign in a book/Register. They write their Name, Registration Number, Phone Number, Date of departure, destination, and Date of Return. This is for security purposes and total accountability by the University for its students. Students are however discouraged from taking too many off-campus leaves as this may interfere with their studies and spiritual life, and expose them to unnecessary risks. Resident students who leave out to go to Nakuru and the surroundings do not sign in the Resident Hostel Register/book. They must however report back to campus on the same day, before 8pm.

All Students shall not leave the campus during Chapel time on Wednesdays, in both Main Campus and Nakuru Town campus.

Students are supposed to be checked at the gate when leaving and when coming back to the campus to avoid ferrying in of Alcohol and illicit drugs. Student Identification card should be produced by a student when requested for by the Security officers at the gate.

The time of leaving the campus is from 6.00 a.m to 7.00 p.m and must report to campus not later than 8.00 p.m.

**10.1 Resident Students Book/Register Signing Procedure**

Resident students who are to spend the night out are advised to Sign in the Book/Register in the presence of a Hostel/Hall Assistant.

- The signing of the Book/Register must include Name, Registration Number, Phone Number, Date of departure, Destination and Date of return.
- The Signing of the Book/Register must be done one clear day before the expected time of departure from the university.
- The student must notify the Resident Hall/Hostel Assistant immediately after arriving back from off-campus night out. Students are discouraged from having too many leaves or unplanned outings for this may interfere with their studies.

**10.2 Social Activities Held on and Off Campus**

- 10.2.1 Permission to participate in social activities on and off campus must be requested in writing at least 7 days prior to the activity day, and all required signatures must be obtained.
- 10.2.2 All such activities will need approval of the Dean of Students. Students are to be accompanied by the Patron or a responsible officer of the University.

**10.3 Patronage**

- 10.3.1 For group parties, tours and other activities such as picnic, riding off campus, lectures, and concerts, a faculty, staff, or a Patron should be secured for the activities before the request is presented to the Dean of Students'.
- 10.3.2 Patrons chosen must be approved by the Dean of Students'. Courtesy requires that immediate cheerful response be given to suggestion made by the Patron in regard to conduct, hour of departure, and other needful suggestions.
- 10.3.3 The Patrons have the responsibility of being informed of all preliminary arrangements of making certain that they are definite and explicit, and of meeting the group at the place designated. Patrons are expected to handle emergencies and deal with irregularities and to return the group at the hour planned.
- 10.3.4 Patrons should play active role in supervising, motivating and encouraging students to be involved in clubs.
- 10.3.5 All activities by clubs should be coordinated by the co-ordinate of Clubs.

**11.0 STUDENTS SERVICES****11.1 Food Services**

11.1.1 It is the duty of the Food Services Division to serve promptly and graciously, a variety of tasty and culturally acceptable foods in an attractive, pleasant atmosphere. A meal schedule is posted in the Cafeteria for the student's information. Courtesy, proper conversation and good manners should be displayed. In particular students are expected to observe the following Dining Hall rules:

11.1.2 Food is served on a first-come-first served basis, and no one should jump the queues ahead of others.

11.1.3 A student will be served an adequate meal. However, wasteful use of food, i.e. taking too much on the plate and dumping unnecessarily, is strongly discouraged.

11.1.4 Food for a sick person may be taken out by written request from the Resident Hostel/Hall Assistant.

11.1.5 The Kitchen is out of bounds for students who do not work there.



11.1.6 For official weekend outings, packed lunches may be available, provided notice is given at a reasonable time and the lunch paid for.

11.1.7 Visitors must pay at the Cafeteria at the time they take meals.

11.1.8 Only authorized announcements are to be made in the Cafeteria with the approval of the Catering and Accommodation Officer.

11.1.9 All those who have meals in the Cafeteria are supposed to be presentable in dressing. No one will be allowed in Cafeteria without shoes and wearing of slippers and crooks or floaters in Cafeteria is prohibited.

11.1.10 Those eating in the Cafeteria are expected to take their used Crockery to the dish room window or table after finishing a meal.

11.1.11 When students lose their Back corded cards they should report to ICT manager with immediate effect.

### **11.2 Special Meals:**

The University provides standard meals for all students. Where a student's is referred by a Medical Doctor due to illness, such students is required to produce a medical report to the Dean of Students' who will notify the catering manager for authorization to be given special diet.

## **12. HEALTH SERVICES**

### **12.1. University Medical Center**

12.1.1 The University Medical Center on Campus is operated under a Medical Officer, Doctors, Clinical Officers and Nurses and is open fulltime to serve students and the rest of the University community.

12.1.2 All Resident Students who need medical care at night should inform the Resident Hostel/Hall Assistant, who in turn will provide the necessary assistance.

12.1.3 Students, who require services beyond what the Medical Center can offer, will be referred to the appropriate Doctor or Hospital. They should bring back the referral note. Transport to and from the Doctor's office and/or the Hospital will be provided by the University.

12.1.4 For students entering the University for the first time, a physical examination shall be done by the University Physician and the Clinical Officer during registration. The cost of examination shall be borne by the students.

12.1.5 Students are urged to go to the Medical Centre at the time they are unwell. The Medical Staff will only issue Medical Certificates at the times students go to the Centre when sick, and not afterwards.

12.1.6 In all cases of absence from classes on account of illness, a medical note must be submitted by the Chief Medical Officer of the University to the Dean of relevant Faculty through the office of the Dean of Students'.

**12.2 Pregnancy**

12.2.1 A single female student who becomes pregnant will have breached the University Rules and Regulations on sexual immorality clause 15.4.1 (b) [xxxix]. Such a student will be automatically suspended from the university for one calendar year. She will be required to go for crisis pregnancy counseling during suspension. On re-admission, the student will be put through counseling for three months.

12.2.2 A female student who is married and becomes pregnant may choose to defer her studies if she is unable to participate in academic activities or continue.

12.2.3 Involvement of a male student in the pregnancy of a female student will require that the male student be suspended for one calendar year and go through counseling.

