



BUC/J1/1.8

# BONDO UNIVERSITY COLLEGE

(A CONSTITUENT COLLEGE OF MASENO UNIVERSITY)

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## RULES AND REGULATIONS GOVERNING THE ORGANIZATION, CONDUCT AND DISCIPLINE OF STUDENTS

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## **(A) ABOUT BONDO UNIVERSITY COLLEGE**

### **1.0 PREAMBLE**

In response to the need to improve access to higher education, the Government of Kenya upgraded the former Bondo Teachers Training College into a Constituent College of Maseno University on 17<sup>th</sup> December 2008. Subsequently by Legal Notice No.56 that was gazetted on 11<sup>th</sup> May 2009, Bondo T.T.C was upgraded to a Constituent College of Maseno University.

Bondo University College is poised to be a premier institution of higher learning offering academic programmes that are market driven and relevant towards sustainable socio-economic development of the community.

The academic and research development mandate of Bondo University College are spelt out in the Maseno University Act, 2000, Legal Notice No.56 of 11<sup>th</sup> May 2009, which states that, "... the University College will participate in the discovery, transmission and preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economic, technological, agricultural and cultural development of Kenya." This will be done in line with the national development plan under framework of vision 2030.

The College is strategically located next to Lake Victoria and would utilize the academic and the research capacity for sustainable management of the vast water resources for socio-economic development of the region.

### **2.0 VISION**

The beacon in training, research and community outreach

### **3.0 MISSION**

To provide quality university education that nurtures creativity and innovation through integrated training, research and community outreach

#### 4.0 MOTTO

*Oasis of Knowledge*

#### 5.0 THE CORE VALUES

**Fairness:** Strive to treat all its stakeholders with fairness and respect regardless of their culture, gender, creed, race, religion, ethnicity or any other affiliations.

**Professionalism:** Embrace professionalism as the fountain of its design and delivery of its products and services with innovation and creativity as the hallmark.

**Transparency and accountability:** Conduct its affairs with utmost transparency and accountability.

**Integrity:** Strive to be an inspiring institution, working to ensure and maintain stakeholders' confidence.

**Meritocracy:** Reward its employees and students on merit.

**Gender Equity:** Embrace gender equity and empowerment in its staff appointments, student admissions, and representation in decision-making organs.

#### 6.0 THE UNIVERSITY COLLEGE ORGANIZATION STRUCTURE

Bondo University College is a Corporate Organization by Bondo University College Legal Notice No. 56 of 11<sup>th</sup> May, 2009, and has the following bodies for its effective management:-

- Chancellor
- Council
- Senate
- The College Academic board
- The University College Management Board
- Schools, Institutes, Directorates, Centers and Departmental boards.

The roles and functions and membership of the boards are stipulated in the order and in the statutes.

### **6.1 The Chancellor**

Is the Head of Maseno University and by extension Bondo University College.

### **6.2 The Council**

Is the governing body of the University College through which the University College shall act and administer the property and funds, and receive monies, plant and equipment materials, gifts, and grants for its use. The Council is also responsible for the welfare of the staff and the students and can enter into association with other Universities and Institutions within Kenya or otherwise, as it may deem necessary and appropriate.

Other functions of the Council are to appoint staff and conduct disciplinary action against staff and students, in consultation with the relevant University College organs.

### **6.3 The Senate**

The Senate is the organ for control of academic quality and quality assurance.

### **6.4 The Academic Board**

Is the body responsible for academic matters in the University College and the final authority on all such matters.

### **6.5 The University College Management Board**

The Management board is responsible for implementing Council and Academic Board decisions. It is also responsible in providing directions and guidelines to the University College's subsystems for the enhancement of the efficient running of the University College.

### **6.6 Schools, Institutes, Directorate, Centers and Departmental Boards**

These play a major role in the academic and administration functions of the University College.

The functions of these boards are clearly stipulated in Bondo University College Order and Statutes. These functions assist the Directors/Deans and Heads of Departments in the management of their respective Schools and Departments.

## 7.0 MAIN OBJECTIVES OF THE UNIVERISTY COLLEGE

The main objectives of the University College as drawn from the Legal order are outlined below:

- 7.1 To provide directly or in collaboration with other institutions of higher learning facilities for university education (including technological, scientific and professional education), the integration of teaching, research and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya.
- 7.2 To participate in the discovery, transmission, preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya.
- 7.3 To provide and advance university education and training to appropriately qualified candidates, leading to the award of diplomas, certificates and conferment of degrees and such other qualifications as the Council and Senate shall from time to time determine and in so doing contribute to manpower needs.
- 7.4 To play a leading role in the development and expansion of the opportunities for higher education and research.
- 7.5 To develop as an institution of excellence in teaching, training, scholarship, entrepreneurship, innovation, research and consultancy services.
- 7.6 To develop and provide educational, cultural, professional, technical and vocational services to the community and in particular foster corporate social responsibility.
- 7.7 To provide high quality educational, research, residential, commercial, cultural, social recreational, sporting and other facilities.

## **(B) GENERAL RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF BONDO UNIVERSITY COLLEGE (BUC)**

### **1.1 INTRODUCTION**

- 1.1.1 These Rules and Regulations are constituted by the powers conferred upon the Bondo University College by the Maseno University Act 2000 and Legal Notice No.56 of 11<sup>th</sup> May 2009. The following Rules and regulations shall apply to all students of Bondo University College subject to any necessary changes there in. All students shall be required to read and abide by these regulations with the statutes in general.
- 1.1.2 The Rules and Regulations shall be binding upon registration of every student and as long as such student remains registered. Every student shall, before he/she is registered, be required to read these rules and regulations and to sign a declaration (**BUC/J1/1.1**) appended hereunder, that he/she has understood the contents and meaning hereof and that he/she undertakes to be bound hereby.
- 1.1.3 These Rules and Regulations shall not preclude the University College from requiring a student to execute any bond, assurance or undertaking to be of good behaviour through his/her stay at the University.
- 1.1.4 Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these Rules and Regulations.
- 1.1.5 Academic Board shall have the final responsibility in the interpretation of Rules and Regulations.

### **1.2 Definitions**

For purposes of these Regulations the term:

#### **1.2.1 Student means and includes:**

- (a) Any person who has been formally admitted to a course of study for an undergraduate Degree, postgraduate Degree, Diploma or Certificate within the University College.  
Any person registered for courses within the University College.
- (b) All occasional students who are registered students of another affiliated University but are admitted to courses of study within the University College.

(c) All graduate students who are registered for higher degree courses within the University College.

(d) Any other person who is determined by the University College Council as a student.

1.2.2 **'Rules'** these are stated principles to which actions/behavior of students must conform.

1.2.3 **'Regulations'** these are authoritative provisions directing students conduct within and outside the University College.

1.2.4 **'Conduct'** means acceptable behaviour which conforms to the rules and regulations herein and to the laws of the land.

1.2.5 **'Suspension'** means exclusion from University programmes for a specified period.

1.2.6 **'Expulsion'** means total and permanent exclusion of students from the University and relieving him/her of the status of student as defined in 1.2.1 above.

1.2.7 **'BUC'** means: Bondo University College

1.2.8 **"University College"** means Bondo University College

1.2.9 **"Council"** means the supreme organ of the University College established by the law governing the College

1.2.10 **'Academic Board'** means the Academic Board of the University College

1.2.11 **"Senate"** means the Maseno University Senate

### 1.3 The Conduct of Students

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

#### 1.3.1.1 General Conduct

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and in particular shall:

(a) Respect and adhere to the Administrative and Academic rules, procedure and structure established by the BUC Legal Order No. 56 of 2009 for the control, governance and operations of the University College.

- (b) Respect the rights and privileges of the members of the University College community and the general public at all times.
- (c) Refrain from any conduct that might bring the University College or any section or programme therefore into disrepute or public odium.
- (d) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.
- (e) Not engage in fundraising activities without written authority from the University College administration.
- (f) Not engage in use of University College properties for political purposes.
- (g) Carry their student ID cards when on University College premises. Each student will be issued with a BUC student identity card. All students are required to produce their cards on request. A student who loses his/her identity card must report immediately to the security office and to the police. They should also report to the Office of the Dean of Students who will make recommendations for replacement upon payment of the relevant fee.

### 1.3.1.2 Channels of Communication

For effective communication and efficient management, students shall be expected to go through laid down channels and procedures as follows:

- (a) **Academic matters:** Class representatives; lecturers; academic advisor; Head of Department, Deans/Directors of Faculties/schools, Deputy Registrar (Academic Affairs) and Registrar (Academic Affairs), in that order.
- (b) **Welfare matters:**
  - (i) Residents: Hostels representative; housekeepers; cateress/caterers; hostel officers; hostel wardens; Dean of Students and Director in charge of Students Welfare, in that order.
  - (ii) **Non-residents:** Student representative, Dean of Students.
  - (iii) **Clubs and associations:** Student Representative, Dean of Students.
  - (iv) **Sports and Entertainment:** Student representative, Sports and Games Tutor and Dean of Students.
  - (v) **Health and benevolent:** Student representative, Dean of Students.

- (c) The hierarchy of students' organization shall be expected to adhere to the procedures in (a) and (b) above to ensure efficient processing of students matters.

## **2.0 UNIVERSITY COLLEGE PROPERTIES**

- 2.1 All students shall take reasonable care of University College properties and shall individually or collectively be held responsible for loss or damage to any such University College properties where it is deemed to have been caused by a student or a group of students.

### **2.2 Furniture and Fittings**

- 2.2.1 All students are expected to make good use of University College furniture and fittings within and outside the University college premises.
- 2.2.2. Students shall not remove any furniture and equipment from classrooms, lecture halls or any other part of the halls or premises within the University College except by permission from the University College Administration and must undertake to return the items to the original places after use. Any replacement or repair of furniture and fittings due to loss or damage caused by negligence of on part of a student(s) or of persons connected with him/her (them) shall be made good at the students' expense.
- 2.2.3 Vandalizing/damaging University college property shall be penalized.
- 2.2.4 No student is allowed to put anything harmful or which is likely to cause a blockage in any pipes or drains or cause obstruction of the common places including haphazard garbage disposal.
- 2.2.5 The University College is entitled at the student's expense, to remove from the accommodation facility or the common places any item which constitutes an obstruction, fire or health and safety risk to the University College community.

### **2.3 Fire Fighting Equipment**

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

### **3.0 SECURITY OF STUDENTS' PROPERTY**

Students are advised to take reasonable care to ensure safety of their personal property. Whilst reasonable security shall be provided, the University College is not liable for losses of or damage to student's personal property whilst on University College premises.

### **4.0 MOTOR VEHICLES**

A student shall not keep a motor vehicle/motor bicycle/bicycle on University College premises without prior written permission from the Registrar (Administration and Finance). Permission can be granted or rejected at the discretion of the Registrar. Where the permission is granted, the University College shall not be responsible for the security of the vehicle. Permission will not be granted without proof of a log book, valid insurance cover and a current license.

### **5.0 RADIO, VIDEO AND MUSIC INSTRUMENTS**

5.1 Use of Radio, Television sets, Videos, Musical instruments and Percussion instruments are restricted and that they are played between 6.00 am and 11.00 pm, and at no time shall the sound be so loud as to cause disturbance to others.

5.2 Video/Disco entertainment shows are restricted to Friday and Saturday or on Public Holidays evenings only, provided they are approved by the Dean of Students.

5.3 Production, possession and/or viewing of pornographic material is prohibited in the halls of residence.

5.4 Education shows are accepted throughout the week but shall not go beyond midnight.

### **6.0 NOISE AND NUISANCE**

It shall be an offence to create unreasonable noise or engage in acts of hooliganism and harassment to the disturbance or annoyance of other users of University College premises, staff members and those in the surrounding community.

## **7.0 BUSINESS**

7.1 Only the students' organization will be allowed to do business in designated areas within the University College. Permission to do such business shall be obtained through a committee chaired by the Deputy Principal (Academic affairs). Members of the committee shall include: the Dean of Students (secretary), two deans/Directors, Registrar (Central services).

8.2 Hawking is not allowed within the University College.

## **8.0 PROCESSIONS, DEMONSTRATIONS, RIOTS AND CEREMONIES**

8.1 It shall be an offence for any student to organize or participate in any demonstration, procession, ceremony, picketing or any other meeting for which permission has not been granted by the University College Administration and/or Government Authority.

8.2 It shall be an offence for any student to participate in a riot.

8.3 In addition to any other permits which may be required by the law, permission to hold meetings in the University College premises shall be given by the Dean of Students and copied to the Head of University College Security Services. Request to hold such meetings shall be made three (3) days in advance.

