



AMIU Students Handbook

Policy Name:	<i>Students Handbook</i>
Approving Authority:	<i>University Council</i>
Approval Date:	
Approved Document No:	
Replacing Document No:	
Review Date:	

Amref International University Fundamental Statements

University Vision

To be a leading University of excellence in developing transformational leaders and practitioners.

University Mission

To provide holistic quality education in health sciences and related disciplines for the well-being of the society.

Core Values

Innovation
Excellence

Ethics

Collaboration
Commitment
Diversity

Motto

Inspiring Lasting Change

Philosophy

The Amref International University is guided by the principles of diversity and inclusiveness in providing quality education for lasting change in individuals and society.

Functions of the University

- a) To provide University education aimed at producing mature, competent and conscientious graduates with appropriate skills, abilities and desire to contribute to the wellbeing and development of the people of Kenya and the global community, in accordance with the national philosophy of mutual social responsibility and international conventions.
- b) To provide education for national service, community outreach and development which reflect the national cultural heritage.
- c) To develop and transmit knowledge and skills through research and training at undergraduate and postgraduate levels.
- d) To preserve, produce, process, transmit and disseminate knowledge and stimulate the intellectual life and cultural development of Kenya.
- e) To conduct examinations for, and to grant degrees, diplomas and other awards of the University
- f) To play an effective role in the development and expansion of opportunities of Kenyans wishing to continue with their education.
- g) To address emerging issues of national, regional and global importance.

PREFACE

The student's handbook provides students with essential information on how to conduct themselves in accordance with University policies and regulations. Also, this document provides students with pertinent information needed to make their experience at Amref International University rewarding, and memorable.

**Prof Marion Mutugi,
Vice Chancellor
Amref International University**

Table of Contents	Page
Amref International University Fundamental Statements	iii
University Vision.....	iii
University Mission	iii
.....iii	
Core Values.....	iii
Ethics.....	iii
Motto.....	iii
Functions of the University	iii
PREFACE.....	iv
ABBREVIATIONS AND ACRONYMS.....	x
DEFINITION OF TERMS	xi
CHAPTER I: INTRODUCTION	1
1.1 Historical Background.....	1
1.2 Vision	1
1.2 Mission	1
1.4 Philosophy.....	2
1.4 Core Values	2
1.5 University Academic Year and Calendar.....	3
CHAPTER II: STUDENT ADMISSIONS AND REGISTRATION.....	4
2.1 Admission Principles.....	4
2.2 Undergraduate Admission	4
2.3 Graduate/Postgraduate Admission	5
2.4 Additional Requirements for Admission.....	6
2.5 Deferred Admission.....	6
2.6 Decision to Admit.....	6
2.7 Acceptance of Offer.....	7 76
2.8 Discretion to Deny Admission	7
2.9 Applicants Living with Disabilities	8 87
2.10 Cancellation of Admission	8
2.11 Verification of Admission Documents	9 98
CHAPTER III: ACADEMIC PROGRAMMES AND COURSE WORK.....	10 109
3.1 Planning and Development of Academic Programmes.....	10 109

3.2 Programme of Study	109
a) Common Courses	10
b) Core Courses.....	11 10
c) Electives.....	11 10
d) Mode of Study	11
3.3 Course Loading.....	12 11
3.4 Duration of Study	13 12
a) Undergraduate Degree.....	13 12
b) Diploma13	
c) Certificate Courses	1413
d) Failure to Complete a Programme.....	1413
3.5 Determining the Year of Study.....	1413
3.6 Change of Academic Programme.....	14
3.7 Course Work Requirements.....	15 14
a) General Course Requirements	15
b) Specific Course Requirements.....	16 15
3.8 Class Attendance	17 16
3.9 Continuous Assessment.....	17 16
3.10 Annual Courses Performance Evaluation.....	18 17
3.11 Grading System	18 17
3.12 Repeating a Course	18 17
3.13 Continuation and Discontinuation on Academic Grounds	19 18
a) Minimum Requirements for Continuation	19 18
b) Academic Year Referral	19 18
c) Discontinuation on Academic Grounds.....	20 19
4.0 University Examination Process.....	21 20
4.1 Examination Timetable.....	21 20
4.2 Administration of Examinations.....	21 20
4.3 Student Eligibility for Examinations	21 20
4.4 Release of Examination Results	22 21
4.5 Grading System	22 21
4.6 Classification of Degrees.....	22 21
4.7 Types of University Examinations	23 22
a) Continuous Assessment Tests (CATs).....	23 22

4.8	End of Semester Examinations.....	<u>2322</u>
4.9	Practical Assessment	<u>2322</u>
4.10	Supplementary Examinations	<u>2322</u>
4.11	Special Examinations	<u>2322</u>
4.13	Examination Regulations.....	<u>2423</u>
4.14	Student Examination Conduct.....	<u>2423</u>
4.15	Examination Material	<u>2524</u>
4.16	Examination Irregularities and Penalties.....	25
a)	Student Related.....	26
4.18	Mode of Examination Appeals	27
4.19	Graduation Requirements	28
5.1	Commendations	29
5.2	Award of Certificates.....	29
5.3	Award of Diplomas	29
5.4	Conferment of Degrees.....	30
5.5	Graduation Requirements	30
5.6	Classification of Degrees and Diplomas	30
a)	Classification of Degrees.....	30
b)	Classification of Diplomas	31
5.7	Academic Transcripts	31
5.8	Rescinding of Degrees, Diplomas and Certificates	32
CHAPTER 6: STUDENTS LIFE AND WELFARE		34
6.0	Introduction	34
6.1	Office of the Dean of Students	34
a)	Students Council.....	34
b)	International Students.....	35
c)	University Counsellors & Psychosocial Support Services	35
d)	University Peer Counselors & Mentors.....	36
e)	Medical Services.....	36
f)	Community Service	36
g)	Accommodation.....	36
h)	People Living with Disabilities	36
(i)	National Holidays	37
a)	Clubs, Societies, and Students Organizations	37

b) Sports and Games.....	38
c) Gym Use.....	38
d) Chapels, Spirituality, & Religiosity.....	39
e) Cafeteria.....	39
f) Tuck Shop.....	39
g) University Transport.....	40
h) Work Study Programme.....	40
a) Library & Bookshop Services.....	40
b) Library Code of Conduct.....	42
c) Computers Use.....	42
d) Internet and Wireless (WI-FI) Connectivity.....	4243
f) Skills Laboratory Use.....	43
a) Substances Use and Abuse.....	46
c) Outlawed Groups.....	46
d) Academic Malpractices.....	46
e) Sexual Harassment, and Violence, and Bullying.....	46
f) Property Damage.....	46
g) Theft.....	46
6.5 Amref International University Alumni Association.....	4647
6.6 Who to See for When Faced with a Challenge.....	47
CHAPTER VII: STUDENT CONDUCT.....	49
7.1 Objectives of the Code of Conduct.....	49
7.2 Discipline in the University.....	49
7.4 General Conduct of Students.....	50
7.5 Disciplinary Offences.....	51
7.6 Disciplinary Authority.....	52
7.7 Composition of the Students Disciplinary Committee.....	53
7.8 Disciplinary Procedures.....	53
MISCELLANEOUS.....	56
CHAPTER VIII: POLICY IMPLEMENTATION, MONITORING AND REVIEW.....	57
Effective Date.....	57
AUTHORIZATION.....	57

ABBREVIATIONS AND ACRONYMS

AMIU:	Amref International University
AMIUSA:	Amref International University Student's Union
DOS:	Dean of Students
HOD:	Head of Department
VC:	Vice-Chancellor
DVC:	Deputy Vice-Chancellor
SPH:	School of Public Health

DEFINITION OF TERMS

Student:

- a) Any person who has duly signed the Nominal Roll and is registered into a programme of study for an undergraduate degree or diploma, postgraduate degree, or any other programme of study duly and expressly recognized by the Senate and Council and offered by University.
- b) Any student from another University who is registered for study in the University.
- c) Students shall be subject to these rules and regulations while within the University Campus, or outside the campus on field attachments, visits or trips.

Semester: A Semester divides a university academic year into two sessions, lasting approximately 14 to 15 weeks.

Trimester: A trimester divides a university academic year into three sessions, lasting approximately 12 weeks.

CHAPTER I: INTRODUCTION

1.1 Historical Background

Amref International University (AMIU) was established in 2017 as a Premier Pan African University of health sciences fully owned by Amref health Africa. AMIU is founded on the experience and intellect of Amref Health Africa, which is reputed with over 60 years of quality and innovative public and community health interventions in over 30 countries in Africa. With this work, the need to train health workers in communities was evident and the response was short tenure training courses by the Amref International Training Centre (AITC) and later the Directorate of Capacity Building (DCB), the predecessor of AMIU. These Amref training programmes run for over 40 years have produced alumni spread throughout the world, who have created the name, recognition, reputation and brand that Amref is today.

AMIU's focus is on training, research and extension in health sciences with emphasis on promotive, preventive, rehabilitative and palliative health. It's commitment to progressively develop innovative programmes catering to the present as well as future Africa and global health needs. The University offers postgraduate, undergraduate, higher diploma, diploma, certificate programmes as well as Continuing Professional Development (CPD) courses that prepare human resource for health to serve throughout the health system. AMIU seeks to train transformation leaders who will Inspire Lasting Change.

1.1 Vision, Mission, Philosophy and Core Values of the University

1.2 Vision

To be a leading University of excellence in developing transformational health leaders and practitioners who inspire lasting change in Africa.