**12.3 Abortion**

12.3.1 Aborting or attempting to procure abortion by a female student is illegal. Dismissal or handing the case to law enforcement agency shall take effect.

**12.4 Other Healthcare Services:**

- i. Pregnancy and abortion health related costs shall be met by the student and not the University.
- ii. Each student is entitled to a medical cover limit of up to Ksh.100, 000 for inpatient services per semester.
- iii. Cases which are not of medical nature e.g. glasses, filling, cleaning or replacing of teeth, the student will be expected to cater for such charges. Any cases from pregnancy, abortion or attempted abortion will be borne by the student.

**12.5. Pre-existing medical cases:**

The University will have the right to limit the expenses incurred by the student on all pre-medical cases.

**12.6 Rape:**

Where a female becomes pregnant arising from rape, such a student may have the option of continuing with her studies or defer studies. Such a student will go through counseling process before and after studies (3 months counseling).

**13.0. ACADEMIC INFORMATION**

Every student is encouraged to download and read the University Catalogue which is available in the University Website. A University Catalogue has detailed academic information.

**13.1 University Library**

Information about the Library is contained in a separate Library Handbook. Students are encouraged to download it from the University Website and read. They can also read a hard copy in the Library.

**13.2 Academic Excellence**

All students who qualify for the Vice Chancellor's list and Dean's list by maintaining a weighted mean average of 75% and 70% respectively will be eligible for Certificate of Excellence award. The details about these awards are available in the University Catalogue.



### 13.3 Auxiliary Enterprises

The University has established Kabarak University Enterprise Limited geared at generating income to meet the needs of the University. The entities under this enterprise include: Farm, Guest House, Hostels for accommodation and Cafeteria. More about services offered by this enterprise can be read from their Handbook which is available in the University Website

These entities include the University Farms, Transport Department and University Guest House.

## 14.0 FINANCIAL AID

### 14.1. Needy Student Scholarship Fund

- 14.1.1 The Needy Student Scholarship Fund has been established to help the bright needy students registered at the University.
- 14.1.2 The financial Aid may be provided based on availability of funds.
- 14.1.3 Every effort is being made to encourage Alumni and friends of Kabarak University to contribute to Financial Aid programmes.

### 14.2 Work-Study Programme

14.2.1 The University provides assistance to a limited number of students through this programme. However, it should be noted that it is not possible for students in need to wholly rely on Work-Study Programme to meet all their financial obligations at the University.

14.2.2 Application for Work-Study programme should be made through the Dean of Students. Students applying for the programme must meet the criteria for work-study programme. The following work-study selection criteria should be followed:

A student must have financial need to be eligible to participate in the work study program,

- i. A student's need is determined by the work-study committee based on supportive evidence and good academic results of the student. The needy student applies for the program. Evidence to prove the need should be attached.
- ii. A student must have good conduct throughout his/her stay in the University,
- iii. A student must be above average academically,
- iv. A student who engages in work-study program must abide by the University rules and regulations as stipulated in the Students Handbook.
- v. A student applying for work study program must have finished at least one year in the University.
- vi. Any overpayment of fees arising from both Work-study and Needy Students Support fund will not require refund to the student. The overpaid amount will be returned to the two kitties respectively if the student has finished studies at Kabarak. Any overpayment by a student arising from HELB Loan requires that the overpayment be returned back to HELB. This is done by Finance office especially if the student has finished studies at Kabarak.

### 14.3 Student Benevolent Fund

14.3.1 In case a student passes on, Ksh.50,000 from KUSBF shall be given to the Parents/Guardian of the late student.

14.3.2 A student who has lost a biological parent, sister/brother, spouse, or a child may be assisted from KUSBF up to a maximum of Kshs. 15,000

14.3.3 The Dean of students' office facilitates those Students/staff interested in attending a funeral by requesting for a bus.

14.3.4 The money used for fueling of the bus and staff subsistence comes from the KUSBF.

#### **STUDENT BENEVOLENT FUND COMMITTEE**

There shall be a committee to oversee the allocation and distribution of the KUSBF. This Committee is composed by the following:

- i. The Dean of Students- Chair.
- ii. The Assistant Dean of Students -Vice Chair (In the absence of the chair the Assistant Dean of Students' will chair the meeting).
- iii. One Student Counselor.
- iv. The KUSO Chair/Secretary General
- v. The Male Director for Social Affairs.
- vi. The Female Director for Social Affairs.
- vii. One representative from the Finance department.

#### **15.0 SOCIAL LIFE**

##### **15.1 Association between Men and Women.**

The University is an Institution where wholesome association contributes to the student's social development.

15.1.1 Young men and women should associate in ways which will respect each other's personhood. Specialized friendship should be left until such a time as one is ready to make serious marriage oriented decisions and commitment.

15.1.2 Students who do not demonstrate self-respect and self-restraints in matters of affection in public or private will be subject to disciplinary action.

15.1.3 Unbecoming behavior between students such as caressing, kissing or petting is not acceptable. In the evening, students are expected to be only in the Library, auditorium, Students' Centre, the lecture halls and Residence Halls lounges and rooms. Any isolated dark places are out of bounds.

15.1.4 The University encourages the type of social relationship in which persons find their social needs met through relationship of a general nature, rather than through one specialized relationship in which one calls out the affections of another at a time when that is inappropriate.

15.1.5 The University, as an Institution based on strong Christian Biblical Foundation, requires all students to adhere to the Biblical norms for social integrity as given in 1 Timothy 5:1-2, "Do not rebuke an older man harshly, but exhort him as if he were your father. Treat younger men as brothers, older women as mothers, and younger women as sisters with absolute purity." (NIV)

##### **15.2. Marriage**

Students shall be required to indicate on the admission forms their marital status.

15.2.1 In order that the student may give first priority to concentrated study and academic success, the University discourages marriages during the time when the person involved is registered for classes.

15.2.2 Where a student changes his/her marital status, such a student must notify the office of the Dean of Students. Legal evidence of the changes must be produced.