## **9.0 CRIMINAL AND OTHER OFFENCES**

9.1 All crimes and other offences under the Laws of Kenya including the ones listed below shall be dealt with in accordance to the laws of the Land and the provisions of these rules and regulations:-

- (a) Drunkenness and disorderly conduct
- (b) Drug abuse
- (c) Drug trafficking
- (d) Fighting
- (e) Assault and battering
- (f) Arson

- (g) Theft and/or robbery
- (h) Picketing
- (i) Incitement
- (j) Rape or attempted rape
- (k) Impersonation
- (l) Forgery
- (m) Fraud
- (n) Affray
- (o) Perjury (False Testimony)
- (p) Harassment on the basis of gender, race, ethnicity, disability, religion or political affiliation.

#### **10.0 MISCELLANEOUS PROVISIONS**

- 10.1 A student shall not use or have in his/her possession personal effects like knives, whips, metal bars, or any other articles which might endanger other members of the University College Community.
- 10.2 A student shall not use profane or abusive language.
- 10.3 A student shall not threaten, hold hostage, extort, strike or physically harm any other person.
- 10.4 It shall be an offence for a student to interfere with transportation in University College vehicles or cause traffic obstruction in or outside the campus or breach any other transport rules and regulations (see rules and regulations governing Transport). Only authorized students shall be allowed access to a particular University College vehicle.
- 10.5 Students shall be expected to maintain a high standard of hygiene in their halls of residence, dining halls and university College campus in general. It shall be an offence to litter or throw waste items outside the dustbins provided.

- 10.6 Students shall be expected to use provided paths and entrances only.
- 10.7 University facilities like lecture halls, lecture theatres and common rooms shall not be used by students without authority from the University College.
- 10.8 Students shall not be permitted to enter restricted areas on campus such as telephone switchboards, examination office, water treatment works and other areas as notified from time to time.
- 10.9 Using the 'Bondo University College' name and/or logo either as an individual, club, or student organization without prior written approval from the Principal is an offence.
- 10.10 Possession of unauthorized University College document(s), however obtained is an offence.
- 10.11 Possession of keys to rooms or buildings of the University College other than those obtained through the official channels is an offence.

## **11.0 CORRESPONDENCE**

- 11.1 Correspondence to the press or any other media by an individual or official of the students' organization shall be in writing, through the Dean of students, and shall bear their individual names and signature.
- 11.2 It shall be an offence to publish, write and/or distribute anonymous literature of malicious nature, including placards.
- 11.3 Display of advertising notices within the University College premises shall be subject to approval by the Dean of Students.
- 11.4 Invitation to personalities who are not members of the University College to visit the University College for a Public Function shall require prior authorization by the Principal.
- 11.4.1 An application for permission by students for functions in 11.4 shall be accompanied with the following information:
- (a) Proposed date and time of the function
  - (b) Proposed venue of the function
  - (c) Names and descriptions of expected Lecturers, Speakers, or Performers at the function

- (d) Details of the proposed activities and persons that are expected to participate in the function
- 11.5 All public statements affecting the University College and which are intended to be issued on behalf of any student association, societies or clubs must receive prior written approval of the Principal.
- 12.0 ACADEMIC RESPONSIBILITY**
- 12.1 All students are expected to comply with the Academic Board provisions as provided for in the Academic Board Rules and Regulations governing academic matters.
- 12.2 It is an offence to interfere with or block scheduled academic activities/programmes.
- 12.3 Students shall be expected to comply with all other regulations by Departments, Faculties, Schools and Colleges or any other such units of the University College for the proper conduct of specific academic programmes.
- 12.4 Students shall refrain from cheating, plagiarism or any other irregularities during academic course work, in examinations, research or any other related academic work.
- 13.0 LEAVE OF ABSENCE**
- 13.1 The University College, subject to provision of authenticated evidence, shall grant leave of absence from the University College on the following grounds only:
- (a) Sickness
  - (b) Maternity/medical confinement
  - (c) Compassionate
  - (d) Any other reasonable grounds
- 13.2 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 College Medical Officer to the Dean of relevant Faculty/school and the Dean of Students. Where a student has been treated by a private Medical Practitioner, the medical certificate shall be submitted to the University Medical Officer for approval.

13.3 Students shall apply for leave by filling leave application forms obtainable from the Dean of Students' office. The University College shall not entertain any claim where a student leaves without prior official permission.

#### **14.0 DISCIPLINARY ACTION**

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

#### **14.2 Disciplinary authority**

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

- (a) Vary or add to the list of disciplinary offences specified herein until such action shall cease to have effect unless approved at the next meeting of Council;
- (b) Suspend any students suspected of committing any offence under these rules and regulations from the University College pending disciplinary measures;
- (c) Take any other measure necessary for the proper operation of disciplinary procedure and maintaining order.

#### **14.3 Officer in charge**

14.3.1 The responsibility of maintaining discipline at the University College is vested in the Principal who may from time to time propose investigation and enforcement;

14.3.2 Administration and Academic staff of the University College have authority to ensure that rules and regulations are adhered to by all students as provided for by the relevant sections of the University College rules and regulations;

14.3.3 Students on field/industrial attachment and teaching practice shall be subject to the supervision of the officers under whom they are placed by the University College;

14.3.4 Students going out for official trips must be accompanied by University College staff who shall ensure that they adhere to the University rules and regulations.

#### **14.4 Enforcement of Rules and Regulations**

14.4.1 In the event of a breach of the rules and regulations and depending on the nature of the offence the officer referred to in 14.3 shall adopt the following procedures:-

- (a) Warn or caution the student verbally or in writing;
- (b) Report the student to the Dean of students in writing, enclosing all documentary evidence if any;
- (c) Take any other action that may be deemed appropriate;
- (d) Invite the students to write statements in response to the charge.

#### **14.5 Disciplinary Procedure**

14.5.1 All disciplinary cases shall be reported to the Deputy Principal (Academic affairs) through the Dean of Students

- (a) The Dean of Students will institute preliminary investigations to authenticate the misconduct by the student and forward the findings to the secretariat who will convene a Disciplinary Committee meeting.
- (b) There shall be a Students' Disciplinary Committee of the Academic Board constituted as per Statutes of Bondo University College to serve for a period of three years. The chair of the disciplinary committee shall be the Deputy Principal (Academic Affairs).
- (c) Except in cases dealt with under the Statutes, the chairperson of the Students Disciplinary Committee shall normally call a meeting of the Disciplinary Committee to be held within one month of the report being received by him/her.

##### **14.5.2 Notice of Meeting**

The Secretary (Registrar, Academic Affairs) shall notify the student(s) and the complainant(s) of the date and time of the meeting and inform the student and complainant of the right to be present and call a witness or witnesses. The notice shall be served within fifteen days of the meeting except under special circumstances. The secretariat shall notify the students through a letter delivered either by hand or registered mail, or electronic/print media.

##### **14.5.3 Membership and Quorum**

Membership of the Students Disciplinary Committee shall consist of five Academic Board members of the University College and two student representatives, who shall not be the ones under investigations. The quorum of the committee meeting shall be at least 50% of the total membership.

#### **14.5.4 Procedure of the Committee**

- (a) 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 person(s) required to be witnesses in the case do not sit as member(s) of the committee.
- (b) The committee may proceed with the cases even if the student fails to attend a properly constituted meeting.
- (c) The committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.
- (d) If the Disciplinary Committee has witnesses, the student shall have the right to cross examine them and examine any evidence the Committee may have
- (e) If in the course of hearing, the Committee finds evidence disclosing new or additional charges, the student shall be notified in writing and will be required to answer to them.

#### **14.5.5 Powers of the Students Disciplinary Committee subject to the ratification of the Academic Board**

The committee shall have the power to take any one or a combination of the following measures:

- (a) Acquit the student(s).
- (b) Refer the student for counseling.
- (c) Warn or caution the student either verbally or in writing.
- (d) Require the student to make good any loss or damage to property commensurate with the nature and gravity of the offence committed.
- (e) Suspend the student from the University College for such a period as the committee may deem fit.
- (f) Exclude the student from the University College halls of residence for such a period as the committee may deem fit.
- (g) Exclude the student from the attendance of lectures or other sources of instruction and use of library and other facilities for such a period as the committee may deem fit.
- (h) Expel the student.
- (i) Any other measures deemed necessary.

#### **14.5.6 Communication of Disciplinary Action**

Subject to the Bondo University College Statute the decision of committee shall be communicated to the student by the Registrar (Academic Affairs) within fourteen (14) days from the date of the conclusion of the proceedings.

#### **14.5.7 Appeal**

The student may appeal to the Principal against the decision of the Student Disciplinary Committee and the University Council against the decision of the Academic Board.

#### **14.5.8 Notice of Appeal**

Notice of appeal in these cases shall be given in writing within 14 (fourteen) days of the communication of the committee's decision to the Principal.

### **15.0 OTHER RELEVANT INFORMATION**

#### **15.1 Deferment of Admission**

15.1.1 An applicant who for any reason is unable to take up the offer of admission will be required to inform the Registrar (Academic Affairs) at least one week prior to the date of registration. An applicant will be required to apply for admission deferment for only two consecutive years after which the offer of admission will lapse and the applicant will be required to re-apply afresh for admission. An applicant who defers admission is required to receive an official letter of admission deferment from the Registrar (Academic Affairs), failure to which he/she will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

#### **15.2 Temporary withdrawal**

15.2.1 If for any reason a student who is already registered for a particular course has to leave the course for a particular period, the student will be required to apply to the Registrar (Academic Affairs) for a temporary withdrawal. All applications for temporary withdrawal must be endorsed by the Dean/Director of the Respective School stating the reasons and duration of such withdrawal, failure to which the applicant will be deregistered from the course admitted to.

### **15.3 Inter-School/ Intra-school Transfer**

Inter-School/intra-school transfers are processed within the first two weeks of the semester. Students should note that transfers can only be offered on merit, if there is a vacant position, and if the student meets the requisite admissions criteria for the particular course. A student wishing to transfer will be required to fill the respective Transfer forms upon payment of the stipulated fee. The forms will be submitted to the Deans committee for scrutiny and approval. Successful students will receive an official letter of transfer from the Registrar (Academic Affairs) and will be expected to report and register in their new courses by the fourth week of the semester.

### **15.4 Nominal Roll**

A nominal Roll is a record of students registered in each degree programme every semester/year. It gives important details on the student as well as recording the progress of the student on semester and yearly basis. Each student is supposed to sign the nominal roll in their respective School Dean's/Director's office at the beginning of each semester.

### **15.5 Course/Subject Registration**

Every student is required to register for the course/subjects he/she will undertake by filling in the relevant form at the respective School Dean's/ Director's office at the beginning of every semester. The student must ensure that the filled form is approved and signed by the Head of the Department and the Dean/ Director of the School where the courses/units are to be offered.

## **16.0 COMPLAINTS, APPEALS AND OTHER MATTERS**

16.1 Students are advised to launch complaints or grievances at an early stage with the Dean of Students or any other relevant University College authority.

16.2 The University College disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is in the University College premises.

16.3 The University College Council reserves the right to change, to amend or otherwise vary these regulations at any time within its discretion.

## **(C) RULES AND REGULATIONS GOVERNING STUDENTS CONDUCT IN THE HALLS OF RESIDENCE AND ACCOMODATION SERVICES**

### **1.0 PREAMBLE**

Rules and regulations governing students conduct in the halls of residence at Bondo University College (BUC) generally apply to all students unless otherwise specified. All students shall conduct themselves with responsibility and maturity while in the halls of residence at the University College.

### **2.0 ELIGIBILITY FOR APPLICATION**

All students are eligible to apply for accommodation within the halls of residence of BUC. In case of overwhelming demand, priority will be given to new students or female students or students with disabilities or special needs.

### **3.0 RESIDENTIAL PERIOD**

Students are eligible for accommodation at BUC halls of residence only during a running session in a Semester/Academic year. Normally, students can check-in one day before the commencement of a new Semester/Academic year and check-out by the end of the Semester/Academic year.

### **4.0 PAYMENT TERMS**

On admission, applicants are required to pay a non-refundable accommodation fee as determined by the halls of residence management at the beginning of every academic year.

### **5.0 HALL ADMISSION PROCEDURES**

Interested students may apply either on-line, by postage or hand delivery to the Dean of Students. The room allocation results will be announced in the University College website or at the University College notice boards at least one week before the beginning of a new academic year. Applicants should check their accommodation results within that period. Unsuccessful applicants will be placed on the waiting list and will be notified when vacancies arise.