1.2 Mission

To provide holistic quality education in health sciences and related disciplines for the well-being of the society

1.4 Philosophy

The Amref International University is guided by the principles of diversity and inclusiveness in providing quality education for lasting change in individuals and society

1.4 Core Values

The following University core values will guide the promotion of student learning and success, faculty scholarship and research, and community engagement and service.

a. Excellence

The University will be committed to principles of excellence and quality education, training and research to ensure its core business is offered by competent staff using the best practices.

b. Innovation

Amref International University will seek imaginative and effective solutions to its challenges and innovative ways to fulfil its mission.

c. Ethical

The University will uphold and sustain a culture of ethical practices in academic, research and community empowerment among the staff, students and partners.

d. Commitment

The University will be committed to good leadership and management practices, quality academic and research activities that will promote its growth and development.

e. Collaboration

The University will seek and nurture partnerships with like-minded institutions and organizations and communities to create effective learning environment for its learners.

1.5 University Academic Year and Calendar

The Academic Calendar is the schedule of events, approved by Senate that takes place within an academic year. An academic year is the length of time an academic institution delivers courses throughout the year. For the Amref International University, the Academic Year begins in January of each calendar year and ends in December of the same year. The academic year consists of three Trimesters. Each Trimester consists of fifteen (15) weeks. The first Trimester begins in January and ends in April, the second Trimester begins in May and ends in August and third Trimester begins in September and ends in December. Within an academic year there will be a graduation ceremony which shall be held at a time and place as may be decided by the University Senate.

CHAPTER II: STUDENT ADMISSIONS AND REGISTRATION

2.1 Admission Principles

- a) All decisions on applications will be made by Senate subject to strict quality assurance on recommendations from Departments and School procedures.
- b) The University will only correspond about an application or decision with the applicant, unless the applicant has given express consent to the University to correspond with a nominated contact (family member, agent, representative).
- c) All data provided to the University through the application process will be used only for admission processing, and will be held in confidence.
 - (i) All decisions will ensure compliance with legal and policy requirements.
 - (ii) Decisions on applications will be within a reasonable timeframe as per the set turnaround times.
 - (iii) Offers of admission, particularly in Graduate/Postgraduate programmes, may also take into account other factors such as demonstrated skills, commitment, employment history and specific achievements related to particular fields of endeavor, and relevant to the programme for which they are applying.
 - (iv) In support of the University's commitment to marginalized communities, the University may make special considerations of applicants from such communities.
 - (v) Where applicants exceed the number of places in a course, offers will be in order of academic merit based on the demonstrated achievement of applicants.

2.2 Undergraduate Admission

- a) Kenyan applicants for admission to certificate, diploma or Bachelors undergraduate courses will have achieved results that meet the minimum requirements for the course as set by KUCCPS and/or other regulatory bodies where applicable.
- b) Meeting the minimum requirements specified for a course does not guarantee an offer. Other factors, including number of applicants and available places, will also be taken into consideration.
- c) Non-Kenyan applicants for admission to undergraduate courses will normally have achieved results that are deemed equivalent to those that at least meet the minimum requirements as

determined by an authoritative organization for determining equivalence. Currently this is done by the Kenya National Qualifications Authority (KNQA).

- d) When an application is selected for offer, the offer made may be:
 - (i) Unconditional (if the entry requirements have been met in full) or
 - (ii) Conditional (where certain conditions must still be met).
- e) A conditional offer may include additional requirements that have not been met, such as verification of academic qualifications, immigration compliance tasks, compliance with Health Insurance requirements and meeting the requirements for English Language proficiency. Where any of this is made a condition of the offer, the offer will not be considered to have been met until evidence of satisfactory compliance has been received.
- f) An offer made will be specific to a course, and date of entry.
- g) A request to change course or year of entry will be considered for approval by Senate.
- h) Where an application is not successful for the original course, University may offer the applicant a place in an alternative course for which they are eligible and communicate the same to the applicant.
- i) The University will make every effort to run courses advertised in the current admissions cycle. However, if it is necessary to change, postpone or discontinue a course, the University will inform applicants in a timely manner and offer alternative options, e.g. consideration for another course, or deferment of admission.
- j) Decisions on whether the applicants are successful or not will first be determined by relevant Heads of Departments (HODs) and Deans, after which provisional letters of admission will be issued to the successful applicants.

2.3 Graduate/Postgraduate Admission

- a) The applicants for a Graduate/Postgraduate course will be considered as per the request set out in the Graduate Studies Policy.
- b) The applicants will have completed a Bachelor Degree awarded by AMIU, an accredited Kenyan University or any other accredited University recognized as equivalent by the Senate.
- c) The applicants will have attained a First Class or Second Class Upper Division Honours in programmes that classify degrees.

- d) The applicants will have attained a mean grade of B in programmes that do not classify degrees.
- e) Applicants who have qualifications lower than Second Class Upper Division may be admitted on consideration of relevant research or work experience of at least three years.
- f) The applicants may be required to satisfy any course prerequisites or additional selection criteria prescribed for a particular course by the Senate.
- g) Applicants for admission to candidature for the qualification of Doctor of Philosophy will normally have achieved results acceptable to the University in a Bachelors degree and a relevant Masters qualification as approved by the University Senate.

2.4 Additional Requirements for Admission

In addition to the minimum academic requirements for admission stated in this policy, the University may also specify further requirements for admission to both undergraduate and graduate courses. These may include, but are not limited to:

- a) Recommendations from academic referees.
- b) Attending an interview.
- c) Submission of a curriculum vitae.
- d) Non-Kenyan applicants may be required to provide evidence of the minimum English language proficiency requirements for their chosen course of study.
- e) Non-Kenyan students may also be required to provide evidence of Health Insurance cover.
- f) Where applicable, applicants may also be required to satisfy the requirements for student visa applications.

2.5 Deferred Admission

- a) The University may grant deferred admission to applicants for some undergraduate and postgraduate coursework courses for either one (1) academic year or one (1) semester, from the time the offer is applicable.
- b) In the event fees has been paid, and the admission is deferred, the fees will be rolled over to the semester or academic year when the student commences or resumes classes.

2.6 Decision to Admit

- a) Decision for admission of applicants for a programme will first be made within the relevant Department/School or Board and recommended to Senate.
- b) The Senate shall make the final admission decisions.

- c) Applicants who submit multiple applications, either within a cycle or across admissions cycles, will have each application considered separately.

2.7 Acceptance of Offer

- a) Applicants who receive an admission offer from the University shall be deemed to have accepted it by registration and payment of fees within a set timeline.
- b) Applicants who receive an admission offer and desire to delay registration may request for deferment for a period not exceeding one (1) academic year.
- c) Deferral of registration shall be renewable once to a maximum period of two (2) academic years.
- d) Applicants who have been admitted and neither register nor defer within the set timelines will be deemed to have not accepted the offer.
- e) If an applicant defers admission, the University will not be obliged to honour the original offer if the applicant requests to change their response.
- f) Admitted students who require a change from one mode of study to another shall request the same to Senate through the Registrar academic affairs.
- g) Admitted students who require a change from one campus to another shall request the same to Senate through the Registrar academic affairs.
- h) Admitted students who require a change from one cohort to another shall request the same to Senate through the Registrar academic affairs.
- i) Admitted students who require a change from one programme to another shall request the same to Senate through the Registrar Academic Affairs.
- j) The University reserves the right to transfer a student from one mode of study, cohort, campus or programme to another.

2.8 Discretion to Deny Admission

The University may deny admission to an applicant to any course where it believes that:

- a) The applicant has not met the minimum entry requirements.
- b) The applicant has previously been expelled from the University for any reason.
- c) The applicant is currently indebted to the University.
- d) The applicant has been expelled or had their enrolment cancelled at any other university.
- e) There is a reason to believe that the applicant or their presence poses a risk to the students and/or staff of the University or the wider community.

- f) The applicant may prejudice the reputation, management, good governance or discipline of the University.
- g) The applicant has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other tertiary educational institution.
- h) The applicant would not be able to lawfully enter University premises for all or part of the duration of a course by reason of a court order.
- i) The applicant would be unable to meet the requirements of a course, including but not limited to attendance or group participation requirements.
- j) An applicant who has been denied admission will be notified within fourteen (14) days of application stating the reason for denial.

2.9 Applicants Living with Disabilities

- a) The University recognizes diversity and welcomes applications from students living with disabilities. Such applications will be considered against the same academic criteria applied to all applicants.
- b) Applicants are encouraged to disclose any such disability, thus enabling the University to plan to access the necessary specialized requirements. Disclosure of disability will not affect the applicant's chances of receiving an offer from the University.
- c) In the unlikely event that the University recognizes that adjustments required to support an applicant living with a disability during their education cannot reasonably be provided, the University will inform the applicant within reasonable time so that an applicant makes an informed decision based on the information.
- d) Where the applicant has not declared that he/she lives with a disability, the University will not bear responsibility for a lack of facilities to support such an applicant should the applicant be admitted.

2.10 Cancellation of Admission

- a) The University reserves the right to withdraw admissions offered to applicants on realization that information presented is either fraudulent or plagiarized.
- b) The University reserves the right to cancel an offer to a candidate who after admission does not adhere to the University's student's disciplinary policy requirements.

2.11 Verification of Admission Documents

- a) All conditional admission will be confirmed by verification of presented original academic certificates.
- b) Where the documents presented are not in English, applicants will be required to provide formal translations by a recognized authority within a stated deadline.
- c) The University reserves the right to use alternative methods deemed appropriate to verify the qualifications and other application documents provided by applicants.

CHAPTER III: ACADEMIC PROGRAMMES AND COURSE WORK

3.1 Planning and Development of Academic Programmes

AMIU Academic Programmes are developed with stakeholders to take advantage of emerging opportunities and address new challenges. The Programmes are conceived by the Programme Department, reviewed by the respective School Boards, and evaluated and harmonised by the Dean's Committee in respect of the philosophy of the University and the requirements of the CUE and other professional or regulatory bodies. The Programmes are then forwarded to the Senate for approval and submission to CUE. The University offers Programmes leading to the award of certificates, diplomas and conferment of undergraduate and postgraduate degrees.

3.2 Programme of Study

A Programme of study refers to a Trimester-by-Trimester sequence of courses a student is to undertake in a given academic Programme in order to qualify for an award of academic certificate. Thus, a Programme of study may vary from one student to another due to the number of courses chosen for each Trimester. Every student is enrolled into a specific programme of study at any given time. The student may apply to the Academic Registrar to change his/her programme of study.