15.2.3 Application for approval of wedding to be conducted during times of enrollment at the University should be made to the Dean of Students at least a Semester prior to the anticipated date.

15.2.4 No Pre-wedding parties are allowed on the University Campus. All weddings should take place at the end of the school Semester or year.

15.2.5 The University shall not support requests for financial assistance on the grounds of marriage.

15.2.6 A married student who becomes pregnant while she is housed in the single ladies Hall may seek alternative accommodation.

### 15.3 Social Gathering and Celebrations

Students wishing to hold social gathering or celebrations other than small private parties, such as birthday, and farewell parties, must comply with the following regulations:

15.3.1 A staff member chosen by the students should attend the party

15.3.2 The original request for a party, including a list of the proposed guest(s), should receive the approval of Dean of Students, and that of the Catering and accommodation Officer (if food from Cafeteria is expected) three weeks before the event.

15.3.3 Cafeteria equipment may be used only if the party is held in the Dining Hall or by special permission of the Catering and Accommodation Officer.

15.3.4 The celebrations must conform to the acceptable Christian ethics and practices.

15.3.5 Such celebration must not interfere with the privacy of people living in the neighborhood.

15.3.6 The gathering should not be in conflict with any rule/regulation in this Handbook.

### 15.4 Music and Musical Instruments

Only music, which meets the University's Christian standards is allowed to be played on campus. Musical gadgets must be operated at a volume which does not annoy fellow residents and those in the neighborhood. Anti-Christian music is prohibited. Uncooperative students will be required to surrender their musical Instruments/equipment to the Dean of Students.

### 15.5 Recreation and Educational Activities

15.5.1 The students Association Social Committee plans periodic social activities which are normally held on Friday or Saturday evenings. Attendance at these activities is encouraged.

15.5.2 Sports equipment is available to students from Sports Officer's Office.

15.5.3 Students are encouraged to participate in both planned and spontaneous sports and recreational activities for competition, physical health, relaxation and social interaction. However, involvement in sporting activities should not take precedence over academic and spiritual activities.

15.5.4 While excessive competition is discouraged, a healthy striving for excellence is encouraged. Inter-scholastic sports may be allowed whenever possible.

### 15.6 Video

15.6.1 Motion pictures are a powerful tool to formulate or change attitude. In addition to learning and attitudinal change, a motion picture can provide relaxation and entertainment. All four of these: learning, attitude formation, relaxation, and entertainment, when rightly applied, are important to the physical and mental makeup of humans. However, it is also recognized that motion pictures wrongly used can brainwash and degrade human mentality and spirituality. It is for this latter reason that motion picture content standards have been set up for

the viewing of motion pictures and videos on campus. Every video to be shown must be presented for preview by a Screening Committee before showing. The Screening Committee will include the following;

- i. Assistant Dean of Students' -Chair
- ii. Sports and Recreational Officer –Vice Chair
- iii. One Students' Counselor
- iv. KUSO Chairman/Secretary
- v. Coordinator of Clubs and Associations
- vi. KUSO Directors (Male and female) in charge of Social Affairs
- vii. KUSO Directors (Male and Female) in charge of Sports

15.6.2 Pornographic videos are not allowed. All videos should be vetted the Screening Committee.

15.6.3 Only approved Clubs/Organizations will be allowed to show approved videos for profit. Screening Committee is responsible for the screening of movies or any approved form of entertainment with supervision of the Committee Chair.

## 15.7 University Hostels

15.7.1 Every Hostel has rules which govern the operation of Television in the building. Students are required to follow these regulations.

## 16. STUDENT ORGANISATIONS

### 16.1. Students Office Qualifications

For any student to hold office in any campus organization, the following shall apply:

- a) The student must have a minimum weighted average of B which must be maintained while in office.
- b) The student must have completed a minimum of one year as an undergraduate.
- c) The student must not have been on any kind of probation while in office as this will automatically cause him/her leave office.
- d) The student must have given evidence of support and promotion of the principles and objectives of the University.
- e) The student must be a Christian who has personal relationship with Jesus Christ.
- f) The student must have a recommendation from the Campus Chaplain.

Any student who meets the above criteria, can get application forms from the Students' Affairs Office.

### 16.2 Kabarak University Student Organization (KUSO)

The Kabarak University Student Organization (KUSO) shall have a maximum of 15 members.

### 16.3 Students Associations.

The university allows various Clubs and association, which operate under rules and regulations of the University. All the students enrolled at University are encouraged to become members of at least one Club or Association.

### 16.4 Campus Clubs

16.4.1 Students are free to form Clubs or Associations on campus, which serve to promote and educate peers in their respective areas of interest. Each Club or association is required to register with Dean of Students' Office and should have a Certificate of Registration from that office.



16.4.2 Permission for any students' gatherings as members of Clubs and Associations must be obtained from the Dean of Students Office well in advance of its announcement to the students' body.

16.4.3 Club meetings shall not take place without the presence of the Patron (or his/her representative). Students are encouraged to join those Clubs and Associations which are in line with their interests.

16.4.4 Clubs are encouraged to source for their own funding under the guidelines of their Patron and Clubs and Associations Coordinator. Money from the University Budget is not guaranteed and whenever given, it will function as a subsidy.

### 16.5 Ethnic Groups

No Ethnic groups shall be allowed in the University. National/County Associations can be allowed as long as they are not Ethnic. They may meet to:

- (a) Host visitors from home County
- (b) Disseminate news from home County
- (c) Celebrate National Holidays.

All organized activities and meetings must be organized after the approval by the Dean of Students.

The meetings shall:

- (a) Be open to any Faculty and staff member of the University.
- (b) Not be convened without clearance from the Dean of Students. They shall not act as pressure groups on administrative issues.
- (c) The Dean of Students must approve all organized activities for National Holidays.

