



KABARNET UNIVERSITY COLLEGE
(A Constituent College of Moi University)

OFFICE OF THE DEPUTY PRINCIPAL (ACADEMICS & STUDENT AFFAIRS)

STUDENTS HANDBOOK

2026/2027 ACADEMIC YEAR

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1.0 CHAPTER ONE

1.1 TRAVELING TO KABARNET UNIVERSITY COLLEGE

Kabarnet University College (formerly Moi Teachers College – Baringo) is situated in Kabarnet town, 92 kilometres from Eldoret City through Iten road, and 139 kilometres from Nakuru City through Marigat road. It is situated approximately 13 km from Kabarnet town branching off to the right at the Seretunin junction on the Kabarnet - Kabartonjo road for another 4.6 km from the junction. It is also approximately 9 km branching to the right (Kiptilit junction) on Kabarnet-Marigat road if coming from Nakuru or branching to the left if coming from Kabarnet town. The College is well served by tarmac roads.

Its exact location is on GPRS Coordinates: **0.5510°N, 35.7874°E**

1.2 ARRIVAL AND REGISTRATION

Students are expected to arrive between 8.00 a.m to 5.00 p.m on the opening day for registration at the University college. Any student arriving after 5.00p.m will not be registered nor be given accommodation until the following day.

1.3 IMMIGRATION

All students who are not citizens of East Africa must be in possession of VALID PASSPORT BEFORE arriving in Kenya. Temporary travel documents are not acceptable to the Immigration Authority in Kenya. In addition, all non-citizens must obtain re-entry permits from their own territorial Immigration Department to cover the duration of the courses and must bring their passport and Medical Insurance cover with them when they come to register at the University.

1.4 GOVERNMENT FUNDING-LOAN, SCHOLARSHIP AND BURSARY

As a government placed student you are eligible to apply for a Government Scholarship, loan and bursary to support your University Education depending on your level of need. To benefit from Government funding, you **MUST** make an application through the official scholarship and loan application portal (www.hef.co.ke) immediately. After assessment of your Government Funding application, the University will inform you of your household fee component that you will be required to pay per semester.

1.5 PERSONAL DETAIL FORM

You are required to print the personal detail forms from *admissions.unika.ac.ke/login* and attach passport size photograph. The photographs should bear names of candidates and admission number in FULL (NO INITIALS PLEASE) on the reverse side. (This information is important in the event of the photographs being misplaced). You should also upload your completed forms, photographs and documents.

Bring the printed personal details form (download from *admissions.unika.ac.ke/login*) together with

the acceptance form, data consent form, photocopy of your result slip and national identity card/birth certificate and filled medical form during registration.

1.6 FEES AND BURSARIES

a) Non – Kenyan Students

All non-Kenyan students must produce evidence of adequate financial support before coming to the University. The evidence **must be** in the form of a letter from a sponsoring body guaranteeing adequate financial support for the entire duration of the course. Fees will be collected at the time of registration in the form of a bankers' cheque or a bank deposit slip. Cash or personal cheques are not acceptable.

b) Clothing, Pocket money, Laundry

Non-Kenyan students are advised to bring with them between 9,000/=(Nine thousand Shillings only) and Kshs. 15,000/= (Fifteen Thousand Shillings Only) per Semester for the above expenses. In addition, they may bring at least Kshs. 5,000/= (Five Thousand Shilling Only) for incidental expenses.

1.7 MEDICAL EXAMINATION

Admission into the University is subject to receipt of satisfactory Medical Report. Students are, therefore required to undergo medical examination by a recognized medical practitioner before coming to the University. Medical Form is enclosed for this purpose and should be returned to us with your Acceptance of Admission. If this is not possible it should be submitted at the time of registration.

1.8 MEDICAL ATTENTION AT THE UNIVERSITY

A health clinic is open to all students at the University College. Please note that the University College does not provide health services as detailed in 9 and 10 below. The University College is not responsible for expenses incurred with hospitals, physicians or pharmacists without prior referral. All students are required to have a medical cover, preferably Social Hospital Insurance Fund (SHIF), those without cover are requested to acquire one before admission.

1.9 NON-RESIDENT STUDENTS

Students not residing in University Halls of Residence are expected to make their own arrangements for medical attention. However, when on campus, services of the University Clinic will be Open to them. Non-resident students are required to fill a non-residential form online.

1.10 DENTAL AND OPTICAL TREATMENT

The University College does not provide dental or optical treatment. Any student having or suspecting eye trouble should consult opticians and where necessary get spectacles before coming

to the University. Students with dental and eye problems will be directed to the relevant Hospital for treatment.

1.11 GAMES AND SPORTS

Co-curricular and extra-curricular activities are essential for total human mental and physical development. These activities provide relaxation to the stressed and exhausted mind thus affording one an appropriate outlet for releasing different forms of pressure or anxiety in the world of academics. It is the policy of the University that all students should be encouraged to participate in at least one game and one sport.

The University College offers a wide programme of sporting activities for both men and women. These include soccer, hockey, basketball, volleyball, handball, tennis, table tennis, badminton, Tae kwon-do, karate, athletics, netball, chess, scrabble, darts and rugby among others. Students participate in these activities both at recreational and competitive levels. At competitive level, we accord students an opportunity to travel widely to compete at inter-university sports bi-annual championships, tournaments organized at local and national levels, East Africa University Games and World University Games.

The students are therefore, strongly advised to appreciate the policy of the University College that encourages all students to come with their own training and practice kits and appropriate playing equipment for games and sports of their choice. For example, students who intend to participate in any of the following category of games and sports should bring their own playing kits as follows:-

1.	Soccer/football/rugby	Uniforms and boots
2.	Basketball/Volley/handball/netball	Uniforms and footwear
3.	Hockey	Uniforms, footwear and hockey stick
4.	Tennis/badminton/table tennis footwear	Uniforms, rackets, or bats, and footwear
5.	Athletics	Track suits
6.	Karate/Tae-kwon-do	Ghee suits

Note: The University College has an “Official competition kit” which will be provided **ONLY during competitions.**

Other basic items for training such as balls will be provided for training and practice of the respective teams.

