



MAASAI MARA UNIVERSITY

Rules and Regulations Governing the Conduct and Discipline of Students



REVISED 2019

FOREWORD

Dear Student,

Find herein the rules and regulations that will govern your conduct and discipline while you are at Maasai Mara University. The rules and regulations are made to make life more enjoyable. Remember that good rules always play an essential role in the success of any achievement. Indeed, for a good game to be fully enjoyable, players must know the rules of the game.

We are confident that if you utilize your time well you will succeed in your academic and social life at the University. It is our aim to assist you become a responsible, skilled and informed citizen who will make a difference in various aspects of national and global development.

Read, understand and abide by the set rules and regulations to avoid any unpleasant experience that might interfere with your learning.



M. A. ADAN
DEAN OF STUDENTS

1. PRELIMINARY

a) Definition of Student

In these regulations the term student means a person who is registered as a student of the University during a current academic year for a first or higher degrees, diploma, certificate or such other qualifications or courses of the University as may be approved by the Senate as qualifying a person for status of a student, and includes a student of an affiliated institution who is registered for an examinations leading to degrees, diplomas, certificates and other academic awards of the University.

b) These rules and regulations are constituted by the powers conferred by the Maasai Mara University Charter.

c) The Vice-Chancellor shall be responsible to the Council for the general conduct and discipline of the students.

d) The regulations shall apply to all students of Maasai Mara University subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with the Statutes in general.

e) The 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 in the University.

f) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

2. DISCIPLINARY AUTHORITY

For purposes of these regulations the Vice-Chancellor on behalf of the Council, is the disciplinary authority of the University and may in that capacity: -

a) Vary or add to the list of disciplinary offences specified herein;

b) Suspend any students, suspected of committing an offence under these regulations from the University pending further disciplinary measures;

c) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

3. THE CONDUCT OF STUDENTS

The following provision shall apply with respect to the students within and outside the University precincts.

a) General Conduct

- i. Respect and adhere to the administrative and academic rules, procedures and structures established by the Maasai Mara University Charter and Statutes for the control, governance and operations.
- 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 program thereof into disrepute or public odium.
- iv. Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
- v. Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions or at any other University function.

b) Channel of Communication

In the event of grievances, students shall be expected to go through the laid down channels and procedures as follows: -

- i. Academic matters: Class representatives, Academic Advisors, Heads of Departments, Dean of Faculties/Schools, and Dean of Students in that order.
- ii. Residential matters: House-Keepers/Janitors, Hostel Officers, Student Mentors, Catering and Accommodation Officer and Dean of Students in that order.
- iii. Students and their organizations shall be expected to adhere to their procedures in (a) and (b) above to ensure prompt processing of their grievances.
- iv. Failure to adhere to the above procedures shall be a violation of the University regulations.

c) Rules – Community Living

i. *Residential Conduct*

All students shall conduct themselves with responsibility and maturity while in residence at the University and in particular shall strictly observe the following;

- share rooms in addition to other facilities of common use. However, it shall be an offence to ‘pirate’ in the University hostels;
- admit visitors/students to their rooms only between the hours of 10.00am and 10.00pm and in so doing shall pay due consideration and regard to the convenience of their roommates.
- not remove or damage any facilities or equipment in their rooms or any other parts of the halls;
- not to reside with a member of the family in the University hostels e.g. child, mother, father or any other relatives unless in a specified areas which the University may identify;
- not cohabit while in the University halls of residence;
- not to engage in any immoral behaviour;
- not to enter or remain in the opposite sex halls of residence/rooms between 10:00 p.m. and 10:a.m.; and
- non-resident students should fill non-resident forms.
- no cooking in the student hostel
- no student should be in possession of cooking gadgets within the halls of residence. Cooking gadgets will include; *coils, jikos, stoves, gas cylinders, cookers* among others.

ii. *Keys*

Each student shall surrender room keys promptly if and when required.

iii. Vocational residence

- All students shall leave the University premises at the end of every academic session. Permission for vocational residence shall only be granted by the Dean of Students on the advice from the Dean of the Faculty/School that residence shall be required for the purpose of carrying out an academic assignment or for the other reason approved by the Dean of Students.
- Vocational residence shall be in a specified hall and paid for in advance at least two (2) weeks before the start of the vocation.
- Students shall vacate University premises immediately they are asked to on disciplinary grounds.

iv. University property

A student shall take reasonable care of properties of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.

