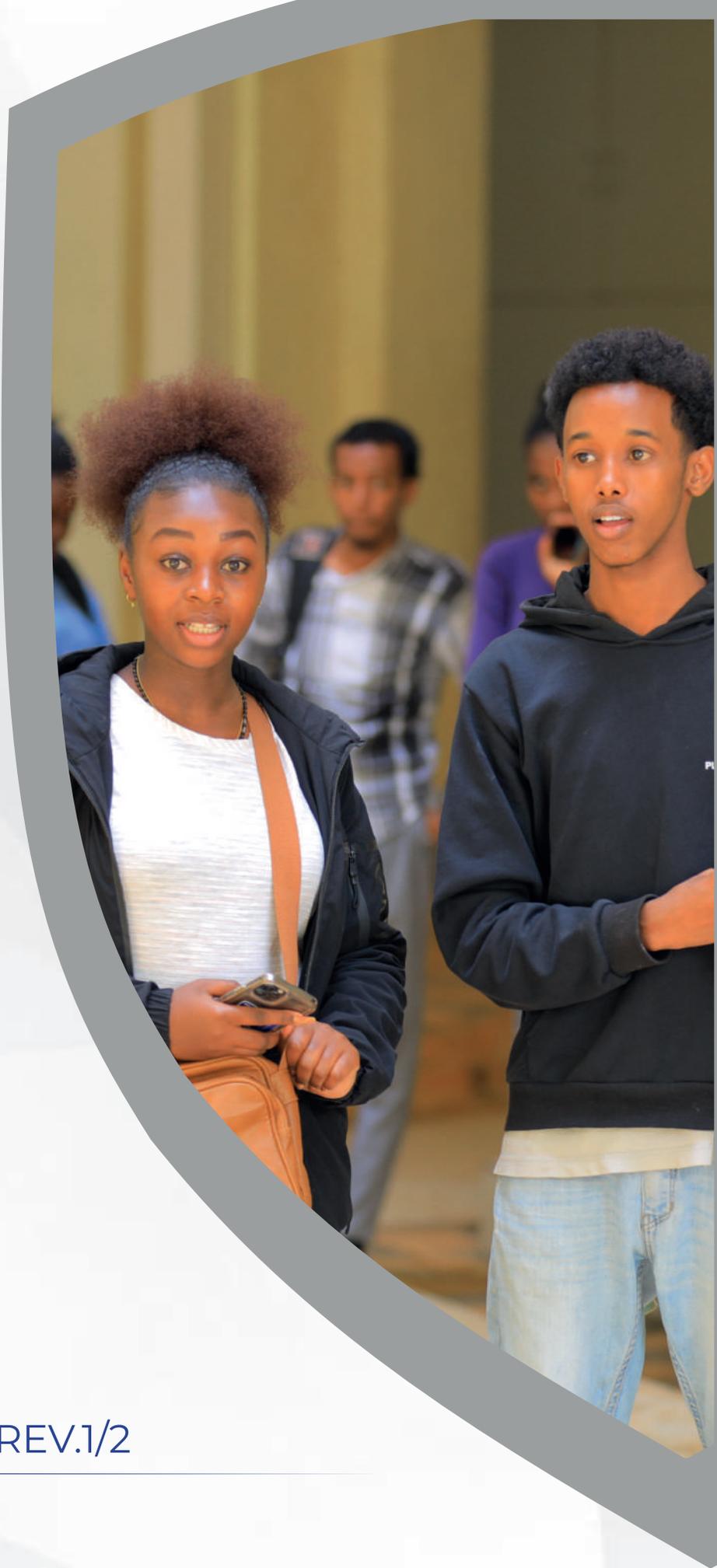




**ZETECH
UNIVERSITY**

#InventYourFuture



ZU/17/GD/VOL.1/2 ISSUE/REV.1/2

STUDENT CODE OF CONDUCT & DISCIPLINE

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UNIVERSITY**

Invent your future

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1.0 PREAMBLE

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 student and the rest of the university community have a responsibility to create and safeguard an organized and orderly atmosphere. Consequently, all students shall conduct themselves within and outside the university with the highest standards of integrity, personal discipline and morality.