### 16.6 Clubs and Associations Patrons

The responsibilities and duties of the Patrons of Students' Organizations are as follows:

- (a) To cooperate with other students' organizations in promoting the general campus-wide programmes of the University.
- (b) To be available for counsel and assistance without impairing the students' ability to think for themselves.
- (c) To be present at the regular meetings of the organization.
- (d) To plan wholesome, constructive activities for and with the members of the organization.
- (e) To present an outline of the Club's plan for the year to the Dean of Students' not later than November 1<sup>st</sup> of each year.
- (f) To emphasize, in the programmes of the organization, the philosophy and objectives of the University.
- (g) To meet the Coordinator of Clubs and Associations at the beginning of the School year to discuss the role and function of patronage.

## 17.0. STUDENT CONDUCT, BEHAVIOUR AND CORRECTIVE PROCEDURES

### 17.1 Philosophy

- 17.1.1 The Christian ethic demands respect for duly constituted authorities and those other authorities such as parents, lecturers, work supervisors, University Administrators, etc., to whom the individual is subordinated. The University is dedicated to upholding respect for civil law as well as respect for the principles of Christian ethics.
- 17.1.2 Any misconduct may be judged not only by standards of legality and suitability, but also by its disputation of the normal functioning of the University.
- 17.1.3 Thus it is recognized that some types of misconduct may constitute violations of both civil and the University Authorities without constituting double jeopardy. While enforcement of rules and

- regulations is of subsidiary concern to this Institution, the primary concern is to maintain the integrity of its educational functions by upholding the principles on which it was founded.
- 17.1.4 The University recognizes that its work, while being educative and redemptive, involves a certain level of custodial function, and it seeks to take these responsibilities seriously. Students who are committed to being Christian ladies and gentlemen should not find themselves in conflict with the University expectations.
- 17.1.5 A student who through dress, appearance, conduct, or attitude shows unwillingness to cooperate with the expectations of the University as outlined in this Handbook may be asked to withdraw from the university, and/or denied readmission for the succeeding Semester.
- 15.1.6 All students should be clean in body including facial and hair at all times. Trimming of fingers and toes nails is a must. Grooming of oneself is a good Christian testimony. Hair should be well groomed. Extreme hairstyles, "Rasta", etc are prohibited.
- 17.1.7 A Christian should seek to make the best of his/her appearance in order to be a good example to others. A dress should be characterized by neatness, cleanliness and modesty, regardless of cultural influences in styles. During Chapel services and other formal occasions within and outside the University, a tie and jacket (Kaunda suits are allowed) for gentlemen and sleek blouse and skirt, or full dress for ladies shall be the appropriate attire.

## 17.2 Students Demonstrations

- 17.2.1 The University seeks to preserve and encourage the exercise of the rights of free conscience and expression within the framework of Christian conduct and standards. In order to achieve such purposes, students and Students Organizations are encouraged to express any grievances by Christian and democratic means through the laid down channels of communication.
- 17.2.2 The University allows differences in opinion and not activities which sabotage or undermine administrative policy. Advocating or urging action to bring about change of administrative policy at the university by mass meeting, procession, boycott, strike, picketing or occupation of premises is specifically prohibited.

## 17.3 Off-Campus Responsibility

Off-campus misconduct may raise questions concerning the suitability of a student to be a member of the University community. Students are expected to behave well whether on campus or off campus. It is the responsibility of every student to reflect the positive image of the University whenever he/she is. A negative report about a student's behavior off campus may result in disciplinary action.

## 17.4 Corrective Disciplinary Measures

- 17.4.1 Disciplinary action is meant to correct misbehavior on the part of the offender, and to protect those whom it may affect. Depending on the offence, one or more of the following corrective measures will be taken:
- Verbal or written warning or caution from Assistant Dean of Students', Dean of Students', or the Registrar (Academic and Research).
  - A warning in written form, from the Students Correctional Committee.

### Probation:

- Citizenship probation e.g. no off-campus leaves, limited appearance in campus activities, no attendance at or in social functions. Regular meetings with an appointed Counselor may be required.



- b) Restriction of privileges, e.g. no holding of any office in campus Clubs, Associations, church or other students' organizations for a specific period of time.
- c) Any student who is re-admitted after suspension will be subject to citizenship probation. After close observation by the Committee members, the probation may be lifted in writing if they feel that the student has changed his/her behavior.
- d) Extra restriction may be applied as deemed necessary.

#### **Suspension**

- a) May be for a definite or indefinite period of time.
- b) If the suspension period is indefinite, the student can only re-enter the university by re-application.

#### **Withdrawal:**

Withdrawal from the University may be requested as an option by the offending student or the Administration for:

- a. A single major offence or an accumulation of offences.
- b. Insubordination to University.

#### **Dismissal/Suspension**

Dismissal/suspension will be recorded on the student's permanent record with the reason(s) given. The following are some of the offenses that could cause dismissal/suspension:

- (i) Undermining the principles and objectives of the University;
- (ii) Participating in academic dishonesty, such as cheating on examination;
- (iii) Using profane language;
- (iv) Displaying lewd conduct;
- (v) Possessing obscene literature;
- (vi) Using or possessing narcotics, or alcoholic beverages;
- (vii) Drugs abuse;
- (viii) Drug trafficking;
- (ix) Drunkenness;
- (x) Gambling in any form;
- (xi) Stealing and any form of deception;
- (xii) Displaying improper association with members of the opposite sex or same sex;
- (xiii) Watching pornographic videos or anti-Christian movies, attending Discos or going to questionable places;
- (xiv) Defiance of authority and incitement of others to Insubordination.
- (xv) Showing disrespect to persons in authority;
- (xvi) Persisting in irregular attendance at required functions;
- (xvii) Willingly destroying University property;
- (xviii) Displaying dishonesty in reporting work time;
- (xix) Leaving campus without proper arrangements and entering the university through unauthorized means;
- (xx) Fighting and other forms of physical violence, or threatening or intimidating another individual  
With harm;
- (xxi) Physical assault;
- (xxii) Arson;
- (xxiii) Impersonation;