The School, upon recommendation by the Programme Department, approves the Programme of study for each student within the student's first Trimester of study. Once approved, the Programme of study becomes a School requirement for the student.

The Programme of study is made up of a set of University Common Courses, Core Courses and Electives.

a) University Common Courses

The University will have common courses undertaken by undergraduate students enrolled in all the Senate approved academic programmes. The common courses will consist of four courses which

will be equivalent to 12 credit hours. The common courses shall be mandatory for all students as a graduation requirement. Common courses are general courses that are intended to provide general knowledge and values. They are also meant to broaden the students' scope of understanding in general University education and to provide a foundation for further professional development.

AMIU common courses are;

- (i) Communication skills
- (ii) Critical thinking and academic writing
- (iii) Information communication technology
- (iv) Introduction to social psychology
- (v) HIV/AIDs Education & Life Skills

b) Core Courses

These are courses that define the key knowledge and competency areas to be achieved by a programme of study. Core courses are defined during programme development to ensure that the programme objectives are achieved. Core courses are mandatory for all students in a given programme of study. The Department, upon approval by the school board, may change or substitute a core course.

c) Electives

Electives are courses that define additional areas of knowledge and competencies that a student in a given programme of study may acquire. In certain cases, electives define an area of specialisation or concentration for students taking the programme of study. A student is required to take a given minimum number of electives from a recommended list. The requirements for electives are defined in each academic programme.

d) Mode of Study

(i) Full-time (FT)

The Full-time mode of study applies where a student attends scheduled regular day classes and takes the full course load.

(ii) Part-time (PT)

The Part-time mode of study applies where a registered student attends scheduled evening or weekend intensive classes regularly and takes the standard load for this mode.

(iii) Open Distance Learning and e-Learning (ODEL)

1. The Open Distance Learning Mode (ODLM) applies to a student who is guided in his/her study through tutorials and ODLM materials.
2. A distance-learning student who wishes to attend some regular day classes will be required to apply to the Registrar (Academic Affairs) and, if approved, pay an additional fee according to the existing rate.

(iv) Evening and Weekend

This mode is applicable where a student undertakes a Programme during the evenings and at weekends.

3.3 Course Loading

This is the number of credit hours that a student takes each trimester.

a) Credit Hour

The Amref International University employs a Credit Hour System in determining the duration of a Programme. Courses are awarded credit hours defined as follows:

- (i) One Credit Hour is equivalent to 15 Contact Hours.
- (ii) One Contact Hour is equivalent to 60 minutes of teaching time.

b) Credit Hours for Field Practice and Laboratory Time

Where teaching is tutorials, laboratory or practicum, one credit hour will be defined as follows:

- (i) **For Tutorials and/or Laboratory:** One Credit hour is equivalent to up to 30 contact hours of student's time, depending on the Programme.
- (ii) **For Practicum:** One Credit hour is equivalent to up to 45 contact hours of student's time depending on the Programme.

c) Trimester Course Loading by Mode of Study

The **trimester course loading** for each student is determined by the student in consultation with the academic advisor, subject to the following specifications:

- (i) The standard load for **Full-Time** students is **6 – 18 credit hours per trimester**.
- (ii) The standard load for **Part-Time** students is **6-15 credit hours per trimester**.
- (iii) The standard load for students on **Distance Learning Mode** is **6 – 15 credits hours per trimester**.
- (iv) **Research projects, seminars and practicum/internship/field attachment** are part of a trimester's (session) standard loading.

The **maximum allowable** is **24 credit hours**. This is subject to recommendations by the Head of the Programme Department, and approval by the Dean of School, on condition that the applicant's cumulative **GPA is 3.50 and above**.

3.4 Duration of Study

This is the total academic time, evaluated in terms of Trimesters required to satisfy the requirements of a specific Programme of study, for a student taking the standard trimester load.

a) Undergraduate Degree

A Bachelor's degree is expected to take a minimum of nine (9) Trimesters for a full-time and 12 Trimesters for a student on part-time or distance learning mode. The maximum period allowed is 18 Trimesters for a full-time student and 24 Trimesters for a part-time or distance learning student.

b) Diploma

A Diploma is expected to take a minimum of four (4) Trimesters. The maximum period allowed is two eight (8) Trimesters for a full-time student and 12 Trimesters for a part-time or distance learning student.

c) Certificate Courses

This Pre-University Programme takes one Trimester. Other certificate courses have varying durations according to their specific designs.

d) Failure to Complete a Programme

An enrolled student who cannot complete a Programme within the stipulated time due to circumstances beyond his/her control must inform the Registrar (Academic Affairs) in writing and obtain an official extension.

3.5 Determining the Year of Study

The year of study is determined by the sum of credit hours transferred from other institutions and the credit hours successfully completed at the Amref International University, irrespective of the calendar duration of stay at the University. In general, two Trimesters successfully completed by a full-time student is approximately equal to one year of study.

Years of study of an undergraduate student are determined as follows:

Year of study	Credits earned at Amref International University + Credits Transferred
First Year	0 – 36 (equivalent to 2 Trimesters of study)
Second Year	37 – 73 (equivalent to 4 Trimesters of study)
Third Year	74 – 110 (equivalent to 6 Trimesters of study)
Fourth Year	111 and over (Equivalent to 8 Trimesters of study)

3.6 Change of Academic Programme

A student can apply to the academic registrar to change his/her Programme of Study

a) Change of Programme by Continuing Students

- (i) A continuing student who wishes to change from one Programme to another at the same level will be allowed to do so within the first three Trimesters of study by

completing a prescribed application form, obtainable from the Office of the Registrar (Academic Affairs).

- (ii) All data relating to the previous Programme shall be maintained. However, only the relevant courses shall be used for the purposes of reflecting a student's performance.

b) Change of Programme by New Students

New students will be allowed to change their academic Programme within the first two weeks of the Trimester by completing a prescribed application form obtainable from the Office of the Registrar (Academic Affairs).

c) Change of Programme to a Lower Level Programme

- (i) A student may transfer from a higher to a lower level Programme at any period of his/her study by completing a prescribed application form, obtainable from the Office of the Registrar (Academic Affairs).
- (ii) Consequently, only the relevant courses from the higher level Programme shall be mapped to the lower level Programme.
- (iii) All other data relating to the higher level Programme shall be expunged.

3.7 Course Work Requirements

Each student is expected to understand the requirements for the Programme of study chosen. For each Trimester, a student may be able to choose the maximum number of courses that are on offer depending on the mode of study.

a) General Course Requirements

- (i) Students are assigned academic advisors who guide them on matters regarding their studies. The advisors are experienced instructors well versed in general matters of university education and have the necessary professional requirements.
- (ii) Students are required to maintain regular contact with their advisors, who will subsequently update the departments on the students' performance.

- (iii) The general University requirement for completion of any Programme is as specified in the curriculum of the respective academic Programme. This is subject to fulfillment of specific departmental and/ School requirements.

b) Specific Course Requirements

(i) Prescribed Courses

All students are required to take the minimum courses prescribed for each Programme. This includes the common courses, core courses and electives.

(ii) Practical Requirements

Some academic Programmes have practical requirements incorporated in the course work. Students who register for practical-based courses are required to carry out supervised practicals at sites approved by the University. All practical requirements have to be met in order to complete the Programme.

(iii) Research Project

Each student is required to carry out a research or investigative study in an area of ~~special~~ interest. He/she is required to write a report or research paper on the same.

(iv) Seminars

Students are encouraged to attend seminars, make paper presentations, attend professional meetings or conferences and carry out other scholarly activities in and out of the University.

(v) Internship/Field Attachment/Practical Experience

For professional development, students are encouraged to undertake an internship, field attachment or practical experience before graduation. This involves professional practical work experience in an organisation, private business, industry or a public agency.

3.8 Class Attendance

Attending lectures, practical sessions and other scheduled classes is mandatory for all students in the relevant modes of study. It is the duty of the student to make arrangements to attend classes as scheduled.

- a) A student who fails to attend classes for a consecutive or cumulative period of **two weeks (or 20% of teaching time)** in a trimester is not allowed to take examinations in that course. **A class attendance register will be kept for this purpose.**
- b) Reasons for failure to attend classes should be communicated in writing to the course instructor and Head of Department.
- c) Students may request to be absent from studies for various reasons. However, absence for periods totaling more than two weeks or 20% of teaching time in a trimester is considered as absent for the whole trimester. Such a student will be required to re-take the courses in the succeeding trimester upon payment of a mandatory fee. Request to be absent from studies for the trimester should be forwarded through the programme Department and School for approval by the Academic Registrar.

3.9 Continuous Assessment

- a) Continuous assessment is done during the scheduled classes in the trimester. Individual Course Instructors and Departments determine the nature of assessments and make arrangements for them. Evaluations should be adequately spaced to cover a wide part of the trimester.
- b) A candidate is required to sit for a minimum of two Continuous Assessment Tests (CATs) on all courses registered for in each trimester
- c) Results of Continuous Assessment Tests (CAT) are availed to students before the end of the trimester.
- d) A student is not allowed to take the final examination before completing the course work assessments.
- e) The continuous assessment will carry 30% for Undergraduate, and 40% for Diploma (or otherwise as determined in the curriculum) of the university examination for the trimester

3.10 Annual Courses Performance Evaluation

Students carry out course evaluations each Trimester in conjunction with the instructor. These evaluations are analysed at the departmental level for the purpose of improving the course and its teaching. The summary of evaluations is filed with the Head of the Department who will use them in the performance management exercise.

3.11 Grading System

The pass mark for each course exam shall be 40% or 50% of the maximum possible score (100%). The final mark, unless otherwise specified, shall consist of 30% (Undergraduate) or 40% (Diploma) continuous assessments and 70% (Undergraduate) or 60% (Diploma) written university examination. The research project report shall be subjected to examination and grading conforming to stipulated standards.