The University College provides an opportunity for students to nurture their musical and performing arts. The interested students are encouraged to join the University Choir, band and Drama. These groups provide a platform where students take part in the national music and drama festivals to join one is encouraged to visit university college website.

1.12 CONDITIONS FOR REGISTRATION

No student will be registered without producing the following:

- a. The admission letter
- b. Original result slip/certificate (which will be returned to the student after verification of its authenticity)
- c. Copy of the Result slip/certificates
- d. One copy of the printed personal details form
- e. Copy of the National Identity Card or Birth Certificate for those who are below 18 years old.
- f. A copy of S.H.I.F registration certificate for Self or parent/guardian
- g. Laptop

2.0 CHAPTER TWO

2.1 REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS.

2.2 GENERAL INFORMATION ON RULES AND REGULATIONS

- a. Students are required to sign a form known as KUCJI/04 to confirm that they have read and understood, and will abide by the rules and regulations as stipulated. In some instances, students may in addition be required to sign “Bond of Good Conduct.”
- b. These regulations are made by the College University Council and University College Academic Board in accordance with the provisions of Universities Act 2012 and Statutes whose objective and purpose are, among others, to provide for the control, governance and administration of the University.
- c. The principal, as per the Universities Act 2012 and KUC Statute on Student Matters, shall be responsible to the College University Council for the general conduct and discipline of the students.
- d. These regulations shall apply to **ALL** students of Kabarnet University College, its constituent colleges and campuses subject to any necessary changes therein. All students shall be required to read and abide by these regulations.
- e. These regulations shall not preclude the University College from requiring any student to execute any bond,
- f. Assurance or undertaking to be of good conduct throughout his/her stay at the University.
- g. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

For purposes of these regulations the Principal, acting on behalf of Kabarnet University College Council is the disciplinary authority of the University College and may in that capacity;

- a) Vary or add to the list of disciplinary offenses specified herein.
- b) Suspend any student(s), suspected of committing an offence under these regulations, from the University College pending further disciplinary measures for a period not exceeding 4 months.
- c) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

2.3 THE CONDUCT OF STUDENTS

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

2.4 BILL OF RIGHTS

Bill of Rights as enshrined in Chapter IV (4), of the Constitution of Kenya, 2010 the University College will guarantee your Bill of Rights subject to the limitations of the Bill of Rights of the other parties.

2.4.1 General Conduct

- (a) Respect and adhere to the administrative and academic rules, procedures and structures established by the University College Statutes for the control, governance and operations of the University College.
- (b) Respect the rights and privileges of the members of the University College community at all times.
- (c) Refrain from any conduct that might bring the University College or any section or programme thereof into disrepute or public odium.
- (d) Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
- (e) Wear acceptable and appropriate attire at all times and in particular while in university premises, attending lectures, practical sessions or at any other University functions.

2.5 CHANNELS OF COMMUNICATION

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

- a. **Academic matters:** Class representatives, Academic Advisers, Chairs of Department, Deans of Schools and Dean of Students in that order.
- b. **Residential matters:** Student Hostel representatives, Housekeepers/Janitors, Hostel Officers,

Wardens, Catering and Hostels Manager, Dean of Students, Registrar (Students Affairs) and Deputy Principal (ASA), Principal in that order

- c. **Community Matters:** Student representatives, Chief Security Officer, Dean of Students, - (Public Transport, Arrests, Tenancy, Trespass, Theft, Incitement, Power black-outs, etc),
- d. Students and their organizations shall be expected to adhere to the procedures in (a) (b) and (c) above to ensure smooth and prompt processing of their grievances.
- e. Failure to adhere to the above procedures shall be a violation of the university regulations.

2.6 RULES – COMMUNITY LIVING

2.6.1 Residential Conduct

All students shall conduct themselves with responsibility and maturity while in residence at the University College and in particular shall **Book rooms on reporting for University College residence OR Fill in Non- Residence Forms on opening date.** In addition, shall strictly observe the following:

- a. Share rooms in addition to other facilities of common use. However, it shall be an offence to **“pirate”** in the University College hostels.
- b. Only allow visitors/students to their rooms from **10.00 a.m.** up to **10.00 p.m.** and in so doing shall pay due consideration and respect to their roommates.
- c. Do not remove or damage any facilities or equipment in their rooms or any other part of the hostels.
- d. No cooking or selling of food in the hostels.
- e. Not conduct any business in the hostels.
- f. Other than an iron box, radio, mobile phones, TV and computers, the use of all other electrical and electronic appliances is prohibited in the University College hostels.
- g. Do not reside with a member of the family in the University College Hostels, e.g. Child, mother, father or any other unauthorized persons unless in specified areas as may be identified by the University College.
- h. Not **cohabit** in the university college hostels or any other official residence.
- i. Not enter or remain in the opposite sex hostels between **10.00 p.m.** and **10 a.m.**
- j. Not sublet University College hostel rooms.

2.6.2 Hostel Keys

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

2.6.3 Vocational Residence

- a. All students shall leave the University College 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 School that residence shall be required for the purpose of carrying out an academic assignment or for other reasons approved by the Dean of Students.

- b. Vocational residence shall be in a specified hostel and paid for in advance at least two weeks before the start of the vacation.
- c. Students shall vacate University College premises immediately they are asked to on disciplinary grounds.

2.6.4 University Property

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

2.6.5 Music and Musical Instruments

- a. 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.
- b. 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. Video entertainments shall not be done in the halls of residence.
- c. Discos and other dances shall be held on Friday and Saturday evenings only.

2.6.6 Noise and Nuisance

Students are not allowed to create unreasonable noise, or engage in unruly and rowdy behaviour to the disturbance or annoyance of other occupants of university college premises.

3.0 CHAPTER THREE

3.1 GENERAL RULES

3.2 FIRE-FIGHTING APPLIANCES

It is an offence against University College regulations to interfere with, damage or remove any of the firefighting appliances other than for firefighting purposes.

3.3 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 College is not liable for losses of or damage to students' personal property while on University College premises.