These regulations are set to enable the students to realize the Vision and the Mission of the University. The University has developed these Rules and Regulations with the aim of establishing a Code of Conduct by which students can draw guidelines on how to behave ethically and professionally within and outside the campus. This code of conduct is in line with the University Statutes.

1.1 Vision

A leading University in research, innovation, knowledge creation and dissemination.

1.2 Mission

To promote excellence in education and research by integrating innovation, entrepreneurship and technology to impact society

1.3 Purpose

The purpose of this Student Code of Conduct is to define the general standard of conduct expected of students, provide examples of conduct that may be subject to disciplinary action by the University, provide examples of disciplinary measures that may be imposed, and set out the process and procedures that the University will follow when an allegation of academic or non-academic misconduct is made. Students are expected to be aware of and to conduct themselves in accordance with, this Code.

The University respects the right of students to conduct their own personal lives. This Code, therefore, governs conduct only to the extent necessary to protect the integrity and proper functioning of the academic and non-academic activities of the University, the peaceful and safe enjoyment of University facilities by other members of the University and the public, the freedom of members of the University to participate reasonably in the programs of the University and in activities in or on the University's premises, or to protect the property of the University or its members.

1.4 Application

This Code applies to conduct that:

- i) occurs on or near the premises of the University;
- ii) occurs elsewhere in the course of activities sponsored by the University, or where the conduct is alleged to adversely affect, disrupt, or interfere with another person's reasonable participation in university programs or activities;

Any student found responsible for academic or non-academic misconduct is subject to the disciplinary provisions of this Code, regardless of the action or inaction of public authorities. Nothing in this Code precludes the University from referring an individual matter to the appropriate law enforcement agency before, during, or after disciplinary action is taken by the University under this Code. A student may be subject to criminal prosecution and/or civil proceedings notwithstanding and in addition to, disciplinary action taken by the University against the student under this Code.

The University may also define standards of professional conduct for students in programs where these are appropriate, and this Code does not replace or supersede such standards.

1.5 Definition of terms

For the purpose of these Rules and Regulations, the following definitions will apply: “Student” shall mean and include:

- a) Any person admitted to Zetech University who has been registered and entered into the nominal roll to study for an academic program leading to the award of a Certificate, Diploma, or the conferment of a degree;
- b) Any student who may have transferred to Zetech University from another University and has been duly admitted and registered as a student;
- c) All occasional students (e.g., students on an exchange program) who are registered in another University but are pursuing some courses at Zetech University as part of their academic program.

“Staff member” means any employee of the University employed under university terms and conditions of service, regardless of level or grade.

“Conduct and Discipline” means expected behaviour for all students of the University.

“Dean of Students” means the person responsible for students’ welfare within the University.

1.6 Principal Responsibility

The overall responsibility of the is Code of Conduct rests with the Deputy Vice-Chancellor (Academics, Research, Extension & Student Affairs).

1.7 Oversight and Enforcement

The University Senate and University Council shall give guidance and provide oversight for the enforcement of all the provisions contained in these Rules and Regulations for Student Conduct and Discipline.

1.8 Scope and Compliance

The rules and regulations and all stipulations contained in the Rules and Regulations for Student Conduct and Discipline shall apply to all students admitted and registered at Zetech University as may be established from time to time.

Each and every student shall be required to read, understand, observe and append their signature to signal their acceptance and undertaking to abide by all the stipulations contained in the Rules and Regulations for Student Conduct and Discipline.