Marks shall be translated into letter grades as follows:

70% and above	A
60% to 69%	B
50% to 59%	C
40% to 49%	D
39 below %	Fail

Research projects will be assessed on a pass or fail basis. Where there is need to translate the letter grades to the Grade Point Average (GPA) system

3.12 Repeating a Course

- a) A student who fails a course shall be required to repeat that course within two trimesters.
- b) A student who fails the course on the third attempt will be discontinued.
- c) A student who attains a grade below “C” may apply to repeat the course within the next two trimesters, under the following conditions;
 - (i) The student’s GPA is less than 2.5.

- (ii) The course is a programme core course.
 - (iii) The student has not repeated the same course before.
- d) During the repeat a student re-registers for the course and attends all classes and satisfies other course requirements anew. Both grades obtained in the original attempt and the repeats are entered in the Class Schedule and the Transcript for the trimester when the grades were obtained. Only the credit hours for the repeated course are used to calculate the GPA.
- e) Only the grade for the repeated course will appear in the final academic transcript and will be so indicated.

3.13 Continuation and Discontinuation on Academic Grounds

Continuation in a programme on academic grounds is determined by the student's progressive performance as expressed by the number of credit hours covered and the Cumulative Grade Point Average (GPA) attained at the end of each Trimester.

a) Minimum Requirements for Continuation

The minimum requirements for a student to progress to the subsequent trimester are,

- (i) Should attain a pass in all subjects examined during the trimester
- (ii) Attain a cumulative GPA of 2.5 in all subjects examined
- (iii) Should have cumulatively covered at least 75% of the credit hours for the courses being offered in a given trimester

b) Academic Year Referral

- (i) Results for trimester examinations will be declared at the end of each academic year
- (ii) A student who fails $\geq 50\%$ of academic year trimester courses or attains a Cumulative Grade Point Average (CGPA) of less than 2.0 at the end of the current year of study will be referred to repeat the entire academic year.
- (iii) A student whose CGPA falls below 2.00 despite satisfactory attainment of credit hours equivalent to one year of study will be referred for the **Preceding academic year**.
- (iv) A referred student will repeat all courses in the preceding **year of study or trimester** of study as the case may be, where he/she attained a grade less than a "C" or GPA of less than 2.0

- (v) The previous credit hours and grades are expunged from his/her records and replaced by the new ones. However, the transcript will carry the remark “R” (referred).
- (vi) A student who is referred for a complete year of study will be awarded a “**Pass**” **degree** irrespective of the repeated courses letter grade or CGPA.

c) Discontinuation on Academic Grounds

- (i) A referred student who fails to reach the stipulated academic level a second time will be **discontinued**.
- (ii) Discontinuation is recommended by the School Board and approved by Senate.
- (iii) A discontinued student and his/her sponsors will be informed in writing by the Registrar of the Senate’s decision.
- (iv) A discontinued student forfeits his/her right to any academic certificate from the Amref International University. However, he/she may re-apply to be admitted afresh in the same or other programme.

CHAPTER VI: EXAMINATIONS AND GRADING

4.0 University Examination Process

- a) The university examination process starts from course registration, attendance of course work where applicable, setting and administration of Continuous Assessment Tests (CATs), practical examinations, project/thesis assessment, end of semester examinations and oral examinations. Students will take the required examinations as prescribed within the degree or diploma of their study.
- b) The Registrar Academic Affairs is responsible for the administration of University examinations. Students take their respective CATs during the semester and a final examination at the end of the semester.

4.1 Examination Timetable

- a) The examination timetable will be prepared by the Head of Department, collated by the Dean of the School, and approved by the Senate.
- b) The timetable will indicate the examination venue and timings per examination.
- c) The timetable will be displayed where it can easily be seen by the candidates, including in the department and university notice boards.

4.2 Administration of Examinations

- a) The candidates will be required to be seated in the designated examination venue at least 15 minutes before the examination commences
- b) Candidates shall be required to have and display to the invigilators a valid student's identification card, and any other form of identification document that may be specified by the Senate.

4.3 Student Eligibility for Examinations

- a) A candidate shall not be allowed to take University examinations before completing at least 70 % of the course work, including class attendance, where applicable. A class attendance register will be kept for this purpose.
- b) A student shall not be allowed to sit university examinations if they have not completed the payment of the university fees, unless by approval of the Senate.
- c) Eligible students may be required to show appropriate identification as recommended by the Senate.

4.4 Release of Examination Results

Results shall be released upon approval by the senate and as per the university calendar. Log into the student portal to check your results, and print if need be.

4.5 Grading System

The pass mark, unless specified otherwise, shall be 40%/ or 50% for each undergraduate course with the maximum possible score (100%).

- a) The final mark, unless otherwise specified, *shall* consist of 30% or 40% continuous assessments and 70% or 60% written university examination, and/or as specified in your academic programme.
- b) A research project report shall be subjected to examination and grading in conformity to stipulated standards. It will be assessed on a pass or fail basis.
- c) Marks shall be translated into letter grades as follows:

70% and above	A
60% to 69%	B
50% to 59%	C
40% to 49%	D (In some programmes, this may be a Fail
39 and below	Fail

4.6 Classification of Degrees

- a) Those who qualify for graduation receive degree certificates for their academic achievement.
- b) For degrees that are classified, the classification will be under the categories listed below, depending on the cumulative GPA at the end of the program.

1. First Class Honours	-	Above 70%
2. Second Class Honours (Upper Division)	-	60 - 69%
3. Second Class Honours (Lower Division)	-	50 - 59%
4. Pass	-	40 - 49%

- c) Other degrees, including those in medical/health sciences, will not be classified.

4.7 Types of University Examinations

a) Continuous Assessment Tests (CATs)

- (i) CATs will carry 30% of the total mark for the course unless specified otherwise for some courses/programmes. CATs should be done by the 4th and the 8th week for the 1st and 2nd CAT, respectively. Marks for CATs will be submitted to the Head of Department before the start of final examinations.
- (ii) CATs may be taken as sit-in tests, quizzes, reports, practicals, and/or assignments during the trimester. Students are required to sit for at least two CATs on all courses registered in each semester.

4.8 End of Semester Examinations

The end of semester examinations for all course units offered in the semester will be marked out of 70% for each undergraduate course and 60% for Diploma and postgraduate courses.

4.9 Practical Assessment

A Practical assessment includes clinical assessment for clinical courses, field attachment/practicums or student projects. This may constitute part of the marks awarded for continuous assessment for each course registered for during the trimester.

4.10 Supplementary Examinations

Students who fail to meet the minimum required pass mark of 40%/50% at diploma and undergraduate levels for each course will be required to sit supplementary examinations. Each student sitting a supplementary examination shall pay an examination fee as may be determined by the Senate from time to time. Supplementary Examinations are offered after the declaration of examination results when the relevant exam is next offered or at a time stipulated by the Senate.

4.11 Special Examinations

A Special examination will only be applicable in situations whereby a student registered for the end of semester examination was unable to take the written examination due to compassionate, financial or medical reasons. Such students shall be required to apply for special examinations at their specific departments.

4.13 Examination Regulations

a) The Examination Venue and Procedure

- (i) No candidate shall be allowed to enter the examination room thirty minutes after the commencement of that examination
- (ii) The seating arrangement will be determined by the Invigilators
- (iii) The invigilator shall distribute exams and answer scripts at the start of the exam in a manner that ensure coordinated commencement of exams.
- (iv) Candidates shall read and abide by the instructions on the front page of the answer booklets.
- (v) On the invigilator's instruction candidates shall turn over the question paper, check to ensure they are in the possession of the right question paper and any other material as authorized and commence taking the examination.
- (vi) No candidate shall continue writing after the invigilator has announced the expiration of the time specified for the writing of the examination.
- (vii) No candidate shall be allowed to leave the examination room thirty minutes before the end of the duration set for the writing of that examination
- (viii) In emergency cases, a candidate may request the invigilator and leave the rooms after handing over scripts.
- (ix) Invigilators shall have powers to confiscate any unauthorized material or aid brought to the examination room and to expel from the examination room any candidate(s) who create(s) any disturbance(s). This shall be recorded and reported as an examination irregularity.

4.14 Student Examination Conduct

- a) A candidate may be allowed to bring into the examination venue only such electronic gadgets as may be specified by the examiner. Gadgets thus specified shall:
 - b) (i) Be electronic, truly portable, self-powered, noiseless and non-programmable, these may include calculators.
 - (ii) Be devoid of audible alarms and operation manuals.

The use of mobile phones, smart phones, MP3 players, iPods, Blue Tooth facilities, or other related gadgets shall not be allowed in the examination room.

- c) No candidate shall, whatsoever, communicate with another candidate in the examination room.
- d) In the event there is need for communication on any matter, candidates shall so indicate and communicate with the invigilator in a manner that does not disrupt other candidates.
- e) In no circumstances shall any time, over and above the time allotted to any paper, be allowed to any candidate for reading over his/her script(s) or making any amendment or addition to the script(s).
- f) No candidate shall be allowed into the examination room if he/she is deemed to be under the influence of alcohol or substance abuse.
- h) Candidates seeking to be exempted from sitting examinations on medical grounds must provide medical report from a physician to the registrar academics. Cases of sickness occurring during the sitting of examinations shall be referred to the Amref Health Africa Medical Center, or as determined by the University management, or as instructed by individual student/guardian. Cases of sickness shall not be considered in retrospect.