## **6.0 ROOM APPLICATION DEADLINE**

Room application deadline will be announced early enough before the beginning of a new academic year.

## **7.0 ROOM ALLOCATION**

7.1 Allocation of rooms will be on first-come-first-served basis. However, the University College reserves the right to reject or revoke any application under circumstances deemed questionable.

7.2 An applicant will be given up to two weeks to take up a room failure to which the room will be allocated to another student.

## **8.0 CHANGE OF ROOMS**

No change of room will be allowed unless where the Hall's management deems it possible and a formal request is made.

## **9.0 PAIR UP OF ROOM-MATES**

The assigning of room-mates by the hall management section of the University College will be final. Any dispute between room-mates will be handled by the halls authority in conjunction with the office of the Dean of Students.

## **10.0 DRUGS, SUBSTANCE ABUSE AND GENERAL CONDUCT**

10.1 All students are prohibited from smoking, brewing, or taking alcohol or any other form of illicit drugs within the halls of residence or in any of the common places, entrances, stairways, common rooms, laundry rooms or any other shared areas of the residence.

10.2 No student is allowed to do anything which may cause nuisance to the University College or to any other occupants of the residence or any other neighbouring premises or behave in a manner that amounts to harassment on the grounds of sex, race, ethnicity, size, disability, sexual orientation, religion/belief, age or political affiliation.

## **11.0 RADIO, VIDEO AND MUSIC INSTRUMENTS**

- 11.1 Use of video tapes, DVDs, radios or musical instruments in the halls of residence is allowed only on condition that the sound does not cause any disturbances, and that they are played between 6.00 am and 11.00 pm.
- 11.2 Production, possession and/or viewing of pornographic material is prohibited in the halls of residence.

## **12.0 MEALS IN THE HOSTELS**

- 12.1 No meals, utensils or crockery are allowed out of the cafeteria/dining hall into the halls of residence,
- 12.2 Meals are not allowed into the halls of residence except under special circumstances.
- 12.3 Cooking, heating and associated equipment are not allowed in the halls of residence.

## **13.0 WASHING AND DRYING OF CLOTHES**

Washing and drying of clothes should be done only in laundries and/or other designated areas.

## **14.0 WASTE DISPOSAL**

Waste disposal should be done only in designated areas.

## **15.0 POSTERS**

- 15.1 Posters should be put up in designated areas only.

## **16.0 GRAFFITI AND OTHER DRAWINGS**

All forms of unauthorized Graffiti and/or other drawings are prohibited in the halls of residence.

## **17.0 KEEPING ANIMALS/PETS**

Students are prohibited from keeping any animals or pets in the halls of residence.

## **18.0 VISITORS IN THE HALLS OF RESIDENCE**

- 18.1 No visitors are allowed in halls of residence between 10:00 pm and 10:00 am.
- 18.2 Students are not allowed to sublet or transfer room occupancy to any other person.

## **19.0 DAMAGES TO UNIVERSITY COLLEGE FACILITIES**

Students will be held responsible for any damage they may cause to the University College facilities. The student has, however, the right to appeal to the Dean of Students through the halls management when such a case is disputed.

## **20.0 REMOVAL OF FURNITURE FROM ROOMS**

Students are not allowed to remove furniture or equipment from their rooms except with a written permission from the halls' management. Any losses, breakages or missing items should be reported immediately for appropriate action.

## **21.0 SECURITY OF ROOMS**

- 21.1 Students should take care of their rooms and ensure that unoccupied rooms are locked, lights switched off, water taps turned off and all electrical appliances are switched off.
- 21.2 No student will be allowed to use any other key other than the one issued to open the room.
- 21.3 **Anti-janitors** are not allowed under any circumstances.
- 21.4 Each student should surrender all keys to the halls' management before proceeding on vacation

## **22.0 ABSENCE FROM HALLS OF RESIDENCE**

Absence from the halls of residence for a period exceeding two (2) weeks should be reported to the halls' management.

## **23.0 CARE OF THE UNIVERSITY COLLEGE COMMON FACILITIES**

- 23.1 No student is allowed to put anything harmful or which is likely to cause a blockage in any pipes or drains or cause obstruction of the common places including haphazard garbage disposal.

23.2 Every student will be expected to buy and use toilet paper. Use of newspapers or any other material that will cause blockage of the sewage system is forbidden. Sanitary towels, condoms etc should be disposed of appropriately in the provided facilities.

23.3 The University College is entitled, at the student's expense, to remove from the accommodation or the common places any item which constitutes an obstruction, fire or health and safety risk to the University College community.

#### **24.0 BUSINESS IN THE HALLS OF RESIDENCE**

No any form of business shall be allowed in the halls of residence.

#### **25.0 PREGNANCY**

25.1 Students are advised to avoid pregnancy while pursuing their studies.

25.2 In the event of pregnancy, one is supposed to move out of the halls of residence two months before the due date. However, an expectant student who proceeds on confinement will be eligible for readmission into the halls of residence at least three months post confinement, but will be given up to three weeks to resume her studies in the University College after this period.

25.3 In view of article 25.2, the Finance Officer should be informed of the duration the student stays away from the halls of residence for the purpose of refunding.

25.4 The affected student is expected to participate fully in all aspects of training/learning as contained in the University College regulations without excuse.

25.5 The affected student should not expect any privileges like special diets except on recommendation from the University College Chief Medical Officer. Where special diet is provided, the student shall meet the extra cost, if any.

25.6 The affected student, subject to recommendation by the University College Chief Medical Officer shall be allowed to sit for special examinations in case the University College examinations were held while the student was admitted in hospital or on confinement.

#### **26.0 VACATING ROOMS**

26.1 Except with a written permission from the Dean of Students, each student is supposed to vacate the room and remove all personal belongings from the room and/or common places at the end of

every semester or academic year. All keys should forthwith be surrendered to the halls management immediately after vacating the room.

- 26.2 Failure to remove all belongings will entitle the University College to remove those belongings from the room and keep them in storage. The University College will give the student 14 days notice to retrieve the belongings failure to which it reserves the right to dispose them.

## **27.0 LOSS OF KEYS**

Loss of any key(s) issued should be reported immediately to the halls' management. Replacement of lost key(s) shall be done at the student's expense.

## **28.0 TERMINATION PRIOR TO TAKING UP OCCUPATION OF THE ROOM**

- 28.1 Application for room can be withdrawn by the student prior to the beginning of the residence period through a written notice received at least seven (7) days before occupation.

- 28.2 A student who intends to prematurely withdraw, unless it is on medical grounds, from room occupation will be deducted 10% of the accommodation fee.

## **29.0 PENALTIES**

Flouting the above rules and regulations can result in any one or more of the following penalties:

- (a) A student being evicted from the room.
- (b) A student meeting the full cost of either repair/replacing whichever item is damaged or lost.
- (c) A student being forwarded to the University College Disciplinary Committee for further action.

## **(D) RULES AND REGULATIONS ON CATERING SERVICES**

### **1.0 PREAMBLE**

- 1.1 To facilitate satisfactory and efficient services in the catering unit, students are required to conduct themselves in an orderly manner and be courteous to both catering staff and fellow students.
- 1.2 Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times.

### **2.0 MEALS AND MEAL TIMES**

- 2.1 Meals shall be served at the designated University College catering units within the prescribed time as shown herein under:
  - Breakfast 6:00 a.m – 9:00 a.m
  - Lunch 12:00 a.m – 2:00p.m
  - Dinner 5:30p.m – 8:00 p.m
- 2.2 Meals shall be served in the dining halls/restaurant or in any other designated catering units, and no meals or beverages shall be carried out of the dining halls.
- 2.3 No crockery, cutlery or other utensils shall be removed from the dining hall.
- 2.4 No student shall enter the servery, kitchen or stores without prior permission from the catering manager.
- 2.5 Students shall not enter the Dining Hall/Restaurant with their own cutlery and may not bring in any furniture in there as well.
- 2.6 Books and other writing or reading materials should not be brought into the Dining Hall/Restaurant.
- 2.7 The Dining Hall/Restaurant furniture shall not be used as reading or work tops, or for any other purpose apart from that for which they are provided.
- 2.8 Students are advised to vacate the College Dining Hall/Restaurant as soon as they finish taking their meals in order to clear the way for routine cleaning of the facilities.
- 2.9 Meals in the dining halls are served on a Pay As You Eat (PAYE) basis.
- 2.10 Any comments, complaints or grievances concerning the catering services should be addressed to the Office of the Dean of Students.

## 2.7. PENALTIES

Flouting the above rules and regulations can result in any one or more of the following penalties:

- (a) A student meeting the full cost of either repair/replacing whichever item is damaged /broken or lost.
- (b) A student being forwarded to the University College Disciplinary Committee for further action

## **(E) RULES AND REGULATIONS ON STUDENTS' HEALTH CARE SERVICES**

### **1.0 PREAMBLE**

All new students shall undergo a thorough medical examination whose results must be recorded and shall bear the signature and stamp of the examining authority and which further must be availed to the Registrar (Academic Affairs) during registration. The doctor Examining the student will use form **BUC/J1/1.3**. On reporting to the University College students may be required to undergo a further examination by the College's medical staff, if deemed necessary by the University College.

### **2.0 ENTITLEMENT**

All students who have paid medical fees are entitled to free outpatient care in the University College clinic including consultation, investigations within the college medical laboratory and medicines prescribed by the University College's medical staff.

#### **2.1 The medical fee does not cover:**

- (a) Dental and optical treatment
- (b) Complications arising from pregnancy
- (c) Nutritional supplementation in pregnancy
- (d) In-patient care at any other hospital
- (e) Medical Laboratory tests done outside the University College medical laboratory

### **3.0 PROCEDURES TO BE FOLLOWED**

3.1 All students should have a medical file in our clinic and should report to the University College's clinic for any illness

3.1.1 Referral to specialists and hospitals will be from the University college's clinics

3.1.2 In emergencies, students can be admitted to any hospital of their choice and a report made to the University College Health Services and Dean of Students within one week of such admission. This only applies during semester time.

- 3.1.3 When the procedure in 3.1.2 is followed the permission for the student to do special examinations /CATs will be automatically sanctioned by the College Chief Medical Officer.
- 3.2 In cases where students have been treated elsewhere without University College authority, then the students must bring medical reports from the attending doctor for scrutiny by the University College Chief Medical Officer, who will authorize special examinations/CATs on medical grounds, when is convinced of the authenticity of the report.
- 3.3 Students who want to postpone examination on medical grounds will have to produce valid medical reasons for such postponement.
  - 3.3.1 Letters from doctors outside the University College without history of previous illness in the University College will not be accepted.
  - 3.3.2 Letters from psychiatrists must be supported by observations from within our clinics as in student's medical records.

#### **4.0 SICK LEAVE**

- 4.1 Students who want to go home to be treated must apply for sick leave from the Dean of Students.
- 4.2 The College Chief Medical Officer will sanction such leave on proof of sufficient evidence of illness to warrant treatment outside the University College health facilities.
- 4.3 Students who want to be away from the University College for other purposes should discuss their problems with the Dean of Students and their Schools/faculties for leave of absence.
  - 4.4.1 Medical reasons for such leave of absence must be verified by a University College Medical Officer
  - 4.4.2 Psychiatric problems must be similarly proved.
- 4.5 Leave for pregnant students going for delivery and post-delivery/confinement leave should be treated as above

## **(F) RULES AND REGULATIONS GOVERNING THE CONDUCT OF STUDENTS WHEN USING UNIVERSITY VEHICLES (TRANSPORT DEPARTMENT)**

### **1.0 REQUESTING FOR TRANSPORT**

- 1.1 All students are required to follow the laid down procedures while requesting for and using University College vehicles.
- 1.2 The students are required, individually or collectively, to formally request for the vehicle through the Dean of Students' office by fully filling the transport requisition form that will be available in the transport office.
- 1.2.1 The request for University transport should reach the Dean of students' office at least **three (3)** days to the day of travel.
- 1.3 Students who will be interested in using University College vehicles privately will be required to cost-share with the University College by paying the University College at a given rate as per the capacity of the vehicle requested for.
- 1.4 All official usage of vehicles by students will be requested for by the relevant head of department.
- 1.4.1 Transport Department may accept request by students on behalf of the concerned Department as long as due authority is given from the head of Department.