1.9 Duration

The stipulations contained in the Rules and Regulations for Student Conduct and Discipline shall take effect and be binding upon the registration of the student, and shall remain in force as long as the student remains so registered

1.10 Bond of Good Conduct

- a) Every student shall formally bind himself/herself to observe the stipulations contained in these Rules and Regulations for Student Conduct and Discipline by signing the Declaration and Bond of Good Conduct upon registration;
- b) Failure or refusal to comply with Clause 1.10 (a) may constitute sufficient grounds for denial of registration of the same;
- c) That notwithstanding, nothing in these Rules and Regulations for Student Conduct and Discipline shall

preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University;

d) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part and parcel of these Rules and Regulations for Student Conduct and Discipline.

2.0 ACADEMIC RESPONSIBILITY

2.1 Class Attendance

All lectures, tutorials, seminars, practicals and other learning activities are mandatory for all students.

Reasons for failure to attend classes should be communicated in writing to the course instructor and Dean of School/Head of department giving a valid explanation for their absenteeism with appropriate supporting documents.

Any student who does not attend at least 75% of the lectures will not be eligible for registration of the final examinations. Student's parents/guardians/sponsors will be notified about the student's absenteeism.

3.0 GENERAL DISCIPLINE & CONDUCT (EXAMINATION)

No candidate shall be permitted to sit the final examinations unless he/she has complied with all the requirements set out by the relevant Department.

In the event that a student is involved in any form of attempted cheating or malpractice the student results shall be withheld and he/she will be taken through the academic disciplinary procedure.

The following is a summary of the examination irregularities and respective penalties

3.1 Exams Irregularities Penalty Matrix

The following is a summary of Examination malpractice and Respective Penalties

S/NO	MALPRACTICE	PENALTY
1	Writing on examination question papers/ Continuous writing on examination question papers after verbal warning	Verbal warning to the candidate. If the candidate continues to violate the provisions, he or she shall be given a warning letter
2	Possession of unauthorized material in an examination venue e.g. unauthorized text books, notes, electronic devices.	Cancellation of examination results in that semester
		Suspension of the candidate for a minimum of one (1) Academic Year
3	Copying, reading or writing from unauthorized written surfaces, parts of the body, websites, notes or any other unauthorized material or source/ Copying answers belonging to another candidate in assignments, CATs or Examinations.	Cancellation of examination results in that semester
		Suspension of the candidate for a minimum of one (1) Academic Year
4	Carrying examination scripts, one's/or another candidate's in and out of the examination venue.	Cancellation of examination results in that semester
		Suspension of the candidate for a minimum of one (1) Academic Year minimum
5	Possessing, while in the examination Venue, any electronic device and any other that permits communication with others or receives communication from others (whether on or off).	The invigilator shall firstly confiscate the device, take a photo with the assistance of the HOD or other invigilator and attach a print out of the image and related materials /sites accessed by the candidate. In-case the candidate fails to cooperate, the security personnel shall be engaged to offer assistance.
		Cancellation of examination results in that semester
		Suspension of the candidate for a minimum of one (1) Academic Year
6	Obtaining assistance from another candidate/ non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper/ Presence of any person other than the candidate in an examination room.	Cancellation of examination results in that semester Suspension of the candidate for a minimum of one (1) Academic Year

7	Permitting another candidate to copy from or make use of one's papers.	Cancellation of examination results in that semester
		Suspension of the candidate for a minimum of one (1) Academic Year
8	Presenting assessment test/assignments of another person (s).	Cancellation of examination results in that semester
		Suspension of the candidate for a minimum of one (1) Academic Year
9	Destroying evidence which may be used as proof of an examination irregularity.	Cancellation of examination results in that semester
		Suspension of the candidate for a minimum of one (1) Academic Year
		Mandatory guidance and counselling
10	Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.	Cancellation of examination results in that semester
		Suspension of the candidate for a minimum of one (1) Academic Year
		Mandatory guidance and counseling
11	Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.	Cancellation of examination results for that semester
		Expulsion from the University.
12	Refusing to write a statement after being asked to do so by the invigilator.	Cancellation of examination results for that semester Expulsion from the examination room Suspension of the candidate from the University for two (2) Academic Years.
13	Impersonating or attempting to impersonate another candidate or being impersonated knowingly	Cancellation of examination results in the course Suspension of the candidate from the University for a minimum of one (1) Academic Year
14	Forgery of examination documents/ Forgery of result slip, Transcript or Final certificate	Cancellation of examination results for that semester
		Suspension of the candidate from the University for a minimum of one (1) Academic Year.
		Mandatory guidance and counselling, Prosecution in a court of law