3.4 MOTOR VEHICLES/ MOTOR CYCLES

- a. A student shall not keep a motor vehicle and Motor cycles on university college premises without prior written permission from the Deputy Principal (Administration, Planning and Finance) through

the Dean of Students). The Chief Security Officer will authenticate the validity of insurance cover, current driving license and road-worthiness of the vehicle before permission is granted. Permission may be refused or withdrawn at the discretion of the Deputy Principal (Administration, Planning and Finance). The offence shall be treated as trespass to property.

- b. Students with permission to use motor vehicles shall be issued with stickers that indicate clearly where they have permission to park. Parking of vehicles shall be at the owner's risk and the University College shall not be held responsible for loss or damage for such vehicles. However, students shall not be permitted to operate commercial vehicles in the University College.

3.5 OFFENCES

3.5.1 Criminal Offences

The University College has jurisdictional right over its students in criminal matters and other offences covered by the Laws of Kenya and THE PENAL CODE CAP 63. However, these crimes may also be reported to the police. Notwithstanding any action that may be taken by other parties, the University College will take independent disciplinary measures. These crimes shall include the following:

- i. Being drunk and disorderly
- ii. Drug abuse
- iii. Possession of illegal brew.
- iv. Drug trafficking.
- v. Fighting (affray).
- vi. Possession of dangerous weapons, e.g. daggers, arrows, guns, Explosives Devices, inflammable Materials etc.
- vii. Assault.
- viii. Assault causing actual bodily harm.
- ix. Arson, attempts to commit arson or attempts to destroy or injuries to property.
- x. Theft and other related offences, e.g. robbery and extortion.
- xi. Handling of stolen property
- xii. Obstruction to perform duty.
- xiii. Organizing and/or participating in unlawful demonstrations/processions/ incitement.
- xiv. Rioting
- xv. Forceful ejection of students and staff from lecture halls, Library Hostels and Offices.
- xvi. Rape or attempted rape.
- xvii. Kidnapping/abduction, detentions.
- xviii. Sexual harassment, indecent assaults, defilement.
- xix. Indecent exposure/exhibition
- xx. Impersonation and false pretence.
- xxi. Forgery, fraud, counterfeiting.
- xxii. Illegal/unlicensed trade, e.g. hawking.
- xxiii. Trespass.
- xxiv. Aiding Suicide and attempted suicide.
- xxv. Concealing birth, killing of unborn child and abortion Abandonment of a minor

- xxvi. Subversion/Treason.
- xxvii. Murder, Manslaughter.
- xxviii. Illegal assembly (Terror gang, Cults)
- xxix. Use of abusive or profane language
- xxx. Inviting unauthorised guests/dignitaries without permission
- xxxi. Threats to endanger one's life or property
- xxxii. Any other act that shall be deemed as a crime from time to time.

3.5.2 Civil Crimes

- a. Failure to pay fines
- b. Failure to honour summons
- c. Failure to settle debts
- d. Deviant behaviour such as willful breakage of bottles etc.

3.5.3 Cyber Crimes

Misuse of internet or management information systems or electronic devices to:

- a. Hack examination questions and manipulate of examination results
- b. Defame others in the social media or send abusive text messages
- c. Falsify admission records
- d. Promote ethnic hatred/incitement
- e. Transfer unauthorised information/materials
- f. Access unauthorised information
- g. Steal cash from ATMs
- h. Manipulate fee balances

3.5.4 Miscellaneous Offences

- a. A student shall not threaten or hold hostage or extort or strike or physically harm any other student, or a member of staff or other employee of the University College, or a member of public.
- b. It shall be an offence for a student to interfere with the movement of University College vehicles or cause traffic obstruction in or outside the campus.
- c. Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University College in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.
- d. University College facilities like halls, lecture theatres and common rooms may not be used by students for business, meetings and parties without written approval from the Dean of Students.
- e. Students shall not be permitted to enter places on campus designated as 'Out of Bounds' or 'No Through Way', such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works and other such areas as notified from time to time.

- f. Students are not allowed to uproot/damage flowers/plants, deface buildings, harm/kill pets and domestic animals within the University College precincts.
- g. Students shall not be allowed to keep any kind of domestic animals and pets within the University College precincts.

CHAPTER 4

4.0 ACADEMIC MATTERS

4.1 LEAVE OF ABSENCE

The University College shall grant leave of absence from the University College on the Following grounds only:

- a. Sick leave up to 21 days
- b. Maternity leave up to 21 days
- c. Compassionate leave up to 10 days
- d. Special leave up to 7 days

The request for leave shall **normally** be supported by documentary evidence. Where the leave exceeds 21 days, the student shall be required to defer studies.

4.2 DEFERMENT AND WITHDRAWAL

Students who wish to defer and or withdraw from the University College shall be required to fill deferment/withdrawal form obtained from Dean of Students or www.unika.ac.ke. The forms should be duly signed by the student, Chair of Department, Dean of the School and approved by the Dean of Students,

Deputy Principal (Academic Affairs and Students Affairs) and copied to Deputy Principal (Administration, Planning and Strategy), Dean of School, Dean of Students and the student shall retain a copy for their record.

The deferment period is allowed for one academic year. The student can subsequently re-apply for deferment of up to one academic year. Beyond that the studentship ceases.

4.3 RE-ADMISSION

Student seeking re-admission after the lapse of deferment period, shall submit the request to the Deputy Principal (Academic Affairs and Students Affairs) through the Dean of School and Dean of Students.

4.4 VIOLATION OF THESE PROCEDURES CONSTITUTES AN OFFENCE

(a) In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or any certified Medical Practitioner to the Dean of relevant 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. The university is not responsible for student treatment outside its authorized medical facilities.

(b) Leave Application Form is available at the Dean of Students' Office or online www.unika.ac.ke. The form must be filled by the applicant and approved by the Dean of Students **at least one day before** the leave begins. The University College shall not entertain any claims where a student leaves without prior official permission.

4.5 PROCESSIONS, DEMONSTRATIONS AND CEREMONIES

- a. It shall be an offence for any student while on campus to organize or participate in demonstrations, processions, ceremonies, or any other meetings for which permission has not been granted by the university college or a government authority.
- b. In addition to any other permits which may be required by the law, permission to hold meetings in the University College precincts shall be given by the Dean of Students and a report made to Head of University College Security Services.
- c. Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

4.5 CORRESPONDENCE

Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear the individual names and signatures.