4.15 Examination Material

The examination materials will be handled in accordance with prescribed examination policy guidelines

4.16 Examination Irregularities and Penalties

Examination irregularities include the following:

- (i) Possession of and/or copying from unauthorized material brought to the examination venue by the candidate himself/herself or by other persons.
- (ii) Copying from other candidates' examination work in the examination room
- (iii) Circulating/exchanging/issuing unauthorized written, electronic, or any other material to other candidates during an examination.
- (iv) Communicating orally or through gestures with other candidates during the examination

- (v) Possession of activated electronic gadgets such as mobile phone, smart phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other such unauthorized equipment/gadgets in the examination venue.
- (vi) Presenting oneself in the examination venue under the influence of alcohol and/or illegal substance.
- (vii) Carrying one's answer booklet(s) out of the examination room.
- (viii) Destroying evidence which may be used as proof of examination irregularity.
- (ix) Impersonation of another person in the examination
- (x) Smoking in the examination room.
- (xi) Conspiracy to impersonate another candidate in the examination room.
- (xii) Disobeying invigilators' instructions.
- (xiii) Disrupting an examination by making noise or being a nuisance.
- (xiv) Forging medical reports to obtain deferment of examinations.
- (xv) Any other activity that may disrupt or compromise the quality of examination

4.17 PROCEDURE FOR DEALING WITH EXAMINATION IRREGULARITIES

a) Student Related

- (i) Invigilators shall, before each examination, inform candidates to observe examination regulations and avoid examination irregularities.
- (ii) When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Vice-Chancellor (DVC AA), Academic Affairs.
- (iii) The Invigilator shall, if possible, confiscate the material or evidence that is suspected, but the candidate shall be allowed to complete writing the examination.
- (iv) The candidate shall, at the end of the examination paper, be asked to make written statements to be submitted to the DVC AA by the Main Invigilator.
- (v) The Main Invigilator and the Head of Department shall make a full report of the incident to the DVC AA through the Dean, immediately after the examination.
- (vi) The Chief Invigilator's report and the candidate's statement shall be considered by a Standing Committee of Senate on Examinations Irregularities.

- (vii) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Head of department considers that an examination irregularity has occurred, a full report shall be made to the DVC AA, through the Registrar AA.
- (viii) The DVC AA shall constitute a disciplinary committee to discuss the reported irregularities.
- (ix) The committee shall provide a report within one week to the DVC AA.
- (x) The DVC AA based on the report will make a recommendation based on evidence on either of the following:-
 1. Cancellation of examination results and the unit concerned
 2. Suspension from the university for one academic year
 3. Written warning
 4. Be considered as a repeat student thereby graduating with a pass
 5. Expulsion from the university

4.18 Mode of Examination Appeals

- a) A student who is dissatisfied with results of examination marks or grades shall appeal in writing for a remark to the Head of Department within fourteen days from the release of results by the Senate.
- b) The Head of Department shall require from the relevant School examiner to reply to the complaints in writing within seven days after the reception of the complaint.
- c) The Head of Department shall investigate, verify and make a decision on the matter.
- d) In the event of a decision for a remark, the student shall be duly informed and required to pay the requisite fee.
- e) Remarking shall be by an examiner (or examiners) other than the original one appointed by the Senate on the recommendation of the Head of department.
- f) The remarked script, together with the new grade and comments shall be forwarded to the Dean for consideration by the SBE.
- g) The recommendation of the SBE shall be brought to the attention of the Senate at the earliest opportunity to consider and make a decision on the remarked marks and grades.

- h) The decision of the Senate shall be final and binding.

4.19 Graduation Requirements

A student may graduate after completing all the general and specific requirements of the academic programme. To be considered for graduation, a student must meet the following requirements:

4.20 Complete and Pass All the Core Courses

- a) Repeat and pass all failed (E grades) core courses
- b) Have the minimum required credits hours as specified by Senate at the end of the programme.
- c) Clear all liabilities, including payment of outstanding fees, incurred during the university study.

CHAPTER V: AWARDS, CONFIRMATIONS AND RECOGNITIONS

The University has a well-documented system of recognizing achievement such as giving commendations, awards of Certificates and Diplomas, and conferment of Degrees. The Award of a Diploma and conferment of a Degree shall be done during a University graduation ceremony.

5.1 Commendations

Students who perform exceptionally well in Trimester examinations may receive the following commendations:

a) Vice Chancellor's Role of Honour

This is the commendation given to a student who has maintained a Cumulative GPA of 3.75 or above for three or more consecutive Trimesters.

b) Dean's Commendation

This is the commendation for a student who has maintained a Trimester GPA of 3.75 or above for two consecutive Trimesters.

5.2 Award of Certificates

- a) A student who has successfully completed a pre-University Course or a Certificate Programme of study shall be awarded a Certificate.
- b) The Certificate shall be awarded by the Dean of School at a non-ceremonial occasion. The Certificate shall be signed by the respective Dean of School and the Registrar (Academic) and sealed with the University Seal.

5.3 Award of Diplomas

- a) A student who has successfully completed a Diploma Programme of study shall be awarded a Certificate by the Chancellor during a University graduation ceremony.
- b) A candidate can graduate in absentia provided the recommended procedures for graduating in absentia are followed and approved.

5.4 Conferment of Degrees

- a) A student who has successfully completed a Degree Programme of study shall be conferred with the Degree certificate by the Chancellor during a graduation ceremony of the University.
- b) A candidate can graduate in absentia provided the recommended procedures for graduating in absentia are followed and approved.

5.5 Graduation Requirements

- a) A student may graduate after completing all the general and specific requirements of the Academic Programme.
- b) To be considered for graduation, a student must meet the following requirements:
 - (i) Complete the minimum study period required
 - (ii) Complete and pass all the specified pre-requisite and core courses.
 - (iii) Attain the minimum number of credit hours required for the Programme in which the student is registered.
 - (iv) Obtain a minimum Cumulative GPA of 2.00.
 - (v) Have no pending disciplinary cases.
 - (vi) Meet all financial obligations.
 - (vii) Clear all outstanding liabilities.

5.6 Classification of Degrees and Diplomas

Students who qualify for graduation shall receive certificates for their academic achievements.

a) Classification of Degrees

Degree	GPA
First Class Honours	3.70 - 4.00.
Second Class Honours (Upper Division)	3.00 - 3.69.
Second Class Honours (Lower Division)	2.50 - 2.99.
Pass	2.00 - 2.49.

Notwithstanding the above guidelines, the Senate reserves the right to deny or withdraw honours to a candidate for any reasons that are deemed contrary to the University's mission and philosophy. Such as and not limited to repeating a year of study, and being found guilty of major offences.

b) Classification of Diplomas

Diploma	GPA
Distinction	3.70 - 4.00
Credit	2.50 - 3.69
Pass	2.00 - 2.49

- (i) Notwithstanding the above guidelines, the Senate reserves the right to deny or withdraw honours to a candidate for any reasons that are deemed contrary to the University's mission and philosophy.
- (ii) Students who were referred for at least one year of study will receive "Pass" certificates.
- (iii) The Senate may exempt some Programmes from the classification of degrees.

5.7 Academic Transcripts

a) Trimester Transcript

A continuing student shall be issued with a Trimester Transcript at the end of each Trimester. The Trimester transcript covers the results approved by the Senate. The Trimester Transcript is co-signed by the Head of the Department and the Dean of the School.

b) Progressive Transcript

A continuing student may on written request to the Registrar (Academic) and at a fee, be issued with a Progressive Transcript covering the work completed at the Amref International University and approved by the Senate. The request is addressed to the Registrar (Academic) through the Head of the Programme Department. The Progressive Transcript is co-signed by the Head of the Programme Department and the Registrar (Academic Affairs).

c) Provisional Transcript

Students awaiting graduation may on written request to the Registrar (Academic Affairs) and at a fee, be issued with a Provisional Transcript while waiting for the final transcript.

d) Final Transcript and Certificate

- (i) Graduates will be issued with the final Transcript and the Certificate. Transcripts shall be signed by the Registrar (Academic Affairs). Certificates shall be signed by the Vice Chancellor, the Deputy Vice Chancellor (Academic Affairs) and the Registrar (Academic Affairs).
- (ii) Certificates are issued only once but a letter of certification can be issued on request for a lost certificate, at a cost.
- (iii) No duplicate certificates will be provided.
- (iv) The Registrar shall maintain photocopies of certificates in the Archives
- (v) Certified duplicates of Transcript(s) will be sent to third parties upon request by a student. The request should be presented to the Registrar (Academic Affairs) in writing. A fee will be charged accordingly.

e) Charges Relating to Transcripts and Certificates

- (i) Additional copies of transcripts may be issued at a fee.
- (ii) Academic Certificate and Transcripts shall be maintained by the Registrar (Academic Affairs) for a period of one year. A fee determined from time to time as defined in the schedules shall be levied on any certificate or transcript that remains uncollected after the expiry of one year.
- (iii) Provisional and Progressive Transcripts shall be issued only upon payment of the prescribed charges and full payment of all fees due.

5.8 Rescinding of Degrees, Diplomas and Certificates

- a) The Senate may rescind any Degree or Diploma or Certificate or any Honour awarded to graduates who while registered in a particular Programme committed an academic

offence which if it had been detected before graduation would have resulted in expulsion.

- b) Notification of a rescinded Degree or Diploma or Certificate shall be communicated to all relevant parties.
- c) In these cases, the decision of the University Senate shall be final.

CHAPTER 6: STUDENTS LIFE AND WELFARE

6.0 Introduction

At Amref International University, students are supported to achieve growth and development in all areas of life. This is anchored by the belief that academic development may not be achieved without addressing physical and mental wellness needs of students.

6.1 Office of the Dean of Students

The Office of the Dean is charged with the responsibility of supporting students success by ensuring a civil and inclusive learning environment based on academic and personal integrity. All AMIU community members have a responsibility for establishing, maintaining, and fostering a commitment to the University's shared values, and personal and collective excellence. The Dean of Students Office (DOS) in collaboration with the Office of the DVC Academics supports personal and community accountability and addresses conduct inconsistent with AMIU Students Code of Conduct, policies frameworks and guidelines.

Additionally, the DOS office is charged with the responsibility of coordinating students' non-academic programmes concerns and welfare. Students are encouraged to share any suggestions, concerns, problems, or requests, either verbally or in written form. Unsigned ideas or concerns will not be attended.