### **2.0 SAFETY AND USE OF VEHICLES**

- 2.1 All students are expected to exercise reasonable care while using the University College vehicles.
- 2.1.1 Any damage of the vehicle will be surcharged to those concerned either individually or collectively.
- 2.2 Students are not allowed to flout traffic rules and highway codes when using University College vehicles.
- 2.3 All students are required not to expose the University College vehicle to danger.
- 2.4 Provoking drivers or the public while using the vehicle is prohibited
- 2.5 All students are required to report all cases of harassment in the process of securing or using the University College's vehicle to either the Transport Manager, Dean of Students or both.

2.6 It is a serious criminal offence for a student(s) to carry or consume alcohol, drugs, and cigarettes amongst others in the University College vehicle.

2.7 It is a serious offence to use University College vehicle(s) for criminal activities.

2.8 All students are required to consult with the Transport Manager from time to time on matters pertaining to transport that may not be clear to them for more explanation.

### **3.0 ACCESS TO TRANSPORT YARD**

3.1 All students are not allowed to enter the transport yard without authority. This rule applies to members of staff as well.

3.2 No students will be allowed to interfere with the utilization of the transport services by other fellow students or members of staff.

3.3 No student will be authorized to front for a non University College staff or student in requisition for a vehicle.

## (G) ACADEMIC RULES AND REGULATIONS FOR UNDERGRADUATE STUDENTS EXAMINATIONS

### 1.0 PREAMBLE

Subject to the Act and the Statutes, all matters concerning University Examinations shall be supervised by the Registrar (Academic Affairs) under the general direction of the Academic Board of Bondo University College.

### 1.2 Overall authority

The University Academic Board shall have the overall authority in all matters concerning and affecting examinations, including the setting, moderating, conducting, marking, processing and declaration of result.

### 1.3 Definitions

For the purpose of these Regulations:

- 1.3.1 Bondo University College (BUC) Examinations are all those examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the following year of study or qualifies to graduate.
- 1.3.2 Regular BUC Examinations are those scheduled examinations held at the end of each semester or as determined by Academic Board.
- 1.3.3 A resit (Supplementary examination) constitutes a failed course, which a candidate must retake during the regular examination time. A resit will normally be done not later than the subsequent year of study.
- 1.3.4 Continuous Assessment is any form of evaluation made during the course of the semester such as tests, graded practicals, projects, quizzes and other assignments.
- 1.3.5 A semester is a period of study of normally **sixteen (16)** weeks or any period as may be determined by Academic Board for any current academic year.

- 1.3.6 An academic year shall normally consist of two semesters.
- 1.3.7 A course is that part of a subject described by a coherent syllabus and taught normally over a period of a semester. It is designated as one or more units of study.
- 1.3.8 A unit of study is one-hour lecture per week per semester or two hours of tutorials/seminars per week per semester or 3 hours of practicals per week per semester.
- 1.3.9 A semester load is normally between 21 and 24 units unless otherwise approved by Academic Board. Industrial Attachment and Teaching Practice shall be considered to constitute a number of prescribed units.
- 1.3.10 Faculty/School/Institute comprises specified teaching Departments/Programmes.
- 1.3.11 Core course is a course which is central to the discipline of study.
- 1.3.12 Required course is a course which is supportive or beneficial to a discipline/programme as stipulated in the academic syllabi.
- 1.3.13 Pre-requisite course is a course which must be successfully completed before one can register in a subsequent course.
- 1.3.14 Elective course is a course which may not necessarily be central to the discipline of study and which the student selects according to his/her interest subject to prior approval by the department.
- 1.3.15 Prescribed courses include core, required, prerequisite or elective courses as specified in the academic programmes.
- 1.3.16 A common course is an elective course which must be taken collectively by all the students within Faculty/School/Institute.
- 1.4 Exemptions**
- 1.4.1 The BUC Academic Board may grant a Faculty/School/Institute exemption from any of the requirements of these rules and regulations.
- 1.4.2 The BUC Academic Board on the recommendation of the Faculty/School/Institute Boards may grant any student(s) exemption from any of the requirements of these rules and regulations.

## 2.0 GENERAL RULES

- 2.1 Faculty/School/Institute Examination Regulations shall be presented through the Academic Board for approval by Senate.
- 2.2 Unless approved by Academic Board, all units shall be examined within the semester in which they are taken.
- 2.3 A candidate shall be required to register for University College Examinations at least four weeks before the start of semester examinations.
- 2.4 A candidate may not be allowed to sit for University College Examinations, if he/she fails to register for courses within the first three weeks of the semester.
- 2.5 To be eligible to sit for end of semester examinations, candidates must be registered in the course being examined, obtain clearance from the Finance Officer and must have attended 70% of the unit teaching time in a semester
- 2.6 To be eligible to sit for University College Examinations, a candidate should normally have taken all the Continuous Assessments in the respective courses.
- 2.7 The final mark for any one unit shall normally be made up of marks obtained from Continuous Assessments and the end of semester examinations.
- 2.8 Unless Academic Board decides otherwise, Continuous Assessments shall constitute 30% of the final marks while end of semester examinations shall constitute 70%.
- 2.9 Faculties/School/Institute/Departments shall be required to indicate Core, Required, Prerequisite and Elective units for approval by Academic Board.
- 2.10. Faculties/Schools/Institutes shall be required to spell out the distribution of Continuous Assessment (CAT) marks for approval by Academic Board.

## 3.0 GRADING SYSTEM AND OTHER REQUIREMENTS

### 3.1 Grading system

- 3.1.1 The performance of candidates in the University College's Examinations shall normally be determined by grades based on both Continuous Assessments and end of Semester examinations.
- 3.1.2 Unless otherwise approved by Academic Board, each course shall be graded out of a maximum of 100 marks.
- 3.1.3 The final mark for each course shall be rounded off to the nearest whole number.
- 3.1.4 Unless otherwise approved, by Academic Board, the pass mark for all courses shall be 40%.
- 3.1.5 A candidate shall not be allowed to proceed unless he/she scores an average of 40% in all courses registered for in an academic year of study.
- 3.1.6 A student who completes the coursework but due to unavoidable circumstances, acceptable to the University College Academic Board, is unable to sit for End-of-Semester Examinations, shall, on written request, be allowed to take Special Examinations when next offered.
- 3.1.7 A candidate shall be allowed to resit a failed course twice, after which he/she shall be required to retake the course by paying and registering for the failed course. Candidates shall be awarded grade "D" (40%) in all Courses passed in resit Examination.
- 3.1.8 Continuous Assessment marks shall count towards resit examination unless otherwise approved by Academic Board.
- 3.1.9 A Student shall repeat an academic year on academic grounds if he/she:
- (a) Passes between 50-70% of all courses taken in an academic year.
  - (b) Fails the supplementary examination.
- 3.1.10 A Student shall be discontinued on academic grounds if he/she:
- (a) Fails more than fifty per cent (50%) of all courses taken in an academic year.
  - (b) Fails the resit examination in same subject after repeating an academic year
  - (c) Fails to register for, and/or attend scheduled classes for two weeks or longer without the consent of University College Academic Board.

- (d) Commits an Examination malpractice.
- (e) Fails to meet any other condition stipulated by the Faculty/School for the award of degree

3.1.11 A maximum of eight (8) years of study is allowed for a regular Bachelor's degree. A candidate who fails to qualify for the award of the degree after the allowed 8 years shall be deregistered.

3.1.12 A candidate must pass all prescribed units before he/she graduates.

3.1.13 Unless otherwise specified by the Academic Board, the Examination grading system shall be as shown in Table 1.

**Table 1: BUC undergraduate examinations grading system**

Percentage	Grade	Remarks
70 – 100	A	Excellent
60 – 69	B	Good
50-59	C	Average
40 – 49	D	Pass
39 and Below	E	Fail

### 3.2 Transfers

3.2.1 A candidate who has been recommended to proceed to the subsequent year of study may be allowed by the Academic Board to transfer to the programme of his/her choice provided he/she meets the entry requirements of that programme.

3.2.2 A candidate who has failed more than 60% of the course may be allowed by Academic Board to transfer to a programme of his/her choice provided he/she meets the entry requirements of that programme. Such a candidate will repeat the year he/she failed in the previous school.

3.2.3 A candidate who is approved in articles 3.2.1 and 3.2.2 above may be given credit transfer(s) for the passed courses in the new programme of his/her choice.

#### 4.0 EXAMINATIONS RESULTS

- 4.1 Unless the Academic Board decides otherwise, examination results shall be considered first by departmental/Programme Boards of Examiners and then by the Faculty/School/Institute Boards of Examiners at the end of each academic year.
  - 4.1.1 The Departmental/Programme Boards of Examiners shall normally consider the results after they have been moderated by External Examiners.
  - 4.1.2 Chairpersons/coordinators of Departments/Programmes shall forward results to relevant Faculty/School/Institute Boards of Examiners after Departmental Programme Board of Examiners meetings.
  - 4.1.3 All Examination Results are confidential until the Faculty/School/Institute Boards of Examiners consider them, and are not official until approved by Academic Board.
  - 4.1.4 Deans/Directors, after a meeting of the Faculty/School/Institute Board of Examiners, shall release provisional Examination results to candidates indicating pass and fail. The results will be posted on Notice Boards and the BUC Website.
  - 4.1.5 After a meeting of Faculty/School/Institute Board of Examiners, the Dean/Director shall forward the provisional results to the Academic Board for final decision and approval.
  - 4.1.6 The Dean/Director shall forward the details of the official results to the Registrar (Academic Affairs) after Academic Board has approved the results.
  - 4.1.7 Official results shall be released to the candidates by the Deputy Principal (Academic Affairs) soon after the approval by the University College Academic Board and University senate.
  - 4.1.9 It is the responsibility of each individual student to check their results.

## **4.2 Remarking of Examinations**

- 4.2.1 A candidate shall be allowed to appeal to the Dean of Faculty/School through the Chairman of Department for remarking of an examination, on payment of a non-refundable fee to be determined from time to time by the Council.
- 4.2.2 Remarking shall be done by an examiner (or Examiners) other than the original one and shall be moderated by the departmental appeals committee
- 4.2.3 A candidate must appeal within seven (7) days after results are published by the Deputy Principal (Academic Affairs). The appeals shall be addressed to the Registrar (Academic Affairs), who shall compile and transmit the appeals to the respective departments.
- 4.2.4 Marking of the appealed cases must be done within seven (7) days after the student submits the request on official Faculty/School Appeal forms

## **5.0 TRANSCRIPTS**

- 5.1 The results for candidates shall be presented in transcript form indicating letter grading in accordance with the grading system and classification approved by the Academic Board.
- 5.2 Deans/Directors of Faculties/Schools/Institute shall release provisional transcripts after the results are approved by their respective Faculty/School/Institute Boards of Examiners.
- 5.3 Official transcripts shall be issued by the Registrar (Academic Affairs) at the end of the programme as approved by the Academic Board.
- 5.4 Additional transcripts will be issued at a fee of one hundred shillings (KShs.100) per copy per academic year of study. This amount may be reviewed by the Academic Board from time to time.
- 5.5 A candidate shall be allowed to retain a fail mark in an optional/elective unit if the unit is not required for graduation.

## **6.0 CLASSIFICATION OF DEGREES**

- 6.1 For the purpose of degree classification, all marks for 42 units in the last three years shall be considered unless otherwise approved by Academic Board.

- 6.2 For the purpose of the degree classification, the final percentage mark shall be calculated by summing the percentage mark for each considered course multiplied by the number of units in that course divided by the total number of units.
- 6.3 Subject to exemptions by Academic Board, degrees shall be classified into First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Pass. The Degree shall be graded as shown in Table 2.

**Table 2: BUC Undergraduate Degree Classification**

Classification	Percentage marks
First Class Honours	70 – 100
Second Class Honours (upper division)	60 – 69
Second Class Honours (lower division)	50 – 59
Pass	40 – 49

## 7.0 GRADUATION

- 7.1 A candidate shall qualify for the award of a degree only after passing a minimum of 42 units including all core and required units in each year of study.
- 7.2 A candidate who retains a failed mark in an optional/elective unit, as in article 5.5 may qualify, for the award of a degree provided he/she satisfies the requirement in article 7.1.

## 8.0 REGULATIONS FOR CONDUCT OF EXAMINATIONS

### 8.1 Continuous Assessment

- 8.1.1 Departments/Schools/Institutes shall maintain a record of marks of Continuous Assessments, assignments, and question papers.
- 8.1.2 The records shall be made available to the External Examiners.

- 8.1.3 There shall be a minimum of two Continuous Assessments per course per semester.
- 8.1.4 Continuous Assessments should be spread evenly throughout the semester and the last one at least two weeks before the beginning of the Semester Examinations.
- 8.1.5 The results of the Continuous Assessments should be submitted to the Head of Department/Director of School/Institute before the beginning of the Semester Examinations.