- (xxiv) Illegal trade or hawking;
- (xxv) Bribing any University employee or student;
- (xxvi) Forgery;
- (xxvii) Fraud;
- (xxviii) Rape or attempted rape;
- (xxix) Sexual harassment;
- (xxx) Un-natural acts (like sodomy) or indecent assault;
- (xxxi) Inciting fellow students or other members of the University community to participate in illegal activities;
- (xxxii) Vehicle hijack or misuse;
- (xxxiii) Picketing;
- (xxxiv) Boycott of scheduled lectures, practicals, seminars, researchers and examinations;
- (xxxv) Intimidation of or issuance of threats, written or verbal, to students or staff with intent to disrupt academic activities or other processes;
- (xxxvi) Malicious or willful damage to University property, that of other students or members of the public;
- (xxxvii) Attempt to convene or organize or any participation or involvement in demonstration, gathering, processions, or public ceremonies for which permission has not been obtained from the University administration or Government authorities;
- (xxxviii) Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards;
- (xxxix) Sexual immorality;
- (xl) Strike of any form;
- (xli) Organizing or participating in political activities on campus;
- (xlii) Any other obnoxious acts or repugnant conduct as may be perjures to good order or the proper functioning of the University;
- (xliii) Attempted suicide;
- (xliv) Abortion or attempted abortion or attempt to procure abortion.

- 17.4.2 The University aims at providing a conducive environment for teaching, learning and researching in order to achieve academic excellence. In order to realize these objectives, the students and the rest of the University Community have a responsibility to create and safeguard an organized and orderly atmosphere. Consequently, all students shall conduct themselves within and outside the University in accordance with the highest standards of integrity, personal discipline, and morality and, in particular, shall:
- 17.4.2.1 Not keep any offensive weapons within the University premises
  - 17.4.2.2 Respect and adhere to the established administrative and academic procedures and structures of the University as these may be amended from time to time for the better control, administration and operation of the University.
  - 17.4.2.3 Honour the rights and privileges of other members of the University community at all times.
  - 17.4.2.4 Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
  - 17.4.2.5 Conduct themselves in all public places with such demeanor and dignity as befits their status as scholar and educated citizens.
  - 17.4.2.6 Wear the required University's dress code during study, at meal times in the Dining Hall, and University functions.



- 17.4.2.7 Have well-groomed hair and avoiding extreme styles.
- 17.4.2.8 Desist from all acts of hooliganism, unruly or rowdy behavior, Fighting, unreasonable or excessive noise, or any other acts likely to cause a breach of the peace within or outside the University premises.
- 17.4.2.9 Avoid drunkenness or other anti-social behavior, not conforming to Christian Principles, that would lead to the disturbance of other students, staff, and the University community generally, or of members of the public.

## 17.5 Absence

- 17.5.1 All students are required to attend the required worship services and any other meeting that may be announced by the Administration until the last day of the Semester. Those who do not attend are absent hence liable to discipline.
- 17.5.2 There are three kinds of absences: those that are authorized;  
Those that are not; and those that result from staying in the dormitory due to certified sickness.
- An authorized absence is one that results from an approved weakened leave.
  - Missing a required meeting while on campus is not allowed. All authorized absences must be taken outside the University camps.
  - An unauthorized absence is one that results from a student absenting himself/herself from class and/or other required meeting. Absences due to illness include, those certified by the Medical Staff and/or those that are verified by the Dean of Students.
- 17.5.3 Lateness. Three lateness make one un-excused absence.

### 15.5.4 Handling of Absences

An unauthorized absence will be handled in the following way:

- a) 1-3 absences – Warning letter from the Assistant Dean (Men/Women).
- b) 4-5 absences – Warning letter from the Dean of Students.
- c) 6-8 absences – Student is not allowed to sign for off campus leaves for four (4) weeks.
- d) 9-10 absences – Student is not allowed to sign for off campus leaves for eight (8) weeks.
- e) 11-12 absences – Student is referred to the Students Correctional Committee.

All cases from absence from classes should be reported to Deans of Schools by Heads of Departments. The Schools Deans are expected subsequently to report to Registrar (Academic Affairs and Research) for noting and executing correctional action whenever necessary.

## 18.0. CONDUCT IN THE HALLS OF RESIDENCE

### 18.1 Student Accommodation

Whereas the University is not obliged to provide accommodation to any student, the University may at its discretion accommodate a student on application, subject to availability of rooms in the Halls of Residence.

### 18.2 Halls of Residence

Students who are so permitted accommodation in the Halls of Residence shall generally conduct themselves responsibly and with maturity and, in particular shall:

- 18.2.1 Adhere to the laid-down guidelines for obtaining such accommodation and pay all charges as may be stipulated from time to time by the university.
- 18.2.2 Not remove furniture or equipment from or into the Hall of Residence, or any other University premises, except with the written permission of the Halls Authority.
- 18.2.3 Immediately report any loss, missing items, or breakages in the rooms to the Resident Hall Assistant or Custodian of the relevant Hall.
- 18.2.4 Surrender all rooms keys and any other University property to the Custodian/Resident Hall Assistant at the end of every Semester or Holiday Session, or whenever leaving the University for an extended period, or as may otherwise be required by the University.
- 18.2.5 Ensure that rooms are clean, tidy and devoid of any form of defacement at all times.
- 18.2.6 Use radios and other musical instruments in the Halls of Residence between the hours of 6.00 a.m. and 11.00 p.m. only, provided that all sound emanating there does not cause disturbance, inconvenience or Become a nuisance to others. KUSO Directors in charge of Hostels and Campus Security should monitor the sound emanating from the hostels and advice the students.
- 18.2.7 Under no circumstances interfere or tamper with electrical installations and fittings in University buildings.
- 18.2.8 Only use such electricity as is provided and authorized and not cause or expose any property or person to risk by connecting extraneous electrical gadgets.
- 18.2.9 Be prepared to share rooms and others amenities with other students.
- 18.2.10 If wishing to continue living in the Halls of residence re-apply for accommodation in writing in respect of the following year before proceeding for vacations.
- 18.2.11 Be assigned to a particular Hall of Residence and room
- 18.2.12 If absent from the Hall of Residence for fourteen (14) consecutive days without prior permission from the Executive House keeper or Resident Hall Assistant, this is deemed to have forfeited residence status.  
Resident Students who plan to stay away overnight must sign in the presence of a Resident Hall Assistant in a book/Register availed in each Hostel/Residential Hall. During signing, the student indicates his/her Name, Registration Number, Day of departure, Destination, day of Return. This ensures that the university is accountable for the whereabouts of its residential students.
- 18.2.13 A student will not be allowed to accommodate other students or strangers in their rooms.
- 18.2.14 Not be allowed to cook or prepare any beverage in the Halls of Residence under any circumstance.
- 18.2.15 Play stations and personal Televisions are prohibited from the hostels.