- a. It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University College or Students Organization.
- b. Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- c. 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.
- d. Correspondence through letters by individual students or by officials of the Students' organizations (including student societies) to the following in matters pertaining to the university shall be sent through the office Deputy Principal (Academic Affairs and Students Affairs) and the Dean of Students who will forward as may be appropriate:
 - i. Government officers
 - ii. Foreign governments
 - iii. Ministers and members of Parliament or other dignitaries

- iv. Political parties
 - v. Sponsoring bodies
 - vi. Other such bodies
- e. Invitations to Government, Ministers, Government Officials, Politicians, Representatives of foreign governments or any other important persons to visit the University College in their official capacities shall be notified within adequate time to the Principal, through the Dean of Students and Deputy Principal (Academic Affairs and Students Affairs).

4.6 ACADEMIC RESPONSIBILITY

- a. University College Academic Board and Senate considers attendance of lectures, tutorials, seminars, practical sessions, field courses, University College examinations and other such scheduled courses of instruction as compulsory.
- b. It is therefore an offence for a group or class to boycott lectures/practical/fieldwork for more than 48 hours consecutively. Such an offence may lead the whole group to be suspended from the University College for a specified period.
- c. It is an offence to interfere with or block scheduled activities.
- d. Students who have missed more than 20% of 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 College Academic Board and approved by Senate.
- e. Absence from class for more than **20%** contact period without permission is treated as absconding and shall lead to the de-registration of one's studentship.
- f. Students shall be expected to comply with all other regulations laid out by Departments, Schools, Institutes, and Directorates or any other such units of the University College.

4.7 LEADERSHIP

- a. Student who intends to contest for any elective position should meet the minimum academic requirements as follows:
 - i. 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 college examinations.
 - ii. A First year, student intending to contest should have obtained credit pass (60%) average of C.A.TT marks.
 - iii. Eligible candidates for elective posts in Students Governing Council (SGC) shall be limited to bona fide students who have cleared payments of ALL University College fees

that are due at that time as shall be confirmed by the Finance Officer.

The fulfilment of the above requirements shall be confirmed by the Dean of the respective school.

- b. No student shall be allowed to contest **IF** She/He:
 - i. Has been suspended from the University College at any one time.
 - ii. Has suffered from mental sickness/temporary insanity or any other
 - iii. Infirmary that may hinder academic performance and leadership.
 - iv. Has been involved in any criminal offence, convicted and reported to the University College.
- c. A member of the student council shall hold office for a term of one year and may be eligible for re- election for one final term. No such student shall be eligible to serve in any other capacity thereafter.
- d. A student who has held office as a member of the student council of a University for two terms is disqualified from election as a member of the student council of any other University or constituent college in Kenya.
- e. KUCSO (Kabarnet University College Students Organization) shall be governed by a students' council comprising of a Chairperson, a Vice Chairperson who shall be of opposite gender with the Chairperson, a Treasurer, a Secretary-General who shall be the secretary to the Council and three other members to represent special interests of students.
- f. Representation in Academic Board will be restricted to two elected students as prescribed in the statutes who may not necessarily be the Chairperson of KUCSO.
- g. Representation in Student Disciplinary Committee meetings shall be restricted to two members of Student Governing Council from the respective campus where the meeting is being held.

CHAPTER 5

5.0 DISCIPLINARY ACTIONS

The discipline of students will be as follows;

5.1 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 College precincts.

- a. The responsibility of maintaining discipline in the University College is vested with the Principal who has delegated such powers on discipline of students to the Deputy Principal (Academic Affairs and Students Affairs) for enforcement.

- b. Administrative and Academic staff of the University College have authority to ensure that the rules and regulations are adhered to by all students.
- c. Students on field/ industrial attachments and teaching practice shall be subject to the supervision of the officers under whom the University College places them.
- d. Any breach of the rules and regulations during the field/industrial and teaching practice shall be subjected to disciplinary action.

5.2 ENFORCEMENT OF REGULATIONS

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

- a. Shall require the student to make a written statement in response to the charges **within two (2) days**.
- b. Shall warn or caution the student either verbally or in writing **within two (2) days**.
- c. Shall report the student to the office of the Dean of Students in writing enclosing all documentary evidence for further processing **within 10 days of reporting the offence**. The Dean of Students shall:
- d. 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**.
- e. Process the disciplinary offence and forward to the Deputy Principal (Academic Affairs and Students Affairs) **within fourteen (14) days**.
- f. Or take any other action that may be deemed appropriate at that time.
- g. The Student Disciplinary Committee is convened at least twice in a semester to deal with pending disciplinary cases.

5.3 DISCIPLINARY PROCEDURES

5.3.1 Committee Members

There shall be a Students Disciplinary Committee of the Academic Board constituted as follows:

- i. Deputy Principal, Academic Affairs and Students Affairs (Chairperson)
- ii. Registrar Academic Affairs (Secretary)
- iii. Three (3) Members of Academic staff approved by Academic Board
- iv. Two (2) Students nominated by Students Organization

- v. Dean of Students
- vi. Legal Officer

5.3.2 Meeting of the Disciplinary Committee

Except in cases dealt with under statute XXX, the Chairperson shall convene a meeting of the Disciplinary Committee at least twice per Semester after the report being received.

5.3.3 Notice of Meeting

- a. The Secretary shall notify both the student and the complainant within 14 (fourteen) days of the date, time and venue of the meeting and inform them of the requirement to attend and their right to call witnesses.
- b. The student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other commitments.
- c. Accused students are required to be accompanied by their parents/guardians whose names appear in Kabarnet University College records during the meeting. If a student appears with a person not in the records without any evidence of representing the guardian/parent will be expelled to show cause.
- d. Students who fail to appear before the Student Disciplinary Committee will be expelled to show cause for a period of not more than three months.
- e. A student who has taken the University to court or has a pending court case shall be suspended from the University College until the case is heard and determined. These shall also include students who intend to stop University College activities for example Graduations, Examinations, Elections etc.
- f. In the event that such a student wants to be heard by the University College Student Disciplinary Committee such a student shall be required to withdraw the case from the court.
- g. The student shall be required to pay a disciplinary fee to be determined by the Committee from time to time.
- h. Students who have appeared before the disciplinary committee shall lose some privileges such as accommodation in the hostels.
- i. If a student is serving suspension and has another case to answer, he/she cannot appear before the disciplinary committee until the suspension period is over.