## **8.2 Examination/Timetable Co-ordinators**

- 8.2.1 There shall be Departmental/Programme Examination coordinators appointed by Registrar (Academic Affairs) on recommendation of Chairpersons of Department Directors of Schools/Institutes.
- 8.2.2 There shall be Faculty/School/Institute/Centre Examination/Timetable Co-ordinator appointed by the Dean/Director. The Faculty/School/Centre/Institute Examination/Time-table Co-ordinator shall work under the direction of the Dean/Director in all matters related to the University College Examinations within the Faculty/School/Institute.

## **8.3 Examination Time-tables**

- 8.3.1 Each Faculty/School/Institute shall set up a Timetabling committee, comprised of Departmental/Programme Examination/Time-table Coordinators. The time-tabling committee shall prepare a draft examination timetable.
- 8.3.2 There shall be a University timetabling committee drawing its membership from Faculty/School/Institute timetabling committees. The committee shall be chaired by the Registrar (Academic Affairs).
- 8.3.3 The harmonized Academic Examinations Time-table shall be presented to the Academic Board for approval before the beginning of examinations.

## **8.4 Registration for Examinations**

- 8.4.1 All candidates for examinations shall be required to register for each paper they intend to sit for and pay the required fees and University College dues, at least four weeks before the beginning of the University Examinations. No candidate shall be allowed to sit for the examination if he/she has not completed payment of fees.
- 8.4.2 A candidate shall not be allowed to sit for a paper for which he/she has not registered.
- 8.4.3 The Deputy Principal (Academic Affairs) shall publish a list of candidates registered for examinations at least two weeks before the beginning of the examinations and shall issue each candidate with an examination card. The lists should be made available to Chairpersons of Department/ Directors of Schools/Institutes accordingly.
- 8.4.4 Chief Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

## **8.5 Setting and Moderation of Examinations**

- 8.5.1 There shall be Internal and External Examiners of the University College appointed by the University College Academic Board upon the recommendation of the Boards of Faculty, School or Institute, who shall prepare Examinations and examine students in Papers assigned to them by the Faculty, School or Institute
- 8.5.2 Examination papers, including marking schemes where applicable, shall be set within the first month of each semester by the Lecturer responsible for the course who shall also be the Internal Examiner for the course.
- 8.5.2 External Examiners shall normally be appointed continually for not more than four (4) academic years, renewable annually.

## **8.6 Functions**

- 8.6.1 To assist the External Examiner in his/her assignment, Chairpersons of Departments/Programme Co-ordinators or Directors of Schools/Institutes shall provide the scripts, together with course

outlines, copies of the examination question papers, final marking scheme where applicable, mark sheets and records of Continuous Assessments and Projects to the External Examiner.

- 8.6.2 The External Examiner shall provide a general overview of candidates' performance.
- 8.6.3 The External Examiner shall be expected to review extreme cases, i.e. candidates who are failing, candidates who are passing exceptionally and candidates who are on borderlines.
- 8.6.4 The External Examiner shall indicate alternative marks where there are disagreements with the marks awarded by the Internal Examiners. The Departmental/Programme Boards of Examiners shall agree on the final mark.
- 8.6.5 The External Examiners will be expected to attend the Departmental/Programme Board of Examiners' meeting to present their reports.
- 8.6.6 The External Examiners shall submit written reports to the Academic Board, the Principal and give copies to the Deputy Principal (Academic affairs), Deans/Directors of Faculty/School and the Chairmen/Chairpersons of Departments on the conditions in which teaching/learning was done and the general standard of examination papers and the candidates' performance in them, structure and choice of the curriculum, marking schemes and any other related examination matters before they leave the University.

## **8.7 Processing of External Examiner's Reports**

- 8.7.1 Departments/Programmes Examination Boards shall discuss the External Examiner's report within one month of receiving it.
- 8.7.2 Departmental/Programmes response to the External Examiner's report shall be sent to the Dean/Director of Faculty/School/Institute with copies to the Principal, Deputy Principal (Academic Affairs) and Registrar (Academic Affairs).
- 8.7.3 The Deans/Directors of Faculties/Schools/Institutes shall call Special Board meetings to discuss consolidated External Examiners reports and Departmental/Programme responses, within two weeks of receiving reports from Chairpersons of Department/Programme Co-ordinators.

8.7.4 The Principal shall call a Special Academic Board Meeting to consider Consolidated University/External Examiners' and Faculty/School/Institute and Departmental/Programme reports within two weeks of receiving the last External Examiners' reports.

## **8.8 Functions of Internal Examiners**

8.8.1 An Internal Examiner is normally an academic member of staff, at the level of a Lecturer and above who has taught the course he/she is examining.

8.8.2 Internal Examiners shall mark every script following a proper marking scheme.

8.8.3 After marking all the scripts, Internal Examiners shall enter Continuous Assessment marks and the end of Semester Examination marks on the individual course mark sheets.

8.8.4 The Internal Examiner for any particular examination paper shall normally be one of the invigilators.

8.8.5 In cases where the Internal Examiner is unable to be present at the start of the examination, he/she shall inform the Chairperson of Department/Programme Co-ordinator or Director of School/Institute who shall then nominate a replacement from the Department/School/Institute concerned.

8.8.6 Internal Examiners shall certify the total number of scripts received from the Record of candidates who have taken the examination.

8.8.7 An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Chairperson of Department/Programme Co-ordinator. If the Chairperson of Department/Programme Co-ordinator considers that an examination irregularity has occurred, he/she shall make a full report to the Registrar (Academic Affairs) through the Dean/Director in accordance with Article 8.13 of these regulations.

8.8.8 After marking has been done, all the relevant examination mark-sheets shall be accurately completed, checked and signed by the Internal Examiner, the Chairperson of department/Programme Co-ordinator and the External Examiner(s).

8.8.9 Internal Examiners and External Examiners shall not divulge marks to candidates. All documents tabled during Departmental/Programme and Faculty/School/Institute Board of Examiners Meetings shall be reclaimed from members of the Board at the end of the meeting.

## **8.9 Processing of Examination Results**

8.9.1 All Internal Examiners shall normally be required to submit results, scripts, projects and other assessment materials and records to the Chairperson of Departments/Programme Co-ordinators within two weeks after the end of the examination.

8.9.2 A meeting of the Departmental/Programme Board of Examiners shall consider the results and make recommendations to the relevant Faculty/School/Institute Board of Examiners. The Faculty /School/Centre/Institute Board of Examiners shall then consider the results and make their recommendations to Academic Board.

8.9.3 All examination results shall be presented to Academic Board only after the Faculty/School Institute Board of Examiners meeting.

8.9.4 The Academic Board may accept, reject, vary or modify results from the Faculty/School Institute Board of Examiners.

8.9.5 No Department/Programme or Faculty/School/Institute has the authority to alter Examination Marks once these have been approved by the Academic Board.

## **8.10 Invigilation and Conduct of Examination**

8.10.1 Instructions to candidates and invigilators shall be published annually by the Registrar (Academic Affairs), setting out details of procedures to be followed in the conduct of Examinations

8.10.2 Invigilators who are normally academic members of staff shall be appointed and briefed by the Chairperson of Department/Programme Co-ordinator who is the Chief Internal Examiner.

8.10.3 Names of all invigilators for various examination papers and Exam Time-tables shall be sent to the Deputy Principal (Academic Affairs) one month before the start of the Examinations.

8.10.4 At least two invigilators shall be allocated to each examination room. At least one invigilator must be in the Examination room at all times.

- 8.10.5 The Registrar (Academic Affairs), shall appoint one of the Chief Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place.
- 8.10.6 Invigilators, under the direction of the Chief Invigilator, shall be responsible for the Security and laying out of the examination papers and for such other duties specified in the instructions to invigilators.
- 8.10.7 The Deputy Principal (Academic Affairs) shall ensure the uniformity in color and appropriate stamping of examination answer booklets.
- 8.10.8 The Chief invigilator shall collect all examination papers and related materials from the Registrar (Academic Affairs), at least, half an hour before the start of all respective examinations.
- 8.10.9 The Chief invigilator shall ensure that all examinations start and end on time.
- 8.10.10 The Chief invigilator shall ensure that all the unused examination booklets and other examination materials are returned to the Registrar (Academic Affairs) normally not later than **24** hours after the examination.

## **8.11 Irregularities in University College Examinations**

In this context, irregularities include:

- (a) Being in possession of unauthorized material in an examination room. These include books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, etc
- (b) Attempting to copy or making reference to the unauthorized material in the examination room
- (c) Disturbing or distracting any other candidate during an examination.
- (d) Seeking or obtaining a deferment of examination on false pretence.
- (e) Plagiarism.
- (f) Smoking, eating or drinking beverages in the examination room
- (g) Refusal to stop writing after the invigilator has timed out
- (h) Being engaged in any other misconduct relating to Examinations such as taking an Examination Script out of the examination Room instead of handing it over to the Examiner at the end of examination time.

## 8.12 Procedure for Dealing with Irregularities

- 8.12.1 Prior to the beginning of each examination, Invigilators shall draw to the attention of candidates the seriousness of irregularities in examination.
- 8.12.2 When an Invigilator suspects a candidate to have committed an irregularity in an examination, the invigilator after consulting and confirming with other Invigilators, shall inform the candidate that a report will be made to the Deputy Principal (Academic Affairs) through the Registrar (Academic Affairs).
- 8.12.3 The invigilator shall whenever possible confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the examination.
- 8.12.4 At the end of the examination the candidate shall be asked to make a written statement to be submitted to the Deputy Principal (Academic Affairs) through the Registrar (Academic Affairs) by the Chief Invigilator. In the event that a student refuses to write a statement, this shall be considered as contempt of the Academic Board.
- 8.12.5 The invigilator and the Chairperson of Department/Programme Co-ordinator shall make a full report of the incident to the Deputy Principal (Academic Affairs) through the Deputy Registrar (Academic Affairs), the Dean/Director of Faculty/School/Institute immediately after the examination.
- 8.12.6 The invigilator's report and the candidate's statement shall be compared by the investigating committee appointed by the Deputy Principal (Academic Affairs).
- 8.12.7 The Investigating Committee shall normally be composed of the following (or their representatives), one of whom shall be the Chairperson:
- (a) Dean of Faculty/Director of School/Institute where the candidate is registered
  - (b) Chairperson of the Department/Programme coordinator giving the course
  - (c) Dean of Students
  - (d) Registrar Academic Affairs (Secretary).

8.12.8 The investigating Committee should meet within two (2) weeks after end of examinations of the reported case and shall make a report to the Special meeting of Academic Board convened to consider the result of the examination.

8.12.9 If the evidence establishes that a candidate committed an irregularity such a candidate shall be liable to any one or a combination of the following penalties:

- (a) Expulsion from the University College
- (b) Suspension and cancellation of examination results of the candidate.
- (c) Issuance of a final stern warning letter

8.12.10 Appeal

- (a) Discontinued or suspended students may appeal to the Chairman of Council through the Principal within a period of ninety (90) days from the date of notification of the discontinuation. An appeal not submitted within the stipulated period shall not be considered.
- (b) The decision of the council on appeal case shall be communicated to the student within period of ninety (90) days from the date of notification of the appeal.

## **8.13 Leakage of Examination**

### **8.13.1 Definition**

Any act which results in a candidate or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

### **8.13.2 Procedure to be followed where leakage of examination is suspected.**

- i. Any person suspecting leakage of an examination shall immediately report to the Registrar (Academic Affairs).
- ii. An Investigating Committee shall, be set up by the Academic Board to investigate circumstances surrounding the suspected leakage of examinations. The committee shall be constituted as in Clause 8.12.7, provided that the committee co-opts any other member deemed to be useful to the investigations.

- iii. The Registrar (Academic Affairs) may, by powers conferred to him/her by the Academic Board appoint such a committee to carry out an investigation provided it is ratified by Academic Board as soon as possible.
- iv. The Investigating Committee shall make a report of their findings to the Academic Board within two (2) weeks.
- v. Where leakage has been established, the Academic Board shall cancel/withdraw the examination and order a fresh examination to be set and administered.
- vi. The Academic Board shall take appropriate disciplinary action against those found to be responsible for the leakage.