15	Bribery so as to compromise examination credibility	Cancellation of examination results in the semester Suspension of the candidate from the University for three (3) Academic Years.
16	Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage)	Cancellation of examination results in the semester Suspension of the candidate from the University for two (2) Academic Years
17	Switching off or blocking computer camera while sitting for an examination. Consistently moving the eyes out of the video screen.	Cancellation of examination results in the semester Suspension of the candidate from the University for a minimum of one (1) Academic Year
18	Failing to conduct a 360 degrees environment scan/ Failing to declare a material to be used prior to using it in the examination e.g papers, mathematical tables.	Cancellation of examination results in the semester Suspension of the candidate from the University for a minimum of one (1) Academic Year
19	Use of mirroring device while sitting for an online examination.	Cancellation of examination results in the semester Suspension of the candidate from the University for a minimum of one (1) Academic Year
20	Concealing your identity while sitting for an examination. E.g. use of hoods, caps or any covering in a manner to conceal your identity while sitting for exam	Cancellation of examination results in the semester Suspension of the candidate from the University for a minimum of one (1) Academic Year
21	Sitting for an examination from an unauthorised location e.g. work office or public places	Cancellation of examination results in the semester Suspension of the candidate from the University for a minimum of one (1) Academic Year
22	Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.	Warning letter Cancellation of results Suspension between one (1) & two (2) Academic Years.
23	Committing a subsequent examination Irregularity	Expulsion from the University

4.0 STUDENT IDENTIFICATION CARD

- a) Students should ensure they have an updated and valid student Identification card (ID) to access the University.
- b) The Student ID must be produced and presented to the security personnel at the main entrance. Failure to which accessibility into the University premises will be denied.
- c) Any student found forging or using another student's ID card will be PENALIZED and SUSPENDED from the university.
- d) Lost student cards must be reported immediately to Accounts Department and will be replaced at a Fee.

5.0 UNIVERSITY LIBRARY

5.1 General Discipline & Conduct

- i) Users SHALL produce their University IDs to access the library
- ii) Silence MUST be observed in the library at all times
- iii) Phones calls or music is NOT allowed; security personnel are authorized to confiscate users' phones if used in the library
- iv) Eating and drinking in the library are FORBIDDEN
- v) Order and good mannerism MUST be observed in library
- vi) Sleeping in the library is NOT allowed.
- vii) Bottles of ink or any other liquids, briefcases, bags, coats and other oversize clothing shall be kept at the luggage bay. They are NOT allowed in the library;
- viii) Library books used within the library should be left on the tables and NOT re-shelved by users
- ix) Stealing or attempting to steal library property is PUNISHABLE
- x) Reservation of seats in the library is NOT permitted
- xi) All persons leaving the library SHALL be frisked & they shall be required to show their possessions to the security attendant

5.2 Borrowing / Circulation Services

- i) ONLY registered users SHALL be allowed to borrow
- ii) Students SHALL borrow up to 2 books for 2 weeks, renewable ONCE on request
- iii) User SHALL return the book(s) borrowed on or before DUE DATE
- iv) All materials MUST be properly issued and stamped by the library staff at the circulation desk
- v) You SHALL be responsible for loss or damage (defacing, underlining, tearing, water-soaked) of library materials in your possession; penalties will apply as prescribed
- vi) Borrowed book(s) SHALL NOT be transferred from one person to another
- vii) Borrowing SHALL NOT be allowed to persons with a fine of more than 100/=
- viii) Borrowing rights SHALL be withdrawn from the person(s) who persistently fail to adhere to due dates

5.3 Fines and Penalties

- i) Overdue books WILL attract a daily fine per book
- ii) Books RETURNED one month after the due date may need to be replaced
- iii) ENSURE books borrowed are in good condition, else you will be penalized or required to replace
Lost or damaged books SHOULD be replaced in 4 weeks
- iv) An administrative fee will be charged as applicable for books replaced

Tampering with or damaging University resources and property will attract a penalty

Items left at the luggage bay overnight will attract a penalty

A user with a pending fine or penalty shall not be cleared.