5.4 PROCEDURE OF THE COMMITTEE

- a. All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of “Principles of Natural Justice” which are namely: That
 - i. No one shall be a judge of his/her own case.

- ii. Each party shall have the right to be heard and call witnesses.
- iii. The accused has a right of appeal.
- b. 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 persons required to be WITNESSES in the case do not sit as members of the Committee.
- c. These proceedings are of management nature internal to the administration of the University College and therefore shall not involve legal representation. However, if a student wishes to be legally represented, he/she must give notice to the secretariat to enable the University College to instruct its lawyers appropriately.
- d. The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

5.5 POWERS OF THE STUDENTS DISCIPLINARY COMMITTEE

The Committee shall have powers to impose any one or more of the following measures, subject to ratification by the University College Academic Board. The Committee has powers to:

- a. Dismiss the case against the student.
- b. Warn or caution the student either verbally or in writing.
- c. Require the student to make good any loss or damages to commensurate with the nature and gravity of the offence committed.
- d. Require the student to pay a cash fine of such amount to be determined by the committee from time to time.
- e. Forfeit bursary or goods to the university college.
- f. Exclude the student from the Halls of Residence for such a period as the Committee may deem fit.
- g. Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit.
- h. Suspend the student from the University College for a specified period.
- i. Expel the student.

5.6. EXECUTIVE ORDERS OF THE PRINCIPAL

- a. For the purpose of expediting disciplinary processes, the Principal shall have authority to take appropriate action against the breach of these regulations upon recommendations by the Dean of

Students and the Deputy Principal Academic Affairs and Students Affairs , pending appearance before the Students Disciplinary Committee

- b. Such an action shall be ratified during the regular Student Disciplinary Committee meeting.

5.7 COMMUNICATION OF DISCIPLINARY DECISIONS

Subject to Statute XXX (k), the Deputy Principal, Academic Affairs and Students Affairs shall communicate the Committee's decision to the student; and such decisions shall take effect within three (3) working days.

5.8 APPEAL

The student shall have the right to appeal to the Principal against the decisions of the Students Disciplinary Committee and to College Council against the decision of Academic Board within 14 (fourteen) days after official communication through a letter, email and text messages.

5.8.1 Procedure of Appeal

- a. Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed to the Principal within fourteen (14) days of the communication of Committee's decision.
- b. Notice of appeal against the verdict must be given in writing to the Chairman of the College Council through the Principal within fourteen (14) days of the date of communication of the decision.
- c. On receipt of a copy of notice of appeal, the Secretary to the Disciplinary Committee shall send to the Principal a copy of all the relevant minutes and documents pertaining to the hearing of the case.
- d. On receipt of a copy of notice of appeal the Secretary of College Council shall send to the Chairman of Council a copy of all relevant minutes and documents pertaining to the case.

5.8.2 Saving Clause

The provision of these regulations and any decisions made by the Disciplinary Committee shall not derogate from the right of the 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 student in a Court of Law, nor shall anything herein preclude the State from taking any action which it may deem necessary against any student.

5..9 CLUBS AND SOCIETIES

- a. Clubs and Societies may be formed for the advancement of the functions and objectives of the University College in accordance with Kabarnet University Colleg Statute.

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

5.9.1 Procedures for forming Clubs and Societies

- a. The students proposing to form a club or a society shall prepare a draft proposal which must include the following:
 - i. Justification
 - ii. Objectives
 - iii. Interim office bearers and patron
 - iv. An indication of likely membership
 - v. Possible sources of funding
- b. The students shall then:
 - i. Discuss the proposal with the Dean of Students
 - ii. Draw up the proposed club or society's constitution
 - iii. Seek approval for the club and society from the Dean of Students.

5.9.2 Management of Clubs and Societies

- a. All clubs and societies shall be managed in accordance with their approved constitutions.
- b. 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.

5.9.3 General Conduct of Clubs and Societies

- a. Topics of discussion by outside guests shall be approved by the Deputy Principal Academic Affairs and Students Affairs through the Dean of Students.
- b. University College facilities may not be used for district or national political campaigns.
- c. Fund raising by students on campus shall not be allowed unless authorized by the appropriate Government authorities and approved by the Deputy Principal, Academic Affairs and Students Affairs through the Dean of Students.
- d. Clubs and Societies must ensure that their activities are not for financial gains of their members.
- e. Kabarnet University College shall not be responsible for any liabilities or debt incurred by a club or society. Should any debt or liability be incurred without the authority of the Dean of Students,

the liability shall rest solely with the person(s) who incurred it.

5.10 PROTECTION OF NAME

Any individual, Students Organization, Club or Society may not use the name “Kabarnet University College” without the written approval of the Deputy Principal, Academic Affairs and Students Affairs through the Dean of Students.

CHAPTER SIX

6.0 IRREGULARITIES IN UNIVERSITY EXAMINATIONS

6.1 EXAMINATION IRREGULARITIES

Examination irregularities during examination shall include:

- a. Having unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, Jackets/overcoats, parts of your body, clipboards, writings on adjacent walls, desks, tables, bags, electronic devices, such as mini computers, calculators, cell phones, pagers etc.
- b. Any writing or drawings or other work found with or on a candidate during an examination other than in his/her answer-book or supplementary answer book shall be regarded as an attempt to cheat.
- c. Reading answer scripts belonging to another candidate.
- d. Copying from or making references to unauthorized material(s) in the examination room.
- e. Obtaining assistance from another candidate/non-candidate, and/or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- f. Destroying evidence which may be used as proof of an examination irregularity.
- g. Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- h. Writing on examination question papers.
- i. Permitting another candidate to copy from or make use of one's papers.
- j. Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- k. Attempting to copy from or make reference to unauthorized material in the examination room.
- l. Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body, or any other material.
- m. Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.

- n. Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examinations. The University College shall provide security during examinations.
- o. Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.
- p. Being involved in examination leakage, by obtaining examination question papers before the date and time of the examination, either by stealing, buying or being aided by a member of staff, another student or any other person.