Students undergoing personal problems such as stress/depression, anxiety, time-management, poor academic performance, problems at home, personal growth issues, relationships issues, developmental crises, low self-esteem, decision-making, and other life challenges and crises should seek help. Assistance will be offered through the Dean of Students and referrals to professional counsellors and/or other appropriate support systems.

a) Students Council

The Students Council (AMIUSA) has its own Executive Council which is charged with the responsibility of promoting the welfare of the students in conjunction with the appropriate university authorities. The Students Council operates under the supervision of the Dean of Students. The members of the student's council are filled through elections.

This article on AMIUSA constitution is intended to broadly introduce you to its activities. A more comprehensive account of AMIUSA is contained in its Constitution. All students should be familiar with the constitution in order to take more meaningful participation in AMIUSA activities. Copies of the constitution are available in the library.

b) International Students

All international students are required by Kenyan law to obtain immigration documents before enrolling for study in Kenya. This includes but not limited to a valid passport, Kenya Pupils Pass and an Alien Certificate. The Kenya law requires that those travelling home in the course of study secure a re-entry pass. Contact the Office of the Deans of Students and/or the International Students Office for more information.

Through the Students Exchange Programme, AMIU provides opportunities for her students to participate in exchange programmes with other universities. Only second and third year students are eligible for the programmes. Also, a cumulative GPA of 3:00 on a 4:00 point scale is required.

A standing committee exists to oversee and represent international students as well as consortium or students on exchange programmes. It consists of Chairperson, Vice-chairperson, Secretary and a Treasurer. The Chairperson automatically becomes a member of the AMIUSA Executive.

c) University Counsellors & Psychosocial Support Services

Through the Office of the Dean of Students, AMIU ensures that psychological and emotional challenges of students are addressed. Counselling services may be available through University Counsellors, Dean of Students, Faculty and Heads of Departments. Academic counselling should be sought from the heads of respective teaching departments. For additional or professional counselling, check with Dean of Students Office.

d) University Peer Counselors & Mentors

Volunteer Peer Counselors and Mentors exist at AMIU. These are students who are well trained and equipped with basic counselling skills needed to support their peers. A list of peer counselors and mentors are posted at the university notice board (Administration Block). Also, you may get the list from the Dean of Students Office. Students who have interests to serve as peer counselors and mentors may submit their names to the Dean of Students.

e) Medical Services

Students in need of medical attention while in session and in campus may get it from Amref Health Africa Centre. A recommendation note is issued to the student by the Dean of Students. International students are required to secure and submit personal health insurance cover on admission to the University and update annually on renewal. Local students are required to show proof of personal health cover such as NHIF among others. Students with personal medical cover should submit a letter from the respective insurer to DOS on annual basis.

f) Community Service

The Office of the Dean in collaboration with AMIUSA may from time to time plan for community service activities. Students are encouraged to participate in community service activities. A certificate of recognition will be issued to students on request, and at a minimal fee which will be determined on annual basis.

g) Accommodation

AMIU doesn't offer accommodation services. Students are required to secure off campus accommodation. On request, the DOS will provide a list of approved hostels. However, AMIU shall NOT be held responsible or accountable for students safety, loses, or any other challenge that may arise due to stay in out -of -campus accommodation.

h) People Living with Disabilities

AMIU recognizes the need for inclusivity and diversity of humans. People living with disabilities are encouraged to inform the Dean of Students regarding their needs. Also, they are encouraged to

form or join a club/society to champion their interests and needs. Acquaint yourself with AMIU inclusivity and diversity policy.

(i) National Holidays

All gazetted Kenyan national holidays are acknowledged by AMIU. In this respect, AMIU will remain closed during such national holidays.

6.2 Students Activities and Facilities

a) Clubs, Societies, and Students Organizations

Amref International University encourages students to form clubs and societies as well as associations to promote personal growth, their interest, and service to the society. If you have particular interests, you and other like-minded enthusiasts can start ~~you're~~ a club or an association in accordance with AMIU clubs and societies policy framework. Application forms for new clubs/Associations are available in the office of the Dean of Students. Interested students will work closely with the AMIUSA Welfare Representative and Dean of Students office to form a club/association of their desire.

Students wishing to establish clubs/associations should prepare a write-up containing its goals, objectives, values, vision, and mission. The write-up should also include proposed activities and modes of operation. The write-up should be submitted to the AMIUSA Welfare Representative to check whether the objectives align with AMIUSA constitution. AMIUSA Welfare Representative will make recommendations to the Dean of Students for registration. The DOS will seek approval for registration of the club from University Management Board. Clubs and Associations are free to seek sponsors and patrons among AMIU community or outside the AMIU fraternity.

Clubs may raise funds for their activities through subscriptions or from well-wishes. The chairperson of the clubs/societies must provide a financial report, and intended expenditure per activity before the end of the year (31st December of every year). Any misappropriation of the clubs/societies funds is considered a disciplinary matter, and a report will be

maintained in the students file. This may also lead to suspension or discontinuation of studies.

b) Sports and Games

All students are encouraged to participate in sporting or games activities. A fully equipped gym is available for use with a minimal charge for maintenance purposes. Students are encouraged to participate in inter-university games and sports activities. Students may form sports and games clubs. Patrons for such clubs may be drawn from within or outside campus. Patrons drawn outside AMIU population must be people of high integrity and willing to promote the values, and aspirations of AMIU.

c) Gym Use

To access and utilize the gym at AMIU, the student shall be expected to: -

- (i) Register to use the gym as per AMIU gym provisions for its use
- (ii) Students shall respect the rules set in for the utilization of the gym
- (iii) The gym personnel shall be respected just as other AMIU staff
- (iv) The gym instructor shall offer the necessary gym instructions during he exercises.
- (v) Students shall not enter or leave the gym area without permission from an instructor.
- (vi) When switching events, students should wait for their instructor's directions before practicing on the equipment.
- (vii) Students shall report any injuries to the instructor and always tell the instructor if they are feeling sick or hurt.
- (viii) Students shall listen to and follow their instructor's directions. Students should ask for help if they do not understand what to do or how to do it.
- (ix) Students shall never try a new skill without an instructor's spot or guidance.
- (x) Students should never attempt to spot a fellow classmate, nor let a fellow classmate spot them.
- (xi) When dismounting from a piece of equipment:
 1. Land in a safe landing position or "FREEZE." (Knees slightly bent to absorb a hard landing.)
 2. If you are off balance and falling, do a "safety" roll.

(xii) When waiting in line:

1. Students should not push, cut or stand too close to the person in front of them.
2. Students should make sure the person in front of them is out of their way before taking their turn.
3. Students shall not try to operate any machines in the gym on their own. The gym instructor shall provide the needed assistance
4. No jewelry of any kind (watches, necklaces, bracelets or earrings) are permissible in the gym
5. Food should not be brought into the gym.
6. Students shall don appropriate attire for gym

d) Chapels, Spirituality, & Religiosity

Amref International University respects and recognizes diversity of faiths and religiosity.

e) Cafeteria

The University has out-sourced catering services to meet the University populations' needs. Food, snacks and beverages are available for sale at the restaurant located at AMIU, which is open from 6:00 a.m. to 7:00 p.m. daily, with an exception of Sundays. Students are expected to maintain the Cafeteria rules and regulations designed by the restaurant management.

f) Tuck Shop

- (i) The Tuck Shop is exclusively on the hands of the Students Council (AMIUSA).
- (ii) It may be run by the Students Council or it can be sub-rent to a student or a group of students.
- (iii) Students wishing to run the Tuck Shop will make an application to the Student Council.
- (iv) The Student Council will make a call for bidders on annual basis.
- (v) The processing of the applications will be reviewed by the Tuck Shop Review Committee comprising the Students Council, Dean of Students, and AMIU staff).
- (vi) Guidelines on how to make applications are available in the Students Life and Welfare Policy framework which is in the library.

g) University Transport

The University may arrange to provide transport services to students to their various destinations for a fee. All payments for University transport use must be made beforehand to the University. Overloading or reserving of seats will not be allowed. All buses shall follow the approved routes only and will depart as they fill up.

Students who want to use University bus or van to meet their interests e.g. clubs/societies interests will make an application through the DOS. Booking should be done two weeks before the actual day of using the university transport.

Limited parking space is available for students at AMIU. Students with personal vehicles are advised to park as directed by the Security Team.

h) Work Study Programme

Limited work study programmes opportunities are available, and may be advertised as need arises. Work study will be offered as per existing requirements and criteria and may change as from time to time. The application procedures and qualifications will be specified in an advert that will be circulated to students' population by the Administration, Planning and Development office in collaboration with the Dean of Students office.

6.3 Other Services

a) Library & Bookshop Services

There is a university library to support students and other scholars in advancing research, teaching, and learning. The library provides the highest quality of educational resources, services, and expertise that opens minds and propagates equity, inclusion, and diversity in the pursuit and sharing of knowledge as guided by the University's core values. The library prides itself with a rich and diverse information resources in health related disciplines.

The university library provides convenient, ubiquitous resources and services; accessible from the University's precincts, your home or office, or wherever your scholarly pursuits lead you. The University library gives you access to deep research collections, an extensive offering of online

resources, and distinctive special collections of research products from Amref Health Africa's project works spanning over 60 years. The library facilities offer conducive study spaces designed to facilitate diverse learning styles.

The University library provides the following services:

(i) Borrowing services

Checking out information materials: borrowing of information materials (books, DVDs) is limited to students with a valid student ID. The number of items to be borrowed and the borrowing period is governed by the library policies and procedures. Non-compliance with the policies and procedures may attract fines. The library charges overdue fines for materials not returned or renewed by the due date. The library is open to external users at a fee. The fines and fees should be paid via Mpesa paybill number: 000555; Account: RC. The confirmation message should be presented to the librarian at the circulation counter for clearance.