v. Music and Musical Instruments

- Radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between 5:00 a.m. and 11:00 p.m. and at no time should the sound be so loud as to cause disturbance to others. Video entertainment shows are restricted to Friday and Saturday evenings only and at no time should the shows run past 2:00 a.m. On Sundays, the shows shall run until midnight.
- Discos and other dances shall be held on Friday and Saturday evening only.

vi. Noise and Nuisance

- Students are not allowed to create unreasonable noise, or engage in unruly and rowdy behavior to the disturbance or annoyance of other occupants of the University premises.

vii. General

- **Fire-fighting Appliances**

It shall be an offence against the University Regulations to interfere with, damage or remove, other than for the firefighting purposes any of the fire-fighting appliances.

- **Security of Students Property**

Students are advised to take reasonable care to ensure safety of their personal effects. While reasonable security shall be provided, the University is not liable for losses of or damage to students' personal property while on the University premises.

- **Motor Vehicles**

A student shall not keep a motor vehicle on the University premises without prior written permission from the Deputy Vice-Chancellor responsible for Administration, Finance and Planning. Permission will not be given without proof of a valid insurance cover and a current driving license. Permission may be refused or withdrawn at the discretion of the Deputy Vice-Chancellor responsible for Administration, Finance and Planning.

viii. Criminal Offences

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, the Penal Code (Cap 63 of the Laws of Kenya) shall be reported to the police. These shall include the following: -

- 1) Being drunk and disorderly
- 2) Drug abuse/possession of illegal brew
- 3) Fighting (Affray) possession of dangerous weapons e.g. dagger, arrows, guns, etc
- 4) Assault
- 5) Arson, attempt to commit arson or attempt to destroy property
- 6) Theft and other related offences
- 7) Rioting, obstruction to perform duty
- 8) Organizing unlawful demonstrations/processions/incitements
- 9) Rape or attempted rape
- 10) Kidnapping/abduction/, detentions, sexual harassment, indecent assault, defilement
- 11) Impersonation and false pretense
- 12) Forgery, fraud, counterfeiting

- 13) Illegal/unlicensed trade, e.g. hawking
- 14) Trespass
- 15) Aiding suicide and attempted suicide
- 16) Concealing birth, killing of unborn child and abortion
- 17) Subversion/treason
- 18) Murder/manslaughter
- 19) Terrorism/Violent Extremism
- 20) Any other offence known in law

Notwithstanding any action that may be taken by the police under the foregoing paragraph, the University may take independent disciplinary measures.

4. LEAVE OF ABSENCE

- a) The University shall grant leave of absence on the following grounds only:
 - i) Sick leave
 - ii) Compassionate leave
 - iii) Special leave
 - iv) Any other leave as the Senate may consider appropriate

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

- b) In all cases of absence from classes on account of illness, a medical certificate to that effect shall be submitted by the University Medical Officer or any certified Medical Practitioner to the Dean of the relevant Faculty/School and the Office of the Dean of Students. Where a private practitioner has treated a student the Medical Certificate shall be submitted to the University Medical Officer for record.
- c) Leave application forms shall be available online on the university website and must be downloaded and filled by the applicant at least one day before leave begins. The University shall not entertain any claims where a student shall leave without prior official permission.

5. PROCESSION, DEMONSTRATION AND CEREMONIES

- a) It shall be an offence for any student while on Campus to organize or participate in demonstration, processions, ceremonies, picketing or otherwise other than allowed by the Law and the University Rules and Regulations.
- b) In addition to any other permits which may be required by the law permission to hold meetings in the University shall be given by the Dean of Students and a report made to Head of the University Security Services.

- c) Where such processions, demonstrations and ceremonies have been organized unlawfully the organizers shall be subject to appropriate disciplinary action.

6. CORRESPONDENCE

- a) Correspondence to any place or mass media by an individual or official of the Students' Organization shall bear the individuals names and signatures.
- b) It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students' Organization.
- c) Publishing writing and/or distributing anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- d) Advertising notices must be in approved designated notice boards and shall be subject to approval by the Dean of Students Office. However, those who are responsible shall remove such notices within one week after the advertised event takes place.
- e) Correspondence through letters by individual students or by officials of the students organization including *students societies* to the following in matters pertaining to the University shall be sent through the office of the Dean of Students who will forward as may be appropriate.
 - i. Government Officers
 - ii. Foreign Governments
 - iii. Cabinet Secretaries
 - iv. Members of Parliament or other Dignitaries
 - v. Sponsoring Bodies
 - vi. Other such Bodies
- f) Invitation to Government Officials and Politicians, Representatives of Foreign Governments or any other important persons to visit the University in their local capacities shall be notified within adequate time to the Vice-Chancellor through the Dean of Students.