#### **8.14 Loss of Scripts**

- 8.14.1 Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the examinations.
- 8.14.2 The Chief Internal Examiner in the affected examination shall report cases of loss of scripts to the Registrar (Academic Affairs) through the Dean/Director of Faculty/School/Institute immediately.
- 8.14.3 The relevant Academic Board Investigating Committee constituted as in 8.12.7 shall investigate such loss of scripts and report to the Academic Board.
- 8.14.4 Following the report of the investigating committee, the Academic Board shall decide how to determine assessment of candidates whose marks are missing as a result of lost scripts and to determine the nature of action to be taken against those found to be responsible for the loss of the scripts.

#### **8.15 Disposal of Scripts**

- 8.15.1 The Registrar (Academic Affairs) shall be the custodian of examination scripts.
- 8.15.2 Examination scripts shall not be disposed of prior to the passing of normally four (4) years after the candidate completes the programme.

8.15.3 In the case of appealed results, scripts should not be disposed of prior to the passage of four (4) years after the candidate completes the programme.

## **8.16 Non-Compliance of Examination Regulations**

The University College Disciplinary committee shall take disciplinary action against any person who does not comply with these regulations.

## **9.0 INSTRUCTIONS TO CANDIDATES AND INVIGILATORS**

9.1. Candidates will be admitted into the examination room ten (10) minutes before the examination starts. Questions papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question papers unless instructed to do so by the invigilators.

9.2. Candidates are not allowed to write on examination question papers.

9.3. Candidates should acquaint themselves with the instructions on the front page of the answer books.

9.4. Candidates should ensure that they write their registration numbers, course titles and the course code on the answer books including the continuation sheets.

9.5. No candidate will be permitted to enter the examination room after the lapse of thirty (30) minutes from the commencement of the examination. If a candidate is excluded from the examination room under this regulation he/she should in his/her own interest report to the Registrar (Academic Affairs).

9.6. However, if a candidate arrives before the first half hour has passed, the invigilator may use his/her discretion in extending the time limit for the candidate provided no candidate has already left the room.

9.7. No candidate will be permitted to leave the Examination room until thirty (30) minutes have expired from the start of the examination. In addition, candidates will not be allowed to leave the examination room during the last ten minutes, except in cases of emergency, in order to avoid disturbing other candidates who are completing their papers.

- 9.8. Candidates without University College Identification and examination cards will not be allowed to sit for the examination. Each candidate is therefore required to carry with him/her into the examination room, his/her University College Identification and Examination Card for each paper he/she is taking.
- 9.9. Except when prevented by illness or other sufficient cause, a candidate who fails to present himself/herself for examination will be deemed to have failed in that part of the examination. If, for any reason a candidate is unable to attend an examination he/she should report the circumstances to the Registrar (Academic Affairs) at the earliest possible moment. Misreading of the examination timetable will not be regarded as 'sufficient cause' for missing an examination.
- 9.10. To assist the Invigilators in taking the roll call for those present and absent from examination the University Identification and Examination Cards should be conspicuously placed on the desks.
- 9.11. No books, bags, notes, rough papers and any other paraphernalia should be taken by candidates into the examination rooms. Candidates are not allowed to bring their own logarithmic tables and calculators in the examination room unless there are express instructions to do so. Any unauthorized materials should be handed over to the Chief Invigilator before examinations start.
- 9.12. Invigilators shall have the power to confiscate any unauthorized material brought into the examination room, and expel from the examination room any candidate who creates a disturbance in the examination room.
- 9.13. Smoking is not allowed in the examination room. At the end of the examination, and on the instruction from the Chief Invigilator, candidates must stop writing and assemble their scripts. The scripts should be handed over at designated points.
- 9.14. Candidates must not enter the examination rooms with mobile phones.
- 9.15. All students are advised to dress decently during examinations.
- 9.16. No student shall leave the examination room without filling the instructors/course evaluation forms.

## **10.0 REQUIREMENTS FOR GRADUATION, AWARD OF DEGREES AND ISSUANCE OF CERTIFICATES AND TRANSCRIPTS**

- 10.1 Candidates who fulfill all the requirements for graduation shall be conferred with their degrees at an official graduation ceremony.
- 10.2 A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:
- (a) Admission to the program.
  - (b) Regular enrolment and attendance in the program.
  - (c) Attaining the required satisfactory performance in the required examinations
  - (d) Discharge of all obligations owed to the University College including payment of fees, return of library books, etc.
  - (e) Names of candidates who qualify for graduation shall be published in the official University College graduation book released on the graduation day.
  - (f) Only candidates whose names appear in the graduation book shall be awarded certificates. To collect a certificate, a graduate will be required to present to the Registrar (Academic affairs) a duly filled and signed clearance form.
  - (g) Original copies of the certificates and transcripts shall be made available for collection from the Registrar (Academic Affairs), by individual graduates, after graduation.

### **10.3 Rescinding of a Degree**

The University College may rescind any Degree or Diploma awarded to a graduate who, while registered in a particular programme, committed an academic offence which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded Degree or Diploma shall be communicated to all relevant parties.

## **11. INTERPRETATION AND REVIEW OF THE BUC ACADEMIC STUDENT REGULATIONS**

- 11.1 The University College Academic Board shall be the final authority in the interpretation of the examination regulations
- 11.2 The examination regulations are subject to review by the BUC Academic Board, from time to time, as may be directed by the College Council. The Academic Board may alternatively seek authority from the University College Council to review the regulations, where it deems this to be necessary.

Any changes in examination regulations shall in all instances be effective upon approval by the Council.

## **(H) ACADEMIC RULES AND REGULATIONS FOR POSTGRADUATE STUDENTS**

### **1.0 SUBMISSION OF APPLICATIONS FOR POSTGRADUATE STUDIES**

- 1.1.1 Three sets of application forms for postgraduate studies shall be issued by the Director of Board of Postgraduate Studies (BPS) after an applicant has paid the appropriate application fee.
- 1.1.2 Completed application forms, plus copies of Secondary School Certificates, Degree Certificates, Official Degree Transcripts and any other relevant Testimonials shall be submitted to the Director, BPS who will record all the forms for statistical monitoring purposes.
- 1.1.3 Doctoral applicants shall submit with application forms a concept note of the intended research.
- 1.1.4 All applications shall be forwarded by the Director, BPS to relevant Departments where Departmental Postgraduate Studies Committee (DPGSC) shall prepare a shortlist of candidates. Thereafter, the application, together with minutes of the DPGSC meeting shall be tabled in the School Postgraduate Studies Committee SPGSC for further processing.
- 1.1.5 Chairpersons of School Postgraduate Studies Committee shall forward, through their respective Deans/Directors, names of short listed candidates, minutes of SPGSC meetings and all the processed application forms to the Director, BPS.
- 1.1.6 The BPS shall scrutinize all applications for postgraduate studies and make appropriate recommendations to the Admissions Board through the Registrar (Academic Affairs).
- 1.1.7 The BPS shall also make recommendations for award of scholarships, fellowships, grants and assistantships when such awards are available.
- 1.1.8 Before recommending a candidate to the Admissions Board for admission and registration, the SGS Board shall satisfy itself that:
  - (a) The candidate meets the minimum entry requirements for that programme.

- (b) The proposed field of study can be pursued under the supervision of the University College Lecturers who must be holders of Doctoral degrees.
- (c) The candidate has adequate opportunities for consulting his/her Supervisor(s) at least once a month.
- (d) The candidate has adequate facilities for practical work where applicable.

1.1.9 A Department which does not have sufficient lecturers to teach, supervise and examine its own postgraduate students shall normally not admit/register students in that particular academic year.

1.1.10 The Registrar (Academic Affairs) shall send letters of admission and/or registration to all successful candidates within one week of Admission Board's approval. Such letters shall be copied to the Director, BPS, head of teaching department and the relevant Dean/Director of School.

1.1.11 Admission into the current academic year for postgraduate candidates shall normally close on the date designated by the Academic Board. The beginning of the academic year for postgraduate students shall normally be synchronized with the undergraduate semesters.

## **1.2 Deferment/Suspension of Studies**

1.2.1 A candidate may in exceptional cases be allowed for good academic and personal reasons to suspend his/her studies for a specific period.

1.2.2 Requests for deferment should be addressed to the Director BPS stating acceptable/justifiable grounds and the period of deferment.

1.2.3 The BPS shall consider the request and recommend to Deans Committee and Academic Board to approve deferment/suspension of studies for a period not exceeding one academic year.

## **1.3 Re-admission**

1.3.1 At the expiry of an approved period of deferment/suspension of studies, the Registrar (Academic Affairs) shall re-admit or advise the student to resume studies.

1.3.2 A student who suspends studies for a period exceeding one academic year may reapply for fresh admission.

## **1.4 Extension of Studies**

- 1.4.1 A candidate who is unable to submit a Masters or Doctoral degree thesis within the stipulated time may apply for extension of studies. Such application should be addressed to the Director BPS through the candidate's supervisors, clearly stating the reasons for extension and provide sufficient evidence.
- 1.4.2 Extension of studies shall be granted for such a period as to enable the candidate complete studies within the maximum allowed duration as specified in clauses 3.2.1 & 3.2.2.3 of these Rules and Regulations.

## **1.5 Registration of Admitted Students**

- 1.5.1 All admitted students shall be required to register with the Registrar (Academic Affairs) within the first three weeks of the Semester.
- 1.5.2 A candidate shall not be allowed to sit for a University College Examination for a given unit, if she/he has not fulfilled the condition in article 1.5.1 above.
- 1.5.3 A candidate shall be required to register for University College Examinations at least four weeks before the start of Semester Examinations.

## **2.0 TITLES OF POSTGRADUATE QUALIFICATION**

### **2.1 Degree Titles**

The University College offers the following degrees:

- (a) Master of Arts (M.A.)
- (b) Master of Business Administration (MBA)
- (c) Master of Education (MEd.)
- (d) Master of Science (M.Sc)
- (e) Doctor of Philosophy (Ph.D)
- (f) Doctor of Letters (D.Litt)

(g) Doctor of Science (D.Sc)

2.2 Departments/Schools may propose new degrees giving justification for consideration for approval by Senate.

### **3.0 CONDUCT OF STUDIES, COMMON RULES AND REGULATIONS FOR POSTGRADUATE STUDIES**

#### **3.1 Eligibility**

##### **3.1.1 Masters degree**

To qualify for admission into the Masters degree candidates shall be:

- (a) Holders of at least an Upper Second Class Honours degree from Maseno University OR any other recognized University.
- (b) Holders of a lower Second Class Honours degree with two (2) years working experience/research experience in the relevant Field.

##### **3.1.2 Doctoral degree**

To qualify for admission into a Doctoral programme, applicants shall be:

- (a) Holders of a Masters Degree of Maseno University in the relevant field, or
- (b) Holders of a relevant Masters degree of any other recognized University.

#### **3.2 Structure of Postgraduate Programmes**

##### **3.2.1 Masters Degrees**

- (a) The Masters Degree programme in all departments shall normally consist of coursework, Examination and thesis/project normally extending over a period of two academic years distributed over four semesters of full time/part-time attendance provided that part-time attendance shall not exceed a period of four calendar years from the date of registration.
- (b) The Masters degree (thesis option) in any department shall consist of a minimum of forty two (42) units, and a maximum of fifty seven (57) units of coursework, examination and thesis distributed over four semesters as below:

**The units for Masters by Thesis are distributed as shown:**

First Semester: Coursework: 12 units minimum 18 units max

Second Semester: Coursework 9 units minimum 18 units max

Third Semester: Coursework 9 units minimum 18 units max

Research proposal 3 units

Fourth Semester: Research/Thesis submission 9 units

- I(c) The Masters degree (project option) in any department shall consist of a minimum of forty five (45) units, and a maximum of sixty six (66) units of coursework, examination and thesis distributed over four semesters as below:

**The units for Masters by Project are distributed as shown:**

First Semester: Coursework: 12 units minimum 18 units max.

Second Semester: Coursework: 12 units minimum 18 units max

Third Semester: Course work: 9 units minimum 18 units max.