(ii) Electronic resources

The library subscribes to various electronic databases for journals and books. The subscribed electronic resources are available through www.library.amref.ac.ke

These resources are accessible within and without the campus via a mobile app and web app. Provide your registration details at the circulation counter or send through email for enrolment onto the apps for off-campus access.

(iii) Reference service

Assistance with general inquiries and more detailed subject and bibliographical work may be obtained at the circulation counter.

(iv) Ask a librarian

A user can get library related assistance by sending an email to amiu.library@amref.ac.ke

(v) Instructional services

The library conducts trainings on how to use the library resources. If you are interested consult the librarian at the circulation desk.

(vi) Current awareness service

New books are displayed on the new arrivals shelves for a period of one month. The library runs a “Theme of the Month” display on the library’s notice board.

(vii) Research support services

The library will assist you in finding articles, books for your research; citing sources; ensuring originality of your research; identifying publishing channels and disseminating your research.

(viii) Health Learning Materials/Bookshop

The Health Learning Materials Unit is part of the library. The unit manages and distributes books and other health related publications by Amref Health Africa.

(ix) Photocopy/printing/scanning services

These services are available to all library users at a fee. Photocopying services are strictly governed by copyright laws on fair use.

b) Library Code of Conduct

There is a library code of conduct (available in the library) aimed at providing users with information on what is expected of them as they interact with fellow library users, library resources and staff. The code of conduct shall apply to all library users and will be reviewed from time to time

c) Computers Use

The University computers shall be used for academic purposes only. Any damage to the computer (s) will lead to request to pay for the damage, or replacement of the computer. The university is not responsible for loss of data or virus risks to external devices arising due to use of the computers.

d) Internet and Wireless (WI-FI) Connectivity

- (i) AMIU is committed to providing you with information of all types in a wide range of format.

- (ii) AMIU provides wireless internet access for laptops, phones, tablets, and portable devices. However, AMIU deserves the right to disconnect any device and provide equal access for wireless to all users.
- (iii) The university is not responsible for any loss of laptops or similar devices.
- (iv) The university is not responsible for any damage that may occur to your device while connected to the wireless network (computer malware, services interruptions, hardware/software/data loss etc.).
- (v) By connecting to the AMIU wireless network is an indication that you have accepted AMIU Internet Access Policy terms and regulations.
- (vi) The ICT staff will provide technical assistance to students using the university wireless network. AMIU wireless shall not be used to engage in illegal activities, or commit cyber café crimes, among other criminal activities.

e) Students' Portal

Amref International University will provide you with a Students portal where you can access examination results, financial statement/invoice, register/add/drop units, exam card, timetables, apply for academic deferrals, credit transfers among other services. Every student is required to use her/his portal. Update your personal information and contacts on the portal.

f) Skills Laboratory Use

Amref International University has a fully equipped multi-disciplinary skills laboratory for training medical related courses. The manikins in stock are high fidelity models, simulation models, electronics and other equipment including beds, tables, stretchers, medical supplies and consumables. There are developed guidelines for skills laboratory whose objectives are to first ensure safety of users; students, faculty and AMIU staff who may be allocated the skills laboratory for various purposes. Secondly, the guidelines will ascertain proper use and maintenance of the skills lab equipment to ascertain longevity as they provide optimal learning opportunities to AMIU students and her affiliates. The skills laboratory may be used by all students of Amref international university as per the following guidelines.

- (i) Students will book/reserve in advance, through their clinical instructor, to use the skills laboratory. The skills lab manager will accept the reservation for the utilization of the

skills as per and when such reservation is received on the first come, first in basis. For planning purposes, reservations shall be done at least 48 hours prior to planned use.

- (ii) All students will don full attire deemed appropriate for the utilization of the skills laboratory. This shall include a white dust coat reaching at least knee level, a well displayed AMIU name tag and closed shoes. Excess jewelry are strongly discouraged. No student shall be allowed in the skills lab without appropriate attire.
- (iii) The skills laboratory shall be accessible for use by students within the official working hours of AMIU, except under certain conditions that shall be made known to the skills lab manager and office of academic registrar. Reservations to utilise the skills lab shall be done accordingly. However, students may make request through their instructor/skills lab manager to access the lab for remedial self-learning. Such students shall be held responsible for their safety and that of skills lab equipment.
- (iv) Students accessing the skills lab for their first time must be accompanied by their clinical instructor
- (v) All students accessing the skills laboratory shall sign in attendance list provided by the skills lab manager indicating the following details:
 - 1. Course code and title to be learnt in the skills lab
 - 2. Course instructor/lecturer
 - 3. Time the student entered the skills lab to time s/he left
 - 4. Student's registration numbers and full names
 - 5. Accompanying tutor/instructor
- (vi) Students shall not be allowed to bring drinks and other foodstuffs in the skills lab
- (vii) Students shall respect the lab personnel, instructors and fellow classmates at all times while in the lab
- (viii) Procedure manuals and other reference materials provided in the lab shall be used and retained in the lab. At no occasion shall such materials be taken out of the lab.
- (ix) Students shall respect lab property and equipment and ensure proper, respectful use and care of the equipment.
- (x) Students shall use the lab only for its intended purpose. Violation of the skills lab rules shall attract disciplinary measures according to AMIU policies

- (xi) Any incidents and/or accidents happening in the lab shall be reported to the lab manager for appropriate actions
- (xii) Students shall report faulty or malfunctioning equipment to the lab manager immediately such are noted.
- (xiii) Humanistic models in the lab shall be treated with utmost humane dignity
- (xiv) Individual students shall be held responsible for any deliberate damages or loss of items and/or equipment assigned to them for their use in the skills lab.
- (xv) Students shall observe infection prevention protocols at all times while in the skills lab. Personal protective equipment shall be donned as and when necessary. Waste segregation shall be observed to safety purposes.
- (xvi) The clinical instructor and the lab manager shall reserve admission rights into the skills lab. They may put the students into groups as may be deemed necessary for effective learning in the skills lab
- (xvii) Student shall maintain high levels of hygiene at all times. Students shall leave the lab as clean and neat as necessary. Any used manikins and working tables/benches shall be cleaned before leaving the skills lab.
- (xviii) No lab equipment, or medical supplies may be removed from the skills lab. Such practices shall be deemed boisterous.
- (xix) Students shall not bring into the lab their own supplies for practice in the lab. Supplies provided by AMIU only shall be used for practice at all times.
- (xx) Laboratory supplies and equipment shall not be used to provided medical treatment to students
- (xxi) Student shall not invite unauthorized personnel into the skills lab.

g) CCTV Cameras

Amref International is under 24/7 CCTC surveillance

6.4 AMIU Students Code of Conduct

Policies and procedures on handling student discipline cases are articulated in the AMIU Students Disciplinary Policy Framework document is found in the Library.

a) Substances Use and Abuse

Amref International University is a non-smokers zone. Students are discouraged from using illegal drugs and substances within AMIU environment. The Kenya law will apply if found in possession of illegal drugs/substances.

b) Pregnancy and Breastfeeding Mothers

Expecting mothers are recognized and honored by the University. Those that feel they require support may consult with the Dean of Students for way forward. A breastfeeding room and fridge where mothers can extract and store milk for their babies is available.

c) Outlawed Groups

Operation of outlawed groups as defined by the Kenya law will not be recognized by AMIU.

d) Academic Malpractices

Academic malpractices will be handled as spelt out in the Academic Policy framework. Visit the library to acquaint yourself with academic malpractices and disciplinary measures

e) Sexual Harassment, and Violence, and Bullying

AMIU condemns all forms of harassment and bullying. Such cases should be reported to the Dean of Students for action.

f) Property Damage

You are encouraged to handle AMIU property with care as damage will attract disciplinary action including payments for repairs or being asked to replace the damaged item.

g) Theft

Theft is considered an offence and disciplinary measures as well as Kenya law will prevail.

6.5 Amref International University Alumni Association

Every student who enrolls in an academic programme in the Amref International University will be required to enroll in the Amref Alumni Association upon completion but before graduation. Membership in the Alumni Association is compulsory for all Diploma and Degree students who

graduate from the Amref International University. The Alumni Association shall operate in accordance to the guidelines laid down in the Amref International University Charter and Statutes.

6.6 Who to See for When Faced with a Challenge

Academic Matters (General)	Registrar
Absence Forms	Registrar
Admissions and Re-Admission	Registrar
Attendance and Absences	Registrar
Campus Activities Calendar	Registrar
Change of Course/Major	Registrar
Course Descriptions	Head of Department
Copy of Transcripts	Registrar
Add/Drop a Course	Registrar
Grades/Class Schedules	Registrar
Grades and Academic Standing	Registrar
Student Records	Registrar
Complains about Academic Programmes	Head of Department
Student ID	Registrar
Career Counselling	Dean of Students, Heads of Department
Counselling	Chaplains/Student Counsellor/Resident Tutors/Dean of Students
Financial Matters	Financial Controller Office
Meals	Dean of Students
Health Problems	Dean of Students/Heads of Department/Amref Hospital
Housing Information	Dean of Students
Library/Learning Resources	University Librarian/Deputy Librarian
Parking	Security Guards/Administration Manager
Corporate Affairs	Administration and Human Resource Manager/ Alumni Affairs Officer
Security	Security Coordinator/Security Guards

Student Exchange Programme	DVC (Academic)/Dean of Students
Immigration Matters	Dean of Students
Transport	Dean of Students
Medical Insurance Cards	Administration and Human Resource Manager

CHAPTER VII: STUDENT CONDUCT

7.1 Objectives of the Code of Conduct

- a) To maintain law and order within the Students fraternity.
- b) To provide procedure on how Students should conduct themselves and express their views.
- c) To promote effective and efficient chain of Communication between the Students and the University Management.
- d) Promote comfortable stay of the students in the University and hence help them achieve their educational objectives.