### 18.3 Day Scholars:

Students who choose to stay outside either with their relative or renting rooms outside the university are required to adhere to the university rules and regulations regarding conduct and behaviour. Such students should make their parents/sponsors/ guardians/Dean of students aware of the move to stay outside campus. Such a student should also avail his/her contacts to the Dean of students. This will enable the university to reach the student in times of need.

### 19.0. VACATIONAL RESIDENCE

- 19.1 students are not permitted to remain in residence during vacations without written permission from the Dean of Students. Such permission will only be granted on advice from the Dean of



Faculty, that residence is required for the purpose of carrying out an academic assignment or for other reason approved by the Dean of Students.

- 19.2 Students attending classes during the holiday Session shall be housed in specific Halls of Residence.
- 19.3. Vacational residence will be in a specified hall and paid for at least two weeks before start of vacation.
- 19.4 All University Rules and Regulations shall apply during the entire period of vocational residence.

#### 20.0. RIGHT OF ENTRY INTO A STUDENT'S ROOM

The university reserves the right for a Dean of students or his/her representative, the members of the Administration or their representative to enter and inspect a student's room wherever necessary. The student, by accepting a room in one of the residence halls, acknowledges and allows this privilege of the administration.

#### 21.0. ROOM CARE

All students are responsible for keeping their rooms neat, clean and attractively arranged. A regular room inspection will be conducted.

Nails are not to be driven into the walls. Picture hooks with adhesive backing may be used. No furniture should be moved in or out of the rooms without permission of the the Residence Hall Assistant/Executive Housekeeper. Students must refrain from displaying pornographic pictures or materials in the rooms.

#### 22.0. FIRE HAZARDS

In order to maintain safety in the dormitories, students are not to have fireworks of any kind, primus stoves or any other flammable materials in their rooms. Empty pressurized cans are hazardous and when disposing of them they must not be incinerated, since heat may cause the cans to explode.

Please follow the Residence Hall Assistant/Executive House Keeper instructions for disposal.

The university has put in place measures in the event of emergency. Such measures include:

- (i) Fire extinguishers. Breaking or deleting fire extinguishers shall be treated as an offence.
- (ii) Exit doors will always be used during emergencies. Any inappropriate use of the facility will be treated as an offence.
- (iii) In the event of emergency, students are expected to follow signs and directions.

#### 23.0. VISITATIONS

23.1 The Halls of Residence are the private homes of the resident and areas other than the lobby should not be entered by guests.

23.2 Visits to students' rooms of residence by members of the opposite sex is prohibited in the University. Student caught engaging in such visits will be taken through a correctional process.

23.3 In case of sickness or any other emergency of a student, guests visiting rooms shall be accompanied by a Senior Officer of the University.

23.4 If a Non-Resident student is found in the hostel, this action will attract some penalties. A correctional process may also be melted on the intruder. The penalties will include

- a) Pay a whole semester's hostel fees.
- b) A warning letter will be issued.

**24.0. CATERING**

To facilitate satisfactory and efficient services in the Dining Hall, students shall conduct themselves in orderly manner and shall be courteous to the catering staff and fellow students. In particular; students who utilize the Dining Hall shall:

- 24.1 Present and conduct themselves in an orderly and acceptable manner during meals.
- 24.2 Be forbidden to enter any kitchen or cookery store without prior permission from a Catering Officer.
- 24.3 Observe that meals are served In the University Dining Hall during the specified times.
- 24.4 For those paying for their meals using the swiping system one should produce a valid student's identification card.
- 24.5 Refrain from taking away crockery or utensil from the Dining Hall.
- 24.6 Whoever uses someone's swiping card without the owner's prior written consent shall be subjected to correctional process.

**25.0. RESPONSIBILITY FOR UNIVERSITY PROPERTY**

- 25.1 A student shall take reasonable care of all equipment and property of the University in the Halls of Residence, Classroom, Laboratory and at all other places in the University and shall keep them in good condition.
- 25.2 Any replacement or repair due to loss or damage resulting from careless use or negligence by the student or persons connected with him/her shall be made at the expense of the student.
- 25.3 There shall be cash deposit for all keys issued from entering University premises, of amounts not less than the cost of replacement of such keys.
- 25.4 A student who loses keys to University premises including Halls of Residence shall pay for replacement. Such payment shall include the cost of the keys plus labor charge, of not less than 30% of the cost of the replaced keys. All keys assigned to students, including room keys must be surrendered to the relevant authorities before proceeding on vacation.
- 25.5 Any student found interfering with vital installations like removal, or damage of fire-fighting equipment, fuses, switches, taps, and other installations shall face correctional action.

**26.0. PETS**

For reasons of health and sanitation, no pets are allowed in the Halls of Residence

**27.0. SECURITY OF STUDENTS' PROPERTY**

While efforts will be made to ensure maximum security, the University shall not be liable for losses or damage to student's property while on University premises. Students are responsible for the safety of their personal property at all times.

**28.0. ACADEMIC RESPONSIBILITY**

- 28.1 Attendance to lectures, tutorial, seminars, practicals, registration, assigned work, examinations, Sunday worship services, chapel devotions, and other such scheduled activities, is compulsory.
- 28.2 It is a serious offence to interfere or block normal scheduled classes.
- 28.3 Absence from academic activities due to illness or other good cause must be reported to the Dean of the relevant Faculty and supported by a report from the Chief Medical Officer.
- 28.4 Students who have missed scheduled lectures, tutorials, seminars, practicals and other instructions without acceptable reasons shall be disqualified from taking University Examinations.