6.2 PROCEDURE FOR DEALING WITH EXAMINATIONS IRREGULARITIES

- a. Invigilators shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.
- b. When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Principal (Academic Affairs and Students Affairs).
- c. The Invigilator shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.
- d. The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Deputy Principal (Academic Affairs and Students Affairs) by the Main Invigilator.
- e. Likewise, the invigilator shall at end of the examination make a report of the case to the Chair of Department immediately after the examination by filling the incident form and in any case no later than 24 hours after the examination.
- f. The Chair of Department shall report the case of examination irregularity to the DP (ASA) within seven days of receipt of irregularity report.
- g. The Chair of Department while reporting the case of the examination irregularity must submit the invigilator's report, candidate's statement and any unauthorized materials found with the student and the same recorded and signed for by an officer in the Examinations Centre receiving the materials.
- h. The Chairman of the Standing Committee of Academic Board on Examination Irregularities shall set a date for hearing of examination irregularity cases occurring in the semester/term within three weeks after the end of the examination period for the affected case.
- i. The Chairman of the Standing Committee of Academic Board on Examination Irregularities shall communicate the date of the examination irregularity disciplinary meeting to the affected student and parents/guardians, members of the Standing Committee of Senate on Examination Irregularities and witnesses (invigilators) who detected the alleged offenders at least 14 days before the case date.

- j. A student appearing before the Standing Committee of Senate on Examination Irregularities shall pay a disciplinary fee of Ksh.4,000.00 or as may be determined by Academic Board from time to time.
- k. A student who is alleged to have committed an examination irregularity shall be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.
- l. Those giving evidence shall not be members of the Committee.
- m. The Standing Committee of Academic Board on Examination Irregularities shall meet, interview the affected student and witnesses to reach verdicts which are then communicated to the affected student within 7 days of hearing of the case by the Deputy Principal (ASA).
- n. In the event that the Committee is unable to reach a verdict by consensus, a vote shall be taken by the three members of Academic Board, the Dean of the School, and the Dean of Students. If a tie is registered during voting, the chairman shall take a vote to unlock the tie;
- o. The Deputy Principal (ASA) shall present the report and recommendations of the Standing Committee of Senate on Examination Irregularities to Senate within one month of sitting for noting and ratification.
- p. An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Chair of Department. If the Chair of Department considers that an examination irregularity has occurred, a full report shall be made to the Chairman of the Standing Committee and the Deputy Principal (Academic Affairs, Research, Extension and Student Affairs), through the Dean of School.

6.3 CLASSIFICATION OF EXAMINATION IRREGULARITIES

Group I

- (i) Being found in the examination room in possession of the prohibited items stated in section 12(6) of this document.
- (ii) Writing on the question paper.
- (iii) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.

Group II

- (i) Having unauthorized material in an examination room written on paper or other materials.
- (ii) Having unauthorized material in an examination room in electronic devices such as mini computers, calculators and cell phones or any other device.
- (iii) Reading or attempting to read answer scripts belonging to another candidate.
- (iv) Forging an examination card and using it to sit an examination or sitting an examination when

not authorized.

- (v) Refusing to write a statement

Group III

- (i) Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.
- (ii) Permitting another candidate to copy from or make use of one's papers to answer questions.
- (iii) Copying from the examination papers of another candidate.

Group IV

- (i) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- (ii) Indicating conflicting registration numbers on the answer booklet and the examination attendance sheet.
- (iii) Obtaining or attempting to obtain assistance from another candidate, student or person impersonation), and/or giving or attempting to give assistance to another candidate or student (impersonation), directly in answering an examination paper. If the imposter is not a student of Kabarnet University College, the University College shall be at liberty to file a criminal charge of impersonation in a court of law against the person.
- (iv) Accessing a question paper or questions of an examination before the date and time scheduled for the examination.
- (v) Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.
- (vi) Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.
- (vii) Destroying evidence which may be used as proof of an examination irregularity.
- (viii) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties and assaulting the invigilator or causing him or her actual bodily harm.
- (ix) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (x) Sitting for examinations at a time when one is on suspension or has been expelled to show cause.
- (xi) Committing a subsequent irregularity after being warned or suspended and readmitted.
- (xii) Failing to appear before the Senate Standing Committee on Examination Irregularities when one has been summoned to do so after a suspected examination irregularity. In this case,

the candidate shall be expelled to show cause.

- (xiii) Any evidence of cheating in an examination that may be detected during or after marking.

Group V

- (i) Being involved in an examination leakage.

Group VI

- (i) Changing of marks in the mark sheet or transcript by a student or employee of the University College.
- (ii) Any emerging evidence of cheating, plagiarism, falsification of examination results or having committed any of the offences in group I-IV above after the student has graduated.
- (iii) Forgery or falsification of academic testimonials and /or uttering of the same to derive benefit when one is still a student or after one has graduated.

6.4 DISCIPLINARY ACTION

If it is evidently established that a candidate has committed an examination irregularity, disciplinary action shall be taken immediately. Although an attempt has been made to match an examination irregularity with a disciplinary action(s) by making them fall in the same group, disciplinary action may include either one or a combination of the following:

Group I

- (i) Issuance of a warning letter to the candidate.
- (ii) Cancellation of examination results in the affected course and issuance of a warning letter.

Group II

Cancellation of the examination results for the course and suspension of the candidate for one (1) academic year.

Group III

Cancellation of the examination results for the course and suspension of the candidate for a period of two (2) academic years.

Group IV

Cancellation of all examination results and expulsion of the candidate from the University College.

Group V

- (i) Expulsion of the student from the University College.
- (ii) Notifying the student's employer about the malpractice, if s/he is on employment.
- (iii) Having a member of staff involved in the leakage face disciplinary action as per the terms of

service.

(iv) Preferring charges in a court of law on masterminds of examination leakage.

Group VI

(i) Expulsion of the student from the University College.

(ii) Having a member of staff involved in changing of marks face disciplinary action as per the terms of service.

(iii) Withdrawal or cancellation of the degree/diploma/certificate conferred on or awarded to the candidate.

(iv) Preferring charges in a court of law.