7.2 Discipline in the University

- a) The responsibility of maintaining overall discipline at the University is vested in the Vice-Chancellor who is the academic and administration head
- b) The responsibility of overseeing student discipline in the University is delegated to the Deputy Vice Chancellor Academic Affairs
- c) The Vice Chancellor may from time to time delegate such authority and powers to officers within or without the University for purposes of investigation and enforcement.
- d) All administrative and academic staff of the university have the responsibility and authority in areas of their jurisdiction or competence to ensure that rules and regulation are adhered to by the students.
- e) These rules and regulations shall apply to all students of University. The students shall be required to observe and abide by the rules and regulations as read and interpreted with the University Act.
- f) The Rules and Regulations shall take effect and be binding upon every student of the University on registration, and so long as such a student remains registered.
- g) Every student shall be required to read these rules and regulations and to sign the declaration appended hereunder, that the contents and meaning hereof have been understood and shall be adhered to.
- h) Nothing in these Rules and Regulations shall preclude the University from requiring any student to execute any bond, assurance or undertake to be good conduct throughout his or her stay at the University.

- i) When required and executed such bond, assurance or undertaking shall have the same effect as if were part of these rules and regulations.

7.3 University Channels of Communication

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

- a) Academic matters: Class representatives, Heads of Departments, Deans of Schools and Dean of Students in that order.
- b) Individual and all other matters through the Dean of Students to relevant departments and sections.
- c) Students and their organizations shall be expected to adhere to the procedures in (a) and (b) above to ensure prompt processing of their grievances.
- d) Failure to adhere to the above procedures shall be a violation of the University regulations

7.4 General Conduct of Students

The University aims at providing a conducive environment for teaching, learning and research in order to achieve academic excellence. In order to realize these objectives, the students and the rest of the University community have a responsibility to create and safeguard an orderly atmosphere. Consequently, all students shall conduct themselves within and outside the University in accordance with the highest standard of integrity, personal discipline, morality and, in particular, shall:

- a) Uphold the core values of the University
- b) Refrain from any conduct that might bring the university or any section or programme thereof into disrepute or public odium.
- c) Conduct themselves in all public places with such demeanor and dignity as befits their status as scholars and educated citizens.
- d) Honor the rights privileges of other members of the university community at all times.
- e) Respect and adhere to the established administrative and academic procedures and structures of the University as these may be amended from time to time for the better control, administration and operation of the University.

- f) Refrain from posting on the Internet Forums and media any offensive, abusive and hate messages.
- g) Wear appropriate and modest attire during study and in all university functions.
- h) Desist from all acts of hooliganism, unruly or rowdy behavior, fighting, unreasonable or excessive noise or any other acts likely to cause a breach of peace within or outside the university premises.
- i) Avoid drunkenness or other anti-social behavior as would lead to the disturbance of other students, staff, members of university community, or of the general public.
- j) Not keep any offensive weapon(s) within the University premises.
- k) Report any suspected activities that may be injurious to persons, property and/or reputation of the University.
- l) Students are expected to conduct themselves beyond reproach while at the University failure to which shall lead to sanctions as indicated below.

7.5 Disciplinary Offences

The following provisions shall apply to all disciplinary actions taken against students in respect of the offences specified herein according to their gravity.

- a) *Minor Offences*
 - (i) Drunkenness or drug abuse or in possession of illicit intoxicants
 - (ii) Illegal hawking
 - (iii) Fighting or physical assault
 - (iv) Theft
 - (v) Impersonation, forgery or fraud
 - (vi) Harassment
 - (vii) Un-natural acts or indecent assault
 - (viii) Incitement, picketing or boycott of scheduled academic activity
 - (ix) Vehicle misuse
 - (x) Physical, written or verbal harassment, intimidation or issuance of threats
 - (xi) Malicious or willful damage to university property, that of other students or members of the public

- (xii) Attempt to convene, organize, participate or involvement in demonstrations, gatherings, processions, or public ceremonies without appropriate permission from the University administration or Government authorities
 - (xiii) Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards
 - (xiv) Raising false alarms
 - (xv) Attempted suicide
 - (xvi) Cybercrime and cyber bullying
 - (xvii) Obstructing security officers' operations
- b) *Major Offences*
- (i) A Drug trafficking
 - (ii) Arson
 - (iii) Impersonation, forgery or fraud Theft
 - (iv) Rape, attempted rape or sexual harassment
 - (v) Vehicle hijack
 - (vi) Attempted homicide or suicide
- c) Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the university.
- d) Repeated or grievous minor offences may be considered major offences
- e) Examination irregularity (details separately covered in the examination policy)

7.6 Disciplinary Authority

For the purposes of these regulations **Deputy Vice Chancellor (AA)** acting on behalf of the Council, is the student disciplinary authority of the university and may in that capacity:

- a) Vary or add to the list of disciplinary offences specified herein.
- b) Suspend from the University, pending further disciplinary action any students suspected of committing an offence under these rules and regulations.
- c) On behalf of the Senate take any other measures necessary for proper operation of and maintenance of order in the University.
- d) Delegate any of these powers to his representatives

7.7 Composition of the Students Disciplinary Committee

There shall be a Students Disciplinary Committee established under the University Statutes composed of the following;

- Deputy Vice - Chancellor (AA) - Chairman
- Registrar (Administration)
- Dean of Students
- One Senate representative
- One official of students' council
- Registrar (AA) - Secretary

In attendance

Any of the people below may be co-opted to the Committee:

- Dean of the school where the student belongs
- Head of department where the student belongs
- Head of department reporting the case
- Head of the University Security
- Parent/guardian/sponsor
- Witnesses invited by the committee or the student
- Any other person that may be deemed necessary by the Committee.

7.8 Disciplinary Procedures

- a) On receipt on allegation of an offence, the Chairman of the Students Disciplinary Committee shall cause investigations to be carried out including but not limited to writing of statements by the alleged offender and witnesses.
- b) On receipt of the investigation report, the Chairman shall determine if there is a case to answer.
- c) In the event of determination there is no case to answer, the disciplinary process will not proceed further.
- d) In the event of determination there is a case to answer, the Chairman shall cause a show-cause letter to be written by the secretary of the students' disciplinary committee and delivered to the student in a manner that proves receipt.

- e) The show-cause letter shall clearly state the alleged offence, ask for a written response within a week and invite the student to appear in a disciplinary committee together with his/her parent/guardian/sponsor in a seating within a month stating the time and venue.
- f) The show-cause letter shall also state the rights of the student to appear and to call a witness or witnesses they may wish to present.
- g) In the event that the student desires to call witnesses, he/she shall state this in the written response.

7.9 Committee Procedures

- a) At convening of the seating, the allegation shall be read and the student will be asked to plead to each of the stated charges
- b) The committee shall provide opportunity for the student to be heard
- c) Witnesses shall be given opportunity to be heard on specific issues presented.
- d) Members of the committee shall then ask questions or seek any clarifications from the student or witnesses.
- e) Persons in attendance shall be given opportunity to present their observations or pleas.
- f) The student shall be asked to make a final plea admitting or rejecting the allegation.
- g) The student, parents/guardians and witnesses shall then be dismissed.
- h) The committee shall make a verdict of guilty or not guilty to each of the specified charges.
- i) The committee's decision shall be arrived at either by consensus or by simple majority vote through secret ballot. The chairman shall have a casting vote in addition to his ordinary vote.
- j) In the event the decision is not guilty, the case shall be dismissed.
- k) In the event the decision is guilty, the committee shall impose any one or more sanctions
- l) The Secretary of the student disciplinary committees shall communicate its decision to the student within fourteen (14) days and inform the student of their right to appeal to the University Council through the Vice Chancellor within fourteen (14) days
- m) The appeal shall clearly state grounds of appeal such as procedure or review of sanctions

- n) The committee shall hold due enquiry without the requirement to adhere to the rules of evidence or procedures as applied in court of law.
- o) At all meetings of the committee before which a student is summoned, the membership, attendance and procedure stated in this hand book shall be followed. For avoidance of doubt, the committee shall not entertain the audience of advocate or to the legal agents on behalf of the student.
- p) If upon notification, the accused fails to appear before the committee without any reasonable explanation, the committee shall proceed with the case nonetheless.

7.10 Sanctions

- a) Minor offences shall attract a warning, caution or suspension for a period of one (1) to three (3) years
- b) Major offences shall attract an expulsion
- c) Repeated or grievous minor offences considered major offences shall attract an expulsion
- d) A surcharge may also be levied

7.11 Appeal Procedures

- a) In the event the student appeals within the stipulated period, the following procedure shall be followed
- b) The Academic Committee of Council shall consider the appeal within sixty (60) days through any procedure they deem appropriate.
- c) The Academic Committee of Council shall make a decision to uphold or overturn the verdict of the disciplinary committee.
- d) In the event of a decision to uphold the verdict, the Academic Committee of Council shall make a decision to uphold or change the sanctions imposed.
- e) In the event of a decision to overturn the verdict, the imposed sanctions shall not be applicable.
- f) The Vice Chancellor shall communicate the decision of the appeal to the student within fourteen (14) days.
- g) The decision of the appeals committee shall be final

7.12 General Disciplinary Provisions

- a) The provision of these rules and regulations and any decisions made by the students
- b) Disciplinary Committee thereof shall not derogate from or prejudice the right of the police, law enforcement authority or any member of public so entitled to bring any action or institute legal against any student in a court of law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student.
- c) Examination irregularities shall be addressed by provisions of the University Examination policy

MISCELLANEOUS

1. The Senate, in consultation with the Council, may amend, add or alter provisions in this Handbook as it deems fit from time to time.
2. Subject to the provisions of the Handbook, the Senate shall have the final authority in the interpretation of the provisions thereto.

CHAPTER VIII: POLICY IMPLEMENTATION, MONITORING AND REVIEW

a) Policy Implementation and Monitoring

The policy implementation and monitoring will be under the Deputy Vice Chancellor in charge of Academic Affairs.

b) Policy Review

The policy shall be reviewed after a period of 3 years, or when need arises.

Effective Date

The Students Handbook shall take effect as from _____.

AUTHORIZATION

SIGNED: _____

**PROF. **

Vice-Chancellor