5.4 Intellectual Property – Copyright

Users SHALL NOT reproduce any library materials for financial benefits

Login credentials (usernames & passwords) SHALL NOT be shared with other persons (this applies to access to Electronic Resources)

Violation of Copyright will be penalized; privileges will be WITHDRAWN

6.0 POLICY ON NON-ACADEMIC DISCIPLINE

6.1 General Conduct

The following rules and regulations are formulated to ensure that students are accountable and take personal responsibility for their actions. Violation of the set rules and regulations will lead to disciplinary action. The said rules and regulations include but are not limited to:

- i) Students should refrain from any form of impersonation, cheating, forgery or falsifying of documents; dishonesty, plagiarism, or any use of unscrupulous ways to gain academic advantage.
- ii) Students should refrain from any form of theft. This includes institutional or personal property.
- iii) Students are to conduct themselves responsibly and desist from any behaviour that disrupts order and peace in the University. This conduct includes fighting, bullying, insulting, intimidating, inciting, harassing, assaulting (verbal or physical) any member of the university community; or any other form of disruptive behaviour.
- iv) Students shall not wilfully attempt to conceive, design or effect any scheme or strategy of whatever nature (i.e. protesting, boycotting, rioting etc.) that can prevent or disrupt any University function or activity such as lectures, examinations, meetings, interviews, ceremonies or public events.
- v) All students are expected to adhere to and respect University functions and events. The university has the authority to define the structure and dates for such functions/events in line with the University's activity plan. Students should also note that the University will not re-schedule such events/ functions to suit the particular needs of any individual student.
- vi) Any student convicted of a crime in accordance with the laws of the land (the Republic of Kenya) shall be subject to the full consequences of the said law.
- vii) Use of mobile and earphones in the lecture halls is prohibited

Alcohol, drugs & pornography

viii) Students should desist from consumption and/or abuse of alcohol and/or any intoxicating drugs within or outside the campus which may lead to drunkenness and disorderly/antisocial behaviour.

ix) Students shall not be in possession and/or peddle alcohol and any illegal drugs within and outside the campus

x) No smoking is allowed within the University premises. This includes the lecture halls, corridors, toilets, cafeteria, library and any part of the school compound.

xi) Students shall refrain from being in possession of any kind of pornographic material that may be offensive to the dignity of other people

Harassment

xii) Any form of harassment is prohibited e.g., physical, psychological, cyberbullying, sexual etc.

- xiii) Students shall not be permitted to express any form of racial, gender, ethnic or any other form of bias or discrimination to any individual or group within the University premises Safety
- xiv) Students shall not possess, store or use illegal items and weapons such as knives, swords, sticks, pistols, rifles, metal bars or any other items which might endanger the lives of members of staff or students or any other persons.
- xv) Students should desist from raising false fire alarms and tampering with firefighting equipment appliances
- Regard for property
- xvi) Students will be liable for any malicious and wilful damage to property, whether it belongs to the University, to any member of the University community or to the public at large
- xvii) All students should avoid tampering with water, electricity connections/installations, equipment and/or official documents that may come into their possession within or outside the University premises.
- xviii) Students should avoid the removal of furniture or equipment from the designated rooms without written permission from the relevant authorities.
- xix) Students must not litter the compound. Make use of the dustbins that have been provided in the classrooms and corridors
- xx) Students should keep the washrooms clean and tidy. Flush the toilet at all times and seek assistance if unable to use the washroom facilities
- xi) Students are not allowed to write or step on walls
- xii) Students should not possess keys to any building or rooms on the campus other than those obtained through the official channel.
- xiii) No student is allowed to use the telephone facilities of the University without permission or for unauthorized purposes.