Fourth Semester: Research/Project submission 9 units

### 3.2.2 Doctoral degrees

Doctoral programme shall normally consist of 39 units of thesis only in the areas where the Masters programmes are in place:

First Semester: Research proposal: 3 units

Second Semester: Research proposal: 3 units

Research only 6 units

Third Semester: Research only: 6 units



- (d) Doctoral candidates shall be required to submit technical and academic reports every six months to the Director, BPS. The reports shall be copied to their Supervisors.
- (e) Where the progress of a given PhD candidate is found to be unsatisfactory, such a candidate shall be given a written warning by the Director, BPS to the effect that unless the candidate shows signs of improvement within the following six months, the candidate will be de-registered. The warning letter shall be copied to the respective Chairpersons of the DPGSC and SPGSC, the Supervisor(s), the Chairperson of department, Dean/Director of School and Registrar (Academic Affairs).
- (f) When the report of the student is adverse on the supervisors, the Director, BPS will constitute a committee comprising Deans/Directors/Chairpersons of Department and Registrar (Academic Affairs) to investigate and make recommendations.
- (g) Where the progress of a given Masters Degree student is found to be unsatisfactory, such a student shall be given a written warning by the Chairperson of DPGSC to the effect that unless the student shows signs of improvement within the following three months, the student will be subject to appropriate disciplinary measures. The warning letter shall be copied to the Director, BPS and SPGSC, the supervisors, the Head of department, Dean/Director of School and Registrar (academic Affairs).
- (h) The Director, BPS shall in consultation with Deans/Directors and Chairpersons of Departments ensure the effective supervision of the students.

## **4.2 Appointment of Supervisors**

- 4.2.1 The concerned Departmental and School Postgraduate Studies Committees in consultation with the Director, BPS, shall process recommendations on the appointment of Supervisors.
- 4.2.2 The BPS shall discuss and make recommendations to Deans Committee and The Academic Board on the suitability of Supervisors, based on acceptable research proposals from the candidates.
- 4.2.3 Before recommending the appointment of any Supervisor, the BPS shall satisfy itself that the proposed Supervisor is competent in the subject area in which the candidate proposes to work. All Internal Supervisors must be holders of Doctoral Degrees and members of the respective Schools

- 4.2.4 Each candidate shall normally have two (2) Supervisors. At least one supervisor shall normally be a member of the teaching department in which the student is registered. The Supervisor, whose specialty is closest to 'the students' field of research, shall be designated as the Main Supervisor.
- 4.2.5 Where an additional Supervisor is recommended for appointment from outside the University College, such a person shall show evidence of competence in the area of study through academic publications in refereed journals. Such a person shall also submit a current CV to be approved by the Academic Board before formal appointment.
- 4.2.6 All students shall be required to consult their Supervisor(s) at least once a month based on a schedule worked out between the student and the Supervisor.
- 4.2.7 Supervisors shall submit to the Director, BPS, either individually or jointly, academic reports on the progress of each student every three months. The reports shall be copied to the respective SPGSC Chairperson, Registrar (Academic Affairs), the respective Dean/Director, the Chairperson of Department and the respective Chairperson of the DPGSC.
- 4.2.8 All staff members approved by Senate as Supervisors shall be informed in writing of their appointment by the Director, BPS.

### **4.3 Replacement of Supervisors**

- 4.3.1 Where the DPGSC is not satisfied that supervision of a particular candidate is effective they shall recommend for a replacement to the BPS through the SPGSC.
- 4.3.2 Minutes of the DPGSC and SPGSC meetings specifying reasons/justification for the recommended replacement shall be attached.
- 4.3.3 Where a supervisor is deceased or incapacitated, another supervisor shall be appointed, if the supervision has not been done to an advanced stage. However, if supervision was at an advanced stage, the department shall recommend appointment of a thesis advisor who shall normally not sign the thesis.

## **5.0 PROCESSING OF EXAMINATIONS**

### **5.1 Processing of Examinations in General**

- 5.1.1 Unless otherwise stated, 'Regulations for the Conduct of Examinations' as outlined in the Common Rules and Regulations for Undergraduate Examinations shall normally apply.
- 5.1.2 The teaching Department in which a student was taught shall process postgraduate examination results. The Chairperson of the DPGSC shall forward fully moderated coursework examination results for all its registered candidates duly approved by the committee through the Chairperson of the Department who will forward to the SPGSC for deliberations.
- 5.1.3 The Chairperson of SPGSC shall chair postgraduate Board of Examiners meeting to deliberate on the coursework examination results.
- 5.1.4 The Chairperson of the SPGSC shall forward examination results and appropriate recommendations through the Dean/Director of Faculty/School to the BPS within one month after the end of the academic year in which the courses were taught and examined.
- 5.1.6 The BPS shall discuss and forward the examination results with appropriate recommendations to the Academic Board.
- 5.1.7 The Academic Board shall forward the examination results to Senate for final approval.

### **5.2 Assessment and Examination of Postgraduate Programmes**

#### **5.2.1 Masters Degrees**

- (a) Candidates shall be required to pass in all the prescribed courses in a given programme. The pass mark shall be 50%.
- (b) Assessment at the end of the course work shall consist of:
  - (i) A written examination which shall normally constitute 60% of the total marks in each course.
  - (ii) Continuous assessment based on essays, laboratory assignments and such other tests as may be prescribed by the department. This will normally constitute 40% of the total marks.

- (c) A candidate who fails a prescribed course in the first year shall be eligible to re-sit the examination when next scheduled. Prescribed courses include core, pre-requisite or elective courses as specified in the academic programmes.
- (d) Continuous assessment marks shall count towards a re-sit examination.
- (e) A candidate who, for valid reasons such as sickness, fails to sit an examination shall be allowed to sit for the examination when next scheduled. Medical cases must be supported by documents from the University Medical Officer.
- (f) Students are free to take extra courses over and above the prescribed number of units and shall be given a grade, which shall normally be reflected on their transcripts. Students are also free to audit courses with the approval of the lecturer concerned and head of department. Such courses shall not be examined.
- (g) A candidate who fails an extra course shall not be penalized as long as the candidate passes the prescribed units.
- (h) The procedure for Submission and Examination of Thesis shall be as outlined sections 5.3 of these Rules and Regulations.
- (i) Grading System for Masters Coursework

The grading system is given in Table 3 below

**Table 3:** BUC Master Degree Coursework grading system

Percentage	Grades	Remarks
75 – 100	A	Excellent
65 – 74	B	Good
50-64	C	Average
Below 50	D	Fail

- (j) Recommendations for the award of the Masters Degree will follow the procedure described below:

Names of candidates who have submitted bound theses shall be tabled to the BPS Committee, together with copies of the bound theses and minutes of the respective Oral Defense. The Board shall inspect the bound theses, and once satisfied, shall recommend the successful candidates to the Academic Board for the award of the respective Master Degrees, taking into consideration other requirements in respect of course work.

#### 5.2.2 **Doctoral candidates**

Recommendation for the award of the Doctoral Degree will follow the procedure described below:

Names of candidates who have submitted bound theses shall be tabled to the BPS committee, together with copies of the bound theses and minutes of the respective Oral Defense. The Board shall inspect the bound theses, and once satisfied, shall recommend the successful candidates to the Academic Board for the award of the respective Doctoral Degree, taking into consideration other requirements in respect of course work.

### 5.3 **EXAMINATION OF MASTERS AND DOCTORAL THESES**

#### 5.3.1 **Submission of Thesis for Examination**

- (a) At least twelve (12) weeks before the end of the fourth and sixth semester for Masters and Doctoral theses respectively, a candidate shall give a written Notice of Intent to submit a thesis to the Director, BPS, through the Supervisor(s). The notice shall be copied to the Dean/Director of the School and to the Chairpersons of the Department and Departmental and School Postgraduate Studies Committees. The notice should include a signed Abstract not exceeding 400 words signed by student and countersigned by the Supervisor(s).
- (b) In case a candidate is unable to submit within the stipulated time, then extension can be granted subject to article 1.4 1 of these rules and regulations.
- (c) Within four weeks after the Notice of Intent to submit a thesis has been issued respective Departmental Postgraduate Studies Committee shall in consultation with the supervisor(s), recommend to the BPS Committee, through the respective SPGSC, one External Examiner, two Internal Examiners and two School/Faculty Representatives for the candidate's Board of

Examiners. The CVs of Examiners who are not staff of Bondo University College must be submitted for approval.

- (d) The BPS shall forward the List of Board of Examiners, with appropriate recommendations, to the Deans Committee.
- (e) The Academic Board shall on the recommendation of the BPS and Deans Committee, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of:
  - (i) Director, BPS or Representative (Chairperson)
  - (ii) One External Examiner
  - (iii) Two internal Examiners, at least one of whom shall be from the relevant Department
  - (iv) Candidate's Supervisor(s)
  - (v) Two School Representatives
- (f) Members of the Board of Examiners shall attend the oral defense in person and not send a representative.
- (g) The School Representatives shall normally be members from Bondo University College but preferably not from the same Department as the candidate. They shall not be required to read the thesis although they shall have access to the thesis and the written assessment reports. School Representatives shall assess the candidate's thesis only during Oral Defense.
- (h) Each candidate shall submit six spiral bound copies of his/her thesis to the Director, BPS. The thesis must be prepared according to the format approved by the Academic Board and must be signed by the student and the Supervisor(s) and bear the date of submission.
- (i) Copies of the thesis shall be distributed to the Internal and External Examiners and the Supervisor(s). The two Internal Examiners and the External Examiner shall be required to assess the thesis and submit detailed reports to the Registrar (Academic Affairs) and copies to the Director BPS, within four weeks from the date of dispatch of the thesis.

- (j) Reports from the external and internal examiners shall normally be circulated to the Academic Board approved members of Board of examiners at the oral defense.
- (k) An honorarium shall be paid to the Examiners subject to the submission of satisfactory report on time, and attendance of the oral defense.
- (l) Each Examiner shall indicate within his/her detailed report:
  - (i) Whether or not the thesis is adequate in form and content;
  - (ii) Whether or not the thesis reflects an adequate understanding of the subject or adds new knowledge in the subject area and in consequence;
  - (iii) Whether or not the thesis needs corrections
  - (iv) Whether the candidate should be awarded the degree or not
- (m) When an Examiner's report is delayed for more than one month, a new Examiner shall be re-appointed.

#### 5.4 **The Oral Defense**

- 5.4.1 After receipt of all reports from Examiner, the Director, BPS shall set a date for the Oral Defense. Such a date shall normally be within three (3) weeks of the date of the receipt of the last report. The External Examiner shall normally not be required to attend the Oral Defense unless he/she has failed the candidate.
- 5.4.2 The Oral Defense shall be open to the public. Examiners will be given opportunity to ask all their questions first before the public does. The public will be allowed to ask questions but these shall normally not contribute to assessment of the candidate.
- 5.4.3 The duration of the Oral Defense for Masters Candidates shall normally be a maximum of two (2) hours, consisting of twenty (20) minutes of the candidate's presentation followed by questions and answers session. For Doctoral candidates, the duration shall normally be a maximum of three (3) hours, consisting of forty (40) minutes of the candidate's presentation, followed by a questions and answers session.

5.4.4 After the completion of the Oral Defense, the Board of Examiners shall decide whether the:

- (i) Candidate defended the thesis adequately and whether the candidate should be declared pass outright, and recommend the award of the degree subject to the candidate fulfilling other requirements in respect of course work.
- (ii) Thesis needs minor revision and/or corrections over and above the recommendations contained in the Examiners' Reports and recommending submission of the final revised thesis
- (iii) Thesis needs major revision and corrections and recommends submission of the thesis within three (3) months for fresh assessment by one of the Internal Examiners. Should the candidate still fail at this stage, the candidate must submit a revised thesis within six (6) months for fresh assessment by all the three Examiners and appear for a second defense thereafter.
- (iv) Thesis needs a thorough overhaul, including collection of more data or change of methodology, and recommends re-submission within nine (9) months for fresh assessment by all the three Examiners and a second defense thereafter.
- (v) Thesis is unacceptable for the award of the respective degree declaring the candidate having failed outright:
  - (a) As long as less than 50% of the member of the Board of Examiners dissents, the decision of the rest of the members shall prevail.
  - (b) A candidate must satisfy the Board of Examiners in both the Oral Defense and Written Thesis to be declared pass overall.

5.4.5 A thesis cannot be defended more than twice.

## 5.5 Final Submission of Thesis

5.5.1 Once a candidate has revised the thesis according to the recommendations of the Board of Examiners, the Main Supervisors shall check the thesis and then write the Director, BPS, certifying that all corrections and amendments suggested by Examiners have indeed been incorporated. This communication shall be copied to respective Dean/Director of School according to the format approved by the Academic Board.

- 5.5.2 A honorarium, the amount of which will be approved by the Academic Board, shall be paid to the supervisors subject to the student making corrections and amendments suggested during the oral defense.
- 5.5.3 Hard covered bound copies of the thesis shall be lettered in gold on the spine the following information: Title of the thesis, name of candidate and year of final submission at the bottom.
- 5.5.4 The final thesis should be bound in boards with green buckram for Masters and navy blue buckram for doctoral degree
- 5.5.6 At least Six (6) copies of the hardbound thesis, signed by students and supervisor(s), shall be submitted to the Director, BPS, together with a certificate from the University College Librarian and one copy each shall be given to the Supervisor(s). One copy of the thesis shall be deposited in the University Library and one copy in the BPS Library. If plates are included in a thesis, original photographs, and not photocopies, shall be used in all the copies of thesis submitted.
- 5.5.7 Distribution of the Final copies of thesis shall be done after approval by the BPS committee and the Academic Board.