**29.0. EXAMINATION MALPRACTICES.**

The following malpractices are considered serious and any student guilty of committing them shall be disciplined according to the procedures outlined in the university Statutes:

- 29.1 Copying or reading from unauthorized sources including material smuggled into the examination room;
- 29.2 Lobbying for underserved examination grades.
- 29.3 Abetting, aiding or covering examination, malpractice;
- 29.4 Forging medical reports in order to obtain deferment of an examination;
- 29.5 Disturbances around the examination room;
- 29.6 Impersonation.
- 29.7 Plagiarism

**30.0. MOTOR VEHICLES**

- 30.1 A student may keep and operate a motor vehicle on University premises only with written permission from the Registrar (Administration & Human Resource). Such permission will be given only on proof of the student's current Driver's license, a current Certificate of Insurance, and any other legal documentation for the vehicle. Such permission may be refused or withdrawn at the discretion of the Registrar (Administration & Human Resource).
- 30.2 Members of the University community who operate motor vehicles will be assign specific parking spaces.

**31.0. NOISES**

It shall be an offence against University Regulations to create unreasonable noises or behave in unruly or rowdy manner not befitting Christian character and causing disturbance to other occupants of University premises.

**32.0. CORRESPONDENCE**

- 32.1 Correspondence to the Press or other Mass Media by individual student, Clubs and Associations should bear their individual names and their private addresses.
- 32.2 No student shall make any public statement on behalf of the University or other societies on matters affecting the University without specific authority from the Vice Chancellor.
- 32.3 Correspondence by individual student or by officials of the Students' clubs and Associations to representatives of foreign governments or other sponsoring bodies shall be sent through the office of the Dean of Students, who will forward as may be appropriate.
- 32.4 Students' invitation to Government Ministers, representative of foreign governments or other important persons to visit the University in their official capacity shall be authorized by the Vice chancellor.
- 32.5 Kabarak University facilities shall not be used for political campaigns or activities.
- 32.6 Fund raising by students can be done only after approval of the Management Board through the Dean of Students.
- 32.7 Students' clubs and Associations shall only use University telephone and Other communication facilities with prior arrangement with University authority.
- 32.8 It is an offence to make false or misleading statements about a student's status in the University.

**33.0. ALCOHOL, DRUGTAKING & TRAFFICKING**

Use of alcohol and trafficking of other illicit drugs is prohibited in the University. Any student involved directly or indirectly in alcohol or use or trafficking of drugs will be handed over to the law enforcement agency for legal action and expelled from the University.

**33.0. PROCESSION, DEMONSTRATIONS AND CEREMONIES**

It is a serious offence for any student whilst registered at Kabarak University to organize or participate in any demonstrations, processions, ceremonies or meetings to which permission has not been given by University authorities

**34.0. OBSTRUCTION**

Students are expected not to engage in any action, which obstructs the learning, teaching or research activities in the University.

Obstruction includes failure to identify oneself when required to do so by a University Officer; any action that prevents or impedes freedom of speech or communication; any action which endangers the health or safety of another individual; any action that impedes disciplinary procedure of the University including failure to comply with penalties imposed by a disciplinary/correctional hearing.

**36.0. VIOLENCE**

- 36.1 Students are prohibited from use of or threat of physical violence against other students, employees or members of the University or any other persons lawfully within or outside the University premises
- 36.2 Students shall not keep any offensive weapons within the University as defined in the laws of Kenya.

**37.0. HARASSMENT**

Any form of harassment by a student on or outside the University is prohibited. Such harassment includes:

- 37.1. Sexual harassment, that is, unwelcome advances, requests for sexual favours or other verbal or physical conduct of a sexual nature such as lewd, obscene or sexually suggestive remarks or representations, gazing, sexual propositions: such as touching, petting, caressing, and kissing;
- 37.2 Racial harassment, that is any act of expressions against a person, relating to colour, race, nationality, or ethnic or national origin, that creates an intimidating, hostile or offensive environment for learning or living in the University. Examples include derogatory name calling, insults, graffiti, verbal abuse, threats of physical attack upon, or ridicule of an individual due to racial differences;
- 37.3 Disability Harassment that is acts against a person because of disability or learning difficulties that creates an intimidating, hostile or offensive environment for learning or living in the University. Examples include derogatory name calling, insults and jokes, verbal abuse, threats and actions that humiliate, demeanor ridicule an individual because of their disability.

**38.0. ENFORCEMENT OF REGULATIONS**

- 38.1 The responsibility of maintaining student discipline at the University is vested in the office of the Dean of Students, which investigates misconduct. Halls of Residence Officers, Security officers, Catering officers have authority to ensure that the Rules and Regulations of the University are adhered to by all students at all times.
- 38.2 In the event of a breach of regulations the Dean of Students shall either caution the student verbally or in writing, or refer the case to the Students Correctional Committee.



**39.0. DISCIPLINARY AUTHORITY**

- 39.1. For the purpose of these regulations the Vice Chancellor, acting on behalf of the Governing Council, is the disciplinary authority of the University and may in that capacity:
- 39.1.1 Vary or add to the list of disciplinary offences specified herein.
  - 39.1.2 Suspend from the University pending further disciplinary action any student suspected of committing an offence under these rules and regulations.
  - 39.1.3 A parent or a guardian whose names appear in the student's admission records should always accompany the student for disciplinary/correctional processes.
  - 39.1.4 On behalf of the senate take any other measures necessary for the proper operation of and maintenance of order in the University.
  - 39.1.5 May from time to time delegate such authority and powers to other officers of the University for purpose of investigating and enforcement of student's discipline.
- 39.2 The administrative and academic staff of the University otherwise have authority in areas of their jurisdiction or competence to ensure that rules and regulations are adhered to by the students.
- 39.3 Students on field attachment or teaching practice shall be subjected to the supervision and disciplinary authority of the mandated University staff and Officers of the host organizations under whom they have been placed by the University.
- 39.4 In the event of a breach of these rules and regulations by students on Field Attachment or Teaching Practice, and depending on the nature and severity of the offence, the staff and officer responsible shall take the following action(s):
- a) Warn or caution the student either verbally or in writing
  - b) report the student in writing to the Dean of Faculty or Dean of Students enclosing all documentary evidence.
  - c) Take any other action that may be deemed appropriate.