7. ACADEMIC RESPONSIBILITY AND LEADERSHIP

- a) Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction is compulsory. Senate considers attendance of lectures and practical is compulsory. It is therefore an offence for a group or class to boycott lectures/practical/field work for more than two days consecutively. Such an

- offence may lead the whole group to be suspended from the University for a specified period;
- b) It is an offence to interfere with or block scheduled activities.
 - c) Students who have missed more than 20% of the scheduled lectures, tutorials, seminars, practical sessions and other instruction shall NOT be allowed to sit end of semester examinations and subsequently shall repeat the year or semester as shall be recommended by the University Senate.
 - d) Students shall be expected to comply with all other regulations made by Departments, Faculties/Schools or any other such units of the University.
 - i. No student shall be allowed: -
 - ✓ To contest for any elective post in the Students' Governing Council (SGC) of Maasai Mara University Students' Organization, if by so doing it will compromise academic performance;
 - ✓ To contest, a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous University examinations; and
 - ✓ A first year student intending to contest should have obtained credit pass (60%) average of Continuous Assessment Test (CAT) marks. The fulfillment of the above requirements shall be confirmed by the Dean of the respective Faculty/School.
 - ii. No student shall be allowed to contest: -
 - ✓ If one has been suspended from the University at any one time, and
 - ✓ Has suffered mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.
 - e. Eligible candidates for elective posts Students' Governing Council (SGC) shall be limited to bona fide students who have cleared payments of ALL University fees that is due at the time it shall be confirmed by the Finance Officer.
 - f. The tenure of service in the Students' Governing Council (SGC) shall be one term of one academic year renewable once.
 - g. Students shall be expected to comply with all other regulations made by the Departments and Faculties/Schools.

8. MISCELLANEOUS PROVISIONS

- a. A student shall not use or have in his possession knives, sticks, metal bars or any other objects which might endanger other members of the University community.
- b. A student shall not use any other profane or abusive language while in the University.
- c. A student shall not threaten or hold hostage or extort or strike or physically harm any other student, or member of staff or other employee of the University or a member of the public.
- d. It shall be an offence for a student to interfere with movement of the University vehicles or cause traffic obstruction in or outside the campus.
- e. Students shall be expected to maintain a high degree of hygiene in their halls of residence dining halls and University Campus in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.
- f. University facilities like halls, lecture theaters and common rooms may not be used by students for business, meetings and parties without written approval from the Dean of Students.
- g. Students shall not be permitted to enter places on campus designated as '*Out of Bounds*' or '*No Way Through*' such as telephone, switch boards, kitchens, examination offices, water treatment works and other such areas as notified from time to time.
- h. Not to do any act that can harm the environment

9. DISCIPLINARY ACTIONS

a) Jurisdiction

The following provisions shall apply to all disciplinary action taken against students in respect of the disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

b) Officer in Charge

- i. The responsibility of maintaining discipline at the University is vested with the office of the Vice-Chancellor who may from time to time delegate such powers to other officers of the University for Purposes of investigation enforcement.

- ii. Administrative and Academic staff of the University has authority to ensure the rules and regulations are adhered to by all students.
- iii. Students on the field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the University places them.

c) Enforcement of Regulations

In the event of breach of regulations, and depending on the nature of the offences of the officers referred to above shall adopt the following procedures: -

- i. Shall require that the student make a written statement in response to the charges within two (2) days;
- ii. Shall warn or caution the student either verbally or in writing within two (2) days; and
- iii. Shall report the students to the office of the Dean of Students in writing enclosing all documentary evidence for further processing within ten (10) days of reporting the offence.

The Dean of Students shall: -

- Investigate and establish whether there is a case to answer. In this respect, the Dean of Students may warn or caution the accused within seven (7) days;
- Process the disciplinary offence and forward to the DVC (Academic & Student Affairs) within fourteen (14) days;
- Or take any other action that may be deemed appropriate at that time; and
- The Students Disciplinary Committee be convened to deal with disciplinary cases.