## **6.0 PLAGIARISM**

- 6.1 When plagiarism is proven in a thesis submitted for examination, the student shall fail without possibility of resubmission. Further to this the student shall be de-registered and expelled indefinitely from the University College.
- 6.2 Where a draft thesis is submitted to a supervisor purely for corrections, and plagiarism or another form of cheating is suspected, the supervisor shall warn the candidate, in writing, of this offence and guide the student in making necessary amendments to his/her work. The warning letter shall be copied to the respective Chairpersons of the DPGSC and SPGSC, the Supervisor(s), the Chairperson of department, Dean/Director of School and Registrar (Academic Affairs).

## **7.0 DEREGISTRATTON**

Senate shall de-register a postgraduate student if:

- 7.1 The student fails to live up to the academic requirements in article 5.2 for Masters and Doctoral programmes.

- 7.2 The candidate's conduct is contrary to the University Rules and Regulations.
- 7.3 The candidate or candidate's sponsor fails to remit funds to the University for the Conduct of studies.
- 7.4 The candidate has not completed the prescribed studies after:
- (i) Three years for full-time or five years for part-time, studies since the date of registration in a Masters degree programme.
  - (ii) Five years for full-time or seven years for part-time, studies since the date of registration in a Doctoral degree programme.
- 7.5 The candidate has not submitted the final revised thesis after the prescribed time decided during the Oral Defense.

## **8.0 HIGHER DOCTORATES**

The Degree Doctor of Science (D.Sc) or Doctor of Letters (D. Litt.), differs from the other postgraduate research degrees in that no specific course of study is required. The submission therefore should consist of published work of high distinction, which results from research, distribution of knowledge and which has established the candidate's authoritative standing in his/her subject. Applications for higher doctorates are considered from graduates of Bondo University College or other recognized Universities who must have graduated with a Ph.D. not less than ten years prior to the application. The candidates should be associated with Bondo University College and must have made significant and relevant contribution to the University College. Details of the application procedure and of assessment shall be as approved by the Academic Board.

## **9.0 EXEMPTIONS FROM THE POSTGRADUATE RULES AND REGULATIONS**

Exemptions from the application of these general Rules and Regulations may be submitted to the BPS Committee by the Chairperson of a SPGSC, with reasons. The BPS committee shall discuss such request and make appropriate recommendations to the Academic Board.

## **(I) BONDO UNIVERSITY COLLEGE STUDENTS' WELFARE**

### **1.0 PREAMBLE**

1.1 Bondo University College (BUC) provides a network of support services to help students get maximum benefit during their entire period of study at the institution. The University College administration and the supervisory system are at the heart of a network of services that ensure that students have easy access to appropriate support for any problem they may encounter.

1.2 Students' welfare at BUC is primarily handled by the office of the Dean of Students. This office deals with all aspects of the students' life including counselling, accommodation, health, spiritual guidance and students with disabilities and special needs. Students are advised to report to the Dean of students' office on matters related to their personal life, and which they feel require attention from the University College administration.

1.3 The office of the Dean of Students is responsible for safeguarding students' rights while also seeing to it that students adhere to the provided code of conduct. The office works to ensure that a student gets a fair hearing in cases of disciplinary action against him/her.

### **2.0 GUIDANCE AND COUNSELLING SERVICES**

2.1 The University College offers professional guidance and counselling services to help students with problems of all kind, be it emotional, personal or academic. Consultations are completely confidential.

### **3.0 ACCOMMODATION (see rules and regulations on accommodation)**

3.1 Accommodation and catering services are available at the University College. There are day and night halls officers to address students' welfare services like security, special diets, room-mate problems, cleaning and management of the halls of residence.

**4.0 HEALTH SERVICES (see rules and regulations on Health services)**

- 4.1 The University College has a health centre that provides treatment of illnesses, injuries and family planning health services to the students, staff and to the community.
- 4.2 All cases of emergency, serious illness or sexual assault requiring medical attention must be reported immediately to the nearby University College authority.
- 4.3 In case of sexual assault/rape, students are advised to report to the College Chief medical Officer within 48 hours and are not supposed to do anything that can erase evidence, e.g. bathing or changing clothes, before reporting to the Chief Medical Officer.
- 4.4 Except in emergency cases, where a student wishes to seek medical services outside the University College, he/she shall notify the University College Chief Medical Officer. The University College will not pay medical bills incurred by a student without authority and prior referral by the Medical Officer.
- 4.5 Students shall avail themselves for medical examination as and when required by the University College Administration.
- 4.6 In case of pregnancy, student(s) must report to the University College Chief Medical Officer immediately. The affected student(s) are advised to do so for the purpose of:
- i. Information,
  - ii. Guidance and counselling,
  - iii. Advice on:
    - a) antenatal care,
    - b) confinement
    - c) Special examination in case the University College examinations are done while the student is on confinement
    - d) The period of absence during confinement
    - e) Postnatal care
    - f) Child welfare

g) Family planning

4.7 The University College shall provide services related to HIV/AIDS including VCT services at the University College health centre and condom dispensers at designated points.

**5.0 STUDENTS WITH PHYSICAL CHALLENGES AND/OR SPECIAL NEEDS**

5.1 BUC is committed to responding to the needs of students with physical challenges or special needs and advice and information are available for such students. It is the University College's core value to ensure that gifted and deserving students with disability will have an equal opportunity to acquire education and as much as possible participate in the various aspects of the University College life.

**6.0 SPIRITUAL SERVICES**

6.1 The University College has Chaplaincy available for spiritual guidance to students and the University College personnel.

**7.0 MARRIAGE OF STUDENTS**

7.1 Any student who gets married is advised to notify the Dean of Students immediately.

**8.0 RECREATION AND SPORTS SERVICES**

8.1 Facilities are available for students' recreation and sports. Through the office of Sports and Games, BUC provides an environment for students and staff with talent in sports to exercise and develop their abilities through various indoor and outdoor sports. This creates an opportunity for participants to compete at national and international levels.

8.2 Available sports facilities may include football, netball, volleyball, basketball, handball, hockey, rugby and netball pitches, tennis court, badminton and darts. There are game clubs which organize tournaments at the University College and national level.

8.3 Students are encouraged to take active participation in sports, and are requested to bring with them personal sports gear.

8.4 Observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

## **9.0 STUDENTS SOCIETIES AND CLUBS**

9.1 Students of BUC are at liberty to form clubs, societies or organizations as long as they do not conflict with the University College mission and the public interest.

9.2 The office of the Dean of students is charged with the responsibility of registering, facilitating and monitoring operations of professional clubs and welfare associations in the student community. Through these organizations, students are able to participate in community activities and professionally related events.

9.3 Students proposing to form clubs or societies within the University College shall observe the following procedures:

- i. Prepare the objectives of the intended club or society, the names and designation of the interim office bearers and patron, an indication of likely membership and possible source of funding.
- ii. The interim office bearers shall discuss the proposal with the Dean of Students, and will then apply for the registration of the club or society to the Principal through the Dean of Students.
- iii. Upon registration, the clubs or societies shall operate strictly within the provision of the approved constitution.
- iv. All scheduled clubs or society activities must be forwarded to the Dean of Students' office and approved before the beginning of each semester.
- v. The University College may refuse and/or cancel the registration of a club or society without assigning any reason thereunto.

9.4 The University College shall not provide financial support to students' societies/clubs.

## **10 WORK -STUDY**

The University College has established work study Guidelines that will provide opportunities for all students, qualified and admitted to pursue academic programmes at the University College, to complete their studies. Needy students are advised to contact the office of the Dean of students' for detailed guidelines.

-END-



BUC/J1/1.1

**BONDO UNIVERSITY COLLEGE  
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**

Tel. 057-2501804  
email: [racademic@bondo-uni.ac.ke](mailto:racademic@bondo-uni.ac.ke)

P.O. BOX 210 - 40601  
BONDO

Our Ref:  
Your Ref:

Date: \_\_\_\_\_

**LETTER OF ACCEPTANCE**

Dear Sir/Madam,

I \_\_\_\_\_  
Surname First Name Last Name

Admission No. \_\_\_\_\_ ID/No./Birth Certificate No. \_\_\_\_\_

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

\_\_\_\_\_

For a course leading to the Degree/Diploma of

\_\_\_\_\_

Do hereby confirm that: (tick as appropriate)

A. **I DO ACCEPT** the offer and **PROMISE TO ABIDE** by the Rules and Regulations Governing the Conduct and Discipline of the students of Bondo University College. I understand the change of School or Department will be permitted only by the Bondo University College Academic Board.

B. **I DO NOT ACCEPT** the offer because of the following reasons(s)

1. Family problem.
2. Health problem.
3. I have been offered an overseas scholarship.
4. The University has not offered me the course I applied for.
5. I have taken up employment.
6. Any other reason (state them).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



BUC/J1/1.3

# BONDO UNIVERSITY COLLEGE

## OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

Tel. 057-2501804

email: [racademic@bondo-uni.ac.ke](mailto:racademic@bondo-uni.ac.ke)

P.O. BOX 210 - 40601

BONDO

Our Ref:

Your Ref:

Date: \_\_\_\_\_

### STUDENT'S ENTRANCE MEDICAL EXAMINATION

Admission No. \_\_\_\_\_

#### IMPORTANT

Students are requested to complete part 1 of this form. The Medical Officer examining the student should complete part II. The completed form should be forwarded to the Registrar, Academic Affairs, Bondo University College, P.O. Box 210 – 40601 BONDO.

#### PART I

(a) Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Single/Married: \_\_\_\_\_

Faculty: \_\_\_\_\_

Name, address and telephone number of parent/guardian/next of kin.

\_\_\_\_\_  
\_\_\_\_\_

(b) Have you ever been in an in-patient hospital or nursing home? YES/NO  
If so when and for what complaints?

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(c) Have you suffered from or had symptoms of any of the following? (Delete as necessary)

Tuberculosis or other chest infection	YES/NO
Fits, Nervous disease or fainting attacks	YES/NO
Heart disease or Rheumatic fever	YES/NO
Any diseases of the digestive system	YES/NO
Any disease of the genitor-urinary system	YES/NO
Allergies to food or drugs	YES/NO
Malaria	YES/NO
Sexually Transmitted Disease	YES/NO
Poliomyelitis	YES/NO
Epileptic Attacks	YES/NO
Any physical defect or deformity	YES/NO
Any disease not mentioned above	YES/NO

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If the answer to any of the above is yes, please give details with dates.

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(d) Is there any other relevant details of your medical history not covered by the above questions?  
YES/NO If yes, please give particulars.

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(e) Has any member of your family suffered from?

- (i) Tuberculosis YES/NO
- (ii) Insanity or Medical illness YES/NO
- (iii) Diabetes mellitus YES/NO
- (iv) Heart Diseases YES/NO

(f) Have you been immunized against the following diseases?

- (i) Smallpox \_\_\_\_\_ YES/NO Date: \_\_\_\_\_
- (ii) Tetanus \_\_\_\_\_ YES/NO Date: \_\_\_\_\_
- (iii) Poliomyelitis \_\_\_\_\_ YES/NO Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II**

(To be filled by examining Medical Officer)

(a) Height \_\_\_\_\_ Weight \_\_\_\_\_

(b) Visual Acuity

Without glasses R. 6/ \_\_\_\_\_ 1.6/ \_\_\_\_\_

With glasses R. 6/ \_\_\_\_\_ 1.6/ \_\_\_\_\_

(c) Hearing Right ear \_\_\_\_\_ Left ear \_\_\_\_\_

(d) Conditions of:

Teeth \_\_\_\_\_ Throat \_\_\_\_\_

Ears \_\_\_\_\_ Lymphatic Glands \_\_\_\_\_

Nose \_\_\_\_\_

Abdomen \_\_\_\_\_ Liver \_\_\_\_\_ Spleen \_\_\_\_\_ Urine \_\_\_\_\_ Stool \_\_\_\_\_

(e) Circulatory System

Pulse \_\_\_\_\_

(g) Doctor's Coment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Examining Doctor \_\_\_\_\_

Name

Signature and Rubber Stamp

Date \_\_\_\_\_