6.5 APPEALS

(i) There shall be a Standing Examination Irregularities Appeals Board appointed by University College Academic Board to hear examination irregularity appeal cases whose membership shall be as follows:

- Chairman - Chairman of Academic Board or Nominee
- Members - 3 members of Academic Board and the Dean of the School, and Dean of Students.
- Legal Officer

In attendance.

- The Registrar (Academics, Research and Extension)
- Deputy Registrar (Examinations) – secretariat

(ii) Any appeal shall be made in writing within 21 days of the decision of the Standing Committee on Examination Irregularities to the Chairman of the University College Academic Board who shall assess the appeal request and if in his/her the opinion the appeal:

(a) Merits another hearing, s/he shall cause a meeting of the Committee to be convened within 21 days after receiving such a request.

(b) Does not merit another hearing, dismisses the case and informs the appellant accordingly within 14 days of receipt of such a request.

(iii) The Registrar (Academics, Research and Extension) shall invite the student who has appealed to appear before the Standing Committee on Examination Irregularities.

(iv) The Standing Examination Irregularities Appeals Board shall only consider the grounds of appeal presented by the student. There shall be no fresh hearing or presentation of new evidence during the hearing of the appeal.

- (v) The Standing Examination Irregularities Appeals Board may make any of the following decisions: confirm the earlier decision of the Standing Committee, amend, vary or arrive at a new ruling on the case.
- (vi) The Standing Examination Irregularities Appeals Board shall report its findings to University College Academic Board for consideration within one month of hearing the appeal and the outcome communicated to the student by the Chairman of the University College Academic Board within 5 working days after Academic Board consideration.
- (vii) No other appeal shall be entertained after University College Academic Board has considered the report of the Standing Examination Irregularities Appeals Board and pronounced its verdict.

APPENDICES
KUC/001
DECLARATION FORM

I.....

ID No/Birth Certificate No.....

declare that I have read the regulations governing the organization, conduct and discipline of students at Kabarnet University College, and understood their content and meaning, and undertake to abide by them.

Signed..... Date.....

Programme Admitted to:.....

Registration No.....

KUC/002

KABARNET UNIVERSITY COLLEGE

LETTER OF ACCEPTANCE BY THE CANDIDATE

(To be completed by those accepting the offer)

Dear Sir,

Candidate's Name

(Surname /Last Name)_____ (Other Names)_____

Registration No._____ Phone No._____ ID/Birth Cert. No._____

Email address_____

With reference to your letter offering me a place in the School of_____

for a course leading to the Degree / Diploma of _____

This is to confirm that **I DO ACCEPT** the offer and **I PROMISE TO ABIDE** by the rules and regulations governing the conduct and discipline of the students of Kabarnet University College and I hereby undertake to complete the course for which I have been accepted in Kabarnet University College unless I am requested to discontinue by the University College authorities.

I understand the change of School or Department will be permitted only by authority of Academic Board. I shall accept the regulations made from time to time for the good order and government of the University College. Yours faithfully,

Signature of Candidate:_____ Name:_____

Date:_____

NOTE: If you are not accepting this offer, please complete KUC/003.

DEPUTY PRINCIPAL (ACADEMIC & STUDENTS AFFAIRS)

KABARNET UNIVERSITY COLLEGE

P.O. BOX 469 – 30400 , KABARNET

KUC/003

KABARNET UNIVERSITY COLLEGE

LETTER OF DECLINE BY THE CANDIDATE

(KUCJ/1B to be completed by those declining the offer)

Candidate's Name

(Surname /Last Name)_____ (Other Names)_____

Registration No. _____ Phone No. _____ ID/Birth Cert. No. _____

Email address _____

With reference to your letter offering me a place in the School of _____

For a course leading to the Degree/Diploma of _____

This is to confirm that **I DO NOT ACCEPT** the offer

Signature of Candidate: _____ Date: _____

NOTE: If you are not accepting this offer, please complete KUCJ/B and return immediately to:

DEPUTY PRINCIPAL (ACADEMIC AFFAIRS & STUDENTS AFFAIRS)

KABARNET UNIVERSITY COLLEGE

P.O. BOX 469 – 30400, KABARNET

To fill and bring to the University on reporting date
KUC/ADM/FORM/1



KABARNET UNIVERSITY COLLEGE
(A CONSTITUENT COLLEGE OF MOI UNIVERSITY)

Tel: 0793970957/0782773124 P. O. Box 469-30400
Email: admissions@unika.ac.ke Web: <https://www.unika.ac.ke> Kabarnet, Kenya

UNIVERSITY STUDENT ENTRANCE MEDICAL EXAMINATION FORM

Confidential - For Health Unit Use Only

1. Student Biodata

Full Name: Reg. No:
Programme: Academic year:
Sex: ☐ M ☐ F DOB: _/_/_ Age: National ID/Birth Cert No:
Phone: County: SHA Reg. No:
Next of Kin:
Relationship: Contact:

2. Medical History - Student to complete

Have you ever had/been treated for:

- ☐ Epilepsy/Seizures ☐ Asthma ☐ Diabetes ☐ Hypertension ☐ Heart disease
☐ Mental illness/Depression ☐ TB ☐ Sickle cell ☐ Peptic ulcers
☐ Surgery/Hospital admission - Specify: ___ Date: ___
☐ Drug/Food allergies - Specify: ___ Reaction: ____
☐ Physical disability - Specify: ___ Assistive device: ____

Current medication: ☐ None ☐ Yes - Name/Dose: ____

Student Declaration: I declare info given is true. I consent to treatment in emergency.

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

3. Physical Examination - Clinician to complete

Height: ____ cm Weight: ____ kg BMI: ____ BP: ____/____ mmHg Pulse: ____ bpm

Vision: R _/_ L _/_ Colour vision: ☐Normal ☐Defective

Hearing: ☐Normal ☐Defective Speech: ☐Normal ☐Defective

Systemic Exam - Mark ☐Normal ☐Abnormal + comment

CNS: _____ ENT: _____ CVS: _____ Respiratory: _____

Abdomen: _____ Musculoskeletal: _____ Skin: _____

Any other observation of importance _____

5. Clinician Declaration

I confirm I have examined the above student and findings are true to best of my knowledge.