10. DISCIPLINARY PROCEDURES

There shall be a Students Disciplinary Committee of the Senate of Maasai Mara University.

a) Meeting of the Disciplinary Committee

The Chairperson shall convene a meeting of the Disciplinary Committee within a reasonable time after the report being received.

b) Notice of the Meeting

- i) The Secretary shall notify both the student and the complainant of the date and time of the meeting and inform them of their right to be present and to call witnesses.
- ii) The student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other Students' Committees.

c) Procedure of the Meeting

1. All disciplinary cases against the students shall be handled fairly and completely in accordance with the procedure prescribed herein after and in particular there shall be observance of the '*principles of natural justice*' That: -
 - i. No one shall be a judge of his own case;
 - ii. Each party shall have the right to be heard and call witnesses; and
 - iii. The accused has a right of appeal.
2. The Committee shall hold due enquiry 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 that a person required to be a witness in the case shall not sit as a member of the Committee.
3. The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

11. POWER OF THE SENATE STUDENTS DISCIPLINARY COMMITTEE

The Committee shall have powers to impose any one of the following measures, subject to ratification by the Senate: -

- i. Dismiss the case against the student;
- ii. Warn or caution the student either verbally or in writing;
- iii. Require the student to make good any loss or damages commensurate with the nature and gravity of the offence committed or impose a cash fine;
- iv. Forfeit bursary or goods to the University;
- v. Exclude the student from the halls of residence for such a period as the Committee may deem fit;
- vi. Suspend the student from the University for a specified period; and
- vii. Expel the student

a) Communication of Disciplinary Decisions

Subject to Maasai Mara University Charter, the Registrar (Academic Affairs) shall communicate the Committees decision to the student and such decisions shall take effect immediately.

b) Appeal

The student shall have the right to appeal to the Vice-Chancellor against the decisions of the Students Disciplinary Committee and to the Council against the decision of the Vice-Chancellor.

c) Notice of Appeal

- i. An appeal against the Disciplinary Committee decision must be given in writing and addressed to the Vice-Chancellor within fourteen (14) days of the communication of the Committees decision.
- ii. An appeal against the Vice-Chancellors decision must be given in writing to the Chairperson of the Council through the Vice-Chancellor within fourteen (14) days of the date of communication of the Board's decision.
- iii. On receipt of the appeal, the Secretary of the Council shall send to the Vice-Chancellor copy of all relevant minutes and documents pertaining to the case.

d) Saving Clause

The provision of these regulations and any decisions made by the Disciplinary Committee shall not derogate from the right of police or any member of public so entitled to bring any action or to institute criminal proceedings in respect of the same state of facts against any students in a Court of Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student.

12. RULES FOR CLUBS AND SOCIETIES

a) Formation of Clubs

- i. Clubs and societies may be formed for the advancement of the functions and objectives of the University in accordance with the Charter.
- ii. Clubs and Societies shall be self-supporting in all financial matters.

b) Procedures for Forming Clubs and Societies

- i. The students proposing to form a club or a society shall prepare draft proposal which must include the following: -
 - Jurisdiction;
 - Objectives;
 - Interim office bearers;
 - An indication of likely membership; and

- Possible sources of funding

The students shall then: -

- Discuss the proposal with the Dean of Students; and
- Draw up the proposed club or Society's Constitution

c) Management of Clubs and Societies

- i) All clubs and societies shall be managed in accordance with their approved Constitutions.
- ii) All scheduled activities must have prior approval of the Dean of Students. For these purposes a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.
- iii) Seek approval for the club and society from the Dean of Students.

d) General Conduct of Clubs and Societies

- i) Topics of discussion by outside guests shall be approved by the Vice-Chancellor through the Dean of Students.
- ii) University facilities may not be used for County or National political campaigns.
- iii) Fund raising by students on Campus shall not be allowed unless authorized by the appropriate government authorities and approved by the Vice-Chancellor through the Dean of Students.

e) Protection of Name

Any individual, Students Organization, Club or Society may not use the name Maasai Mara University without the written approval of the Vice-Chancellor through the Dean of Students.

APPENDIX

DECLARATION

I,

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ID NO:.....

Declare that I have read the regulations governing the organization, conduct and discipline of students at Maasai Mara University, and understood their content and meaning, and undertaken to abide by them.

Signed:

Date:

School admitted to:

Registration No:



**The Dean of Students
Maasai Mara University,
P. O. Box 861 – 20500, Narok,
Tell; 020 – 2066042 Email address;
dos@mmarau.ac.ke, info@mmarau.ac.ke**