Utilization of utilities/facilities

- xxiv) Students shall not be extravagant or inappropriate in the use of common resources, e.g., water, power, and the internet among others
- xxv) No student will park their vehicle at the University without permission. Such students must have a valid driving license and a University car sticker. Students should not undertake unauthorized meetings without the approval from the Dean of Student Office.

Communication

- xxvi) Students shall not attempt to circulate, display, affix or distribute a banner notice, letter, flier or any communication for public consumption within the University premises without lawful authorization.
- xxvii) No student shall be allowed to make any public statement on behalf of the University
- xxviii) Invitation of Government officials, politicians, and representatives of foreign countries to visit the University in their official capacity shall be channelled through the University authorities.
- xxix) All students are expected to adhere to social media ethics. Disciplinary action will be taken for any unethical behaviour conducted online, via email or other electronic media. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private.

These online postings can subject a student to allegations of conduct violations if evidence of the online postings violates any University policy. The university does not regularly search for this information but may take action if and when such information is brought to the attention of University officials. Most online speech

by students not involving University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- i) True threat, which can be interpreted as a serious expression of intent to inflict bodily harm upon specific individuals
- ii) Speech posted online about the University or its community members causes significant on-campus disruption.

6.2 Disciplinary Authority

For the purposes of these regulations the vice- Chancellor, acting on behalf of the council is the disciplinary authority of the university and may in that capacity:

- i) Vary or add to the list of disciplinary offences specified herein.
- ii) Suspend from the university pending further disciplinary action any student suspected of committing an offence under these rules and regulations.
- iii) On behalf of the senate take any other measure necessary for proper operation of and maintenance of order in the University.

6.3 Disciplinary Measures

Disciplinary measures that may be imposed under the code include but are not limited to:

- i) Written warning or reprimand
- ii) Probation, during which certain conditions must be fulfilled and good behaviour must be demonstrated
- iii) Payment of costs or compensation for any loss, damage or injury caused by the conduct
- iv) Issuance of an apology, made publicly or privately
- v) Loss of certain privileges e.g. holding leadership positions etc
- vi) Restriction or prohibition of access to, or use of, University facilities, services, activities or programs
- vii) Fines or loss of fees
- viii) Suspension
- ix) Expulsion

Composition of Disciplinary Committee and Procedures of the Students' Disciplinary Process (See Student Handbook)

6.4 Student Obligations, on Campus and off Campus

All the students of the University are expected to have impeccable behaviour. It is therefore expected that every student of the University.

- i) Shall respect and adhere to the administrative and academic procedures and structures established by the University.
- ii) Shall conduct themselves with the highest standard of integrity, personal discipline and morality.
- iii) Shall respect the rights and privileges of the members of the University community at all times
- iv) Shall actively contribute to the creation and maintenance of a supportive learning environment characterized by, among other things, academic diligence, order and discipline, inclusivity and tolerance.
- v) Shall deal with one another and with the community at large in a fair, honest, respectful and accountable manner
- vi) Shall Honour and respect the rights and freedoms of other members of the University community including other students, members of teaching or non-teaching staff, as well as the members of the public at all times and places within and outside the university

vii) Shall comply with any and all lawful instructions given by a duly authorized officer of the University, both Academic and Administrative, in whatever forms it is issued

viii) Shall act responsibly in the interest of public safety and welfare

ix) Shall refrain from any conduct whose objectives or logical consequences are tantamount to disrupting the smooth operation of the University.