In all cases the student should be invited to make a statement on his/her behalf in response to the charges or complaint raised.

**40.0. CORRECTIONAL COMMITTEE****40.1 Composition and Procedures**

- 40.1.1 There shall be a Students' Correctional Committee established under the University Statutes the Kabarak University Charter.
- 40.1.2 The Committee shall be composed of the following:

• Provost (Students Affairs)	Chairman
• Registrar (Academic & Research)	Secretary
• Dean of Students'	Member
• Relevant School Dean	Member
• Relevant HOD	Member
• Senate Representative	Member
• KUSO Representative	Member

**40.2 Meeting of Students Correctional Committee**

Except in cases dealt with under relevant section of University Statutes, the Chairman shall normally call a meeting of the Correctional Committee within one month of receipt of a complaint report.

**40.3 Notice of Meeting**

The secretary shall notify the student and the complainant the date and time of the meeting and inform the student and the complainant of the right to be present and to call a witness or witnesses.

**40.4 Procedure of the Committee**

40.4.1 The Committee shall hold due inquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of Law. In particular, the Committee shall ensure that both sides are heard and justice is seen to be done.

40.4.2 If upon notification the accused fails to appear before the committee without a reasonable explanation, the Committee shall proceed with the case nonetheless.

40.4.3 The Committee's decision shall be by simple majority arrived at, either by consensus or by simple majority of votes through secret ballot.

**40.5 Powers of the Committee**

40.5.1 The committee, after its deliberations, shall decide on the appropriate correctional measure, which shall include:

- The case against the student be dismissed.
- Warning, suspension or cautioning of the student
- Student to make good any loss or damage to University property in respect to any loss or damage for which he/she is responsible.

40.5.2 The Committee may recommend to Senate if deemed necessary the following:

- Exclude a student from the Halls of Residence for such a period as the Committee may deem fit;
- Exclude a student from attendance of Lectures and/or other courses of instruction for such a period as the Committee may deem fit; provided the offence is a breach of an academic regulations.
- The expulsion of a student from the University.

**40.5.3 Level of Disciplinary:**

As part of Correctional process, Dean of Students may handle some cases, like counseling or correctional inquiry.

**40.6 Communication of Disciplinary Decisions**

Subject to University status, the Senate decision on disciplinary cases shall be communicated in writing to the student within fourteen (14) days from the date of the conclusion of proceedings, by the University Registrar (Academic Affairs and Research).

**40.7 Notice of Appeal**

The student shall have the right to appeal against the decision of the Correctional Committee in writing to the Vice Chancellor within 14 days after receiving the communication of the Committee's decision.



- 40.7.1 On receipt of a copy of Notice of Appeal, the Secretary of Students Correctional Committee shall send to the Vice Chancellor a copy of all the relevant minutes and documents pertaining to the hearing of the case.
- 40.7.2 The decision of the Vice Chancellor shall be final.

#### **41.0. SAVING CLAUSE**

The provisions of these rules and regulations and any decisions made by the Students Correctional Committee thereof shall not derogate from or prejudice the right of the police or any member of the public so entitled to bring any action or institute legal proceedings in respect of the same state of facts against any student in a court of Law, nor shall anything herein preclude the state from taking any action as it may deem necessary against any student.

#### **42.0. PROTECTION OF NAME**

- 42.2.1 The name of “Kabarak University” may not be used by any student Organization without the written approval of the Vice Chancellor. Correctional action shall be taken against any student using the name without approval.
- 42.2.2 Students are expected not to be engaged in any acts liable to bring the name of the University into disrepute and infringing on the personal rights of others. These include unauthorized disclosure of restricted information about the University, unauthorized keeping of pets, pollution, smoking, theft, use of illicit drugs, illegal trade or hawking, arson, impersonation, forgery, fraud, rape or attempted rape, vehicle hijacking, immoral sexual behaviour, boycotts, strikes, riots, and all forms of protests, rudeness, indecent dress, cultic practices, drunkenness, heterodoxy, unauthorized use and parking of vehicles, dangerous driving, falsification of documents, and authorship, distribution of anonymous letters or any other literature of malicious, seditious, clandestine or libelous nature.

#### **43.0. INCONCLUSIVENESS OF THE CODES OF CONDUCT.**

The codes of conduct stated in this Student Handbook are not exhaustive. In situations not stipulated within this Handbook, the student is expected to use his/her discretion. It is encouraged that these codes of conduct be observed not only in letter but also in spirit.

#### **44.0. UNIVERSITY PREROGATIVE**

The University reserves the right to change, modify, and interpret the provisions of this Students Handbook as deemed appropriate.

#### **45.0. BEYOND REGULATIONS**

Beyond regulations, however, as a University with a Christian foundation, it is expected that students will strive for Biblical standards of personal character, conduct and discipline in dealing with all people within and outside the University. They should aim at all times and in all places as the University Moral Code demands, “To set apart in one’s heart Jesus as lord” (1 Peter 3:15).

#### **APPENDIX**

**DECLARATION BY THE STUDENT**

(Two copies of this declaration must be signed and one copy handed in at the end of Registration)

I have read and understood the rules and regulations governing Students' association conduct and discipline at Kabarak University and I accept to abide by them in full.

Name.....

Reg.No.....ID/.....

Resident/Nonresident.....

School.....Campus.....

Faculty.....

Department.....

Year of Study (First Year, etc) .....

Date.....Signature....

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FOR OFFICIAL USE ONLY

DEAN OF STUDENTS: NAME.....

Date.....Signature.....

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*University Student Handbook*

*Committed to the Service of God and Humanity*