Name: _____ Designation: _____

Facility: _____

Signature & Stamp: _____ Date: __/__/2026

6. To be completed by Kabarnet university College Medical Officer)

Student's Fitness

Fit ☐ Fit with Recommendations ☐ Requires Further Investigation ☐ Not Fit ☐

Remarks _____

Signature _____ Date _____ Official Stamp _____



KABARNET UNIVERSITY COLLEGE
(A CONSTITUENT COLLEGE OF MOI UNIVERSITY)
HOSTELS & CATERING DEPARTMENT

Tel: 0793970957/0782773124

P. O. Box 469-30400

Email: admissions@unika.ac.ke Web: <https://www.unika.ac.ke>

Kabarnet, Kenya

RESIDENT STUDENT REGISTRATION FORM

(KUC/004 to be completed by those who wish to be considered for hostels accommodation)

STUDENT DETAILS

Full Name:

Registration Number:.....

Course/Programme:.....

Year of Study:

Phone Number:.....

Email Address:

This is to confirm that I request to be considered for accommodation within the university college hostels. I am willing and ready to meet all the costs associated with university college accommodation. I will ABIDE with the rules and regulations as stated in the students HANDBOOK concerning accommodations.

I shall accept the regulations made from time to time for the good order and government of the University College.

Signature of Candidate:.....Date:.....

NOTE: If you are not requesting for accommodation, please complete Non- Resident Form (KUC/005).

HOSTEL ALLOCATION DETAILS

Hostel Name: _____ Block: _____

Room Number: _____ Bed Space (if applicable): _____

Date of Admission to Hostel: _____

Expected Duration of Stay: _____



**KABARNET UNIVERSITY COLLEGE
(A CONSTITUENT COLLEGE OF MOI UNIVERSITY)
HOSTELS & CATERING DEPARTMENT**

Tel: 0793970957/0782773124

Email: admissions@unika.ac.ke

Web: <https://www.unika.ac.ke>

P. O. Box 469-30400

Kabarnet, Kenya

NON-RESIDENT FORM

(KUC/005 to be completed by those who wish to be non-residents)

STUDENT DETAILS

Full Name:

Registration Number:.....Course/Programme:.....

Year of Study:Academic year:.....

Phone Number:.....Email Address:

I wish to confirm that **I WILL BE A NON-RESIDENT** in the stated Academic year as I pursue my studies at Kabarnet University College. I will be residing at the following location:

Plot No.:.....Estate Name:.....

Building/Flat name:.....Room/House No:.....

Name of Landlord/Lady:.....Contact Number:

Emergency Contact Person Name:

Emergency Contact Number:.....

DECLARATION BY STUDENT

I, _____ (student name), declare that I will be residing off-campus and will take full responsibility for my safety, accommodation, and conduct. I understand that I am expected to adhere to the institution's rules and regulations at all times.

Student Signature:.....Date:.....

PARENT/GUARDIAN CONSENT

I, _____ (parent/guardian name), is aware that the above-named student will be residing off-campus and I have approve this arrangement.

Parent/Guardian Contact: _____

Signature: _____

Date: _____

OFFICIAL USE ONLY

Approved by: _____

Designation: _____

Signature & Stamp: _____

Date: _____



**KABARNET UNIVERSITY COLLEGE
(A CONSTITUENT COLLEGE OF MOI UNIVERSITY)**

Tel: 0793970957/0782773124

Email: admissions@unika.ac.ke Web: <https://www.unika.ac.ke>

P. O. Box 469-30400

Kabarnet, Kenya

STUDENT PERSONAL DATA COLLECTION AND PROCESSING CONSENT FORM

The University is committed to processing your personal information in accordance with the Kabarnet University College University Data Protection Policy, the Data Protection Act 2019 and Data Protection (General) Regulations, 2021. The personal data collected as detailed will, therefore, be processed in line with the relevant Data Protection Policies, Laws and Regulations in the way(s) and purpose(s) detailed in this Consent Form.

The University collects the following personal data for responsible, and strictly, official purposes:

1. Personal non-sensitive data

a) Processing personal information is fundamental to the operations of the University. This includes your name, identification number, contact details (including mailing address and email address) and other non-sensitive information.

b) The purpose of processing the students' personal data is for registration to the respective programmes. The data is used to confirm the true identity of the students (using the national identification card (or birth certificate for persons under the age of 18) and the passport photo. The academic certificates of the student are used to confirm his/her eligibility to the programme with regard to the requirements stipulated by the Kenya Universities and Colleges Central Placement Service (KUCCPS) and other regulatory/professional bodies. The data is also used to create the student's personal profile where the personal data is uploaded to the students portal in the ERP system.

2. Personal-sensitive data

a) The University collects and processes the following sensitive personal data:

- i. Images and videos.
- ii. Physical & mental health medical information, racial and ethnic origin, religious and philosophical beliefs and marital status.

b) The University collects and processes the above-mentioned personal-sensitive data for the following purposes:

- i. The University may take photographic images and videos of students for official use in the Student Catalogue, the University website and/or other publications and advertisements
- ii. The data on nationality, ethnicity and religion of students is collected upon admission. The data is used for internal statistics and for reporting purposes, to the Kenya National Bureau of Statistics (KNBS) and other authorized governmental bodies, upon their request through the Office of the Vice-Chancellor. The data on nationality is also used by admissions to determine international fees.
- iii. The University collects students' health status information using the Student's Entrance Medical Examination form. This is done at the point of admission/registration, the purpose of which is to identify students with special needs during their period of study. The University also processes this information for reporting purposes to governmental bodies upon their request to the Office of the Vice-Chancellor.

Therefore: - I, hereby;

give my consent/do not give my consent to Kabarnet University College, her legal representatives, successors, and assigns the right to collect and use responsibly the aforementioned personal data for official purposes. I hereby release Kabarnet University College and her legal representatives, successors and assigns from any and all claims whatsoever in connection with the official use of the said data. I acknowledge my right to access and/or recall said data from the University, with prior written notice to the Office of the Principal.

Dated this day of20.....

Signature:.....

Name:.....

Signature of parent/guardian _____(if under the age of 18).