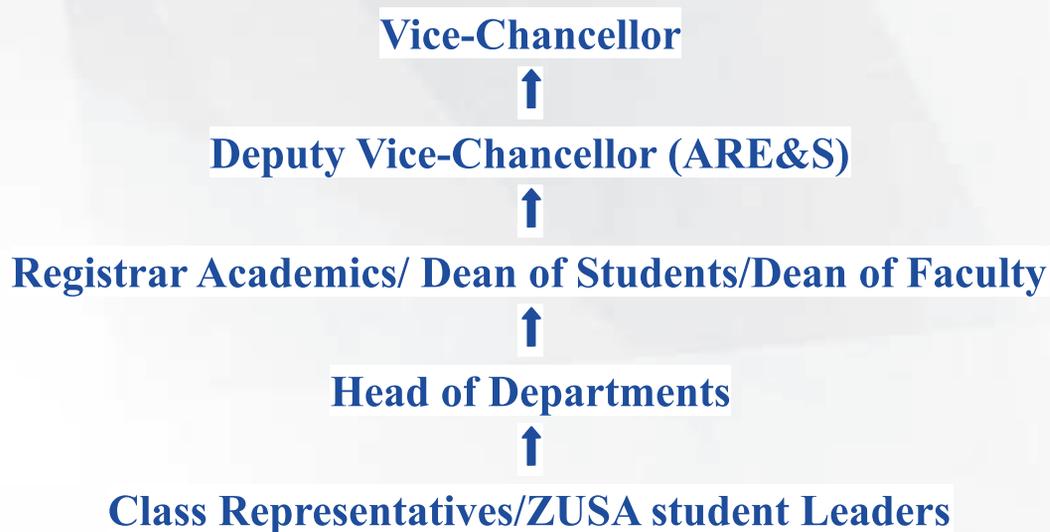
6.5 Relationship with other Students

i) All Students must respect each other's rights concerning the use of University facilities. No student has the right or power to prevent another student from the appropriate use of the University facilities for any reason whatsoever.

ii) All students must uphold and respect the rights of others to study in a conducive environment.

6.6 Redress of Student Grievances

The University will seek to be a progressive and proactive institution in handling student grievances through a quick mutual consultation process towards reasonable resolution of problems, misunderstandings and perceptions. The University will not use these students' regulations to undermine or humiliate the student governance process put in place by the Senate and Council to promote dialogue. However, in the redress of student grievances, students shall be expected to go through the laid down channels as follows:



Non-academic grievances should be addressed directly to the Dean of Students. However, aggrieved students are allowed to approach a member of staff or faculty that they feel most comfortable with, should the above channels not work or not be available.

7.0 DRESS CODE

Zetech University fully supports student obligations and rights to self-expression. The university has also an obligation to create a conducive learning environment where all members of the Zetech Community are comfortable and not offended by any form of inappropriate dressing.

Students who fail to abide by the recommended dress code when advised by University officials and /or student Leaders shall be considered in violation of this guideline.

It's important to note that the Admissibility to the university at all times will be determined by the dressing and grooming of each student. For more details see the Dress Code Manual.

8.0 EMERGENCY

Any cases of Emergency (illness, accident, fire etc.), Should be reported to the Security officer or the Dean of Student Affairs. In the absence of these officers, such reports should be made to the Registrar Academics and respective Heads of Departments.

9.0 REVISION LOG

Issue/Revision		Page(s)	Change Description	Changed by	Approved by
Previous	Current				
1/0	1/1	-	Updating the Academic Section	Dean of Student Affairs	Deputy Vice Chancellor (ARE&S)

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10.0 DECLARATION

STUDENTS BOND OF CONDUCT

A student shall be required to read and understand the student rules and regulations before signing the bond of conduct.

I undertake to be of good behaviour as stipulated in the said rules and regulations. Failure on my part to fulfil the requirements will result in the university taking disciplinary action against me.

If disciplinary action is taken against me the university is at liberty to communicate the same to my parents or guardians

I..... (Name), Confirm that I have read and understood these Rules and Regulations, I undertake to STRICTLY adhere to all the stipulated Rules and Regulations

Signature.....

Admission No.....

National ID/Passport No..... Date.....