



ZETECH  
UNIVERSITY

ZU/17/GD/Vol. 1/ 2

**STUDENT  
HANDBOOK**

## Copyright

©Zetech University 2021

## Reproduction

All rights reserved. No part of this publication may be reproduced or utilized in any form or any means, electronic or mechanical, including photocopying and recording or by any information storage and retrieval system, without prior written permission from the publisher.

## Disclaimer

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered from the authors' point of view.

## Publisher

Zetech University  
P.O Box 2768 -00200  
Nairobi, Kenya

[www.zetech.ac.ke](http://www.zetech.ac.ke)



**ZETECH  
UNIVERSITY**

*Invent your future*

©Zetech 2021



## MESSAGE FROM VICE CHANCELLOR

On behalf of the Chancellor, the University Council, and the Senate, it is my privilege to welcome you to Zetech University. In deciding to pursue your education, you have chosen a distinctive institution with a rich history and a promising future.

As you begin your academic career, you are embarking on a path full of promise and hope. We have friendly and reachable support offices that walk, mentor and challenge you in your student life as you invent your future. Take full advantage of the opportunities you will find and be sure to pursue your passion with dedication and commitment.

A University, like any community, must have regulations by which its students abide and procedures to guide the campus experience. There are high expectations from the government, parents, guardians, the faculty, and the society at large. This Student Handbook and Code of Conduct is intended to serve this purpose in the interest of all students. It provides an atmosphere conducive for intellectual and personal development; the guidelines also ensure discipline is observed throughout the campus journey.

Our committed faculty and staff, ultra-modern facilities, robust talent development programs and innovation opportunities create a conducive learning environment for you to achieve your academic goals and this guide will keep you focused. I urge every learner to get involved in the student life that involves academic support, leadership development, personal growth, networking opportunities and community service.

As you make the most of your Zetech experience while adhering to rules and regulations provided by this Handbook carefully put together by the Students Affairs office, do not forget to take advantage of the availability and support of your academic advisors, lecturers and mentors for guidance and advice as you pursue your course.

This way, your time at the University will be inspiring, interesting and unforgettable.

Thank you and God bless us all.

**Prof Njenga Munene J {(BVM, MSc, PhD (UON) ADV PROT (OBIHIRO JAPAN)},  
Vice Chancellor Zetech University And Professor of Clinical Veterinary Medicine.**

## LIST OF ACRONYMS

AQA	-	Academic Quality Assurance Office
CUE	-	Commission for University Education
DVC (ARE&S)	-	Deputy Vice Chancellor (Academic Research, Extension and Student Affairs)
HELB	-	Higher Education Loans Board
HOD	-	Head of Department
ID	-	Identification Card
NHIF	-	National Health Insurance Fund
RA	-	Registrar Academics
SDC	-	Student Disciplinary Committee
VC	-	Vice Chancellor
ZU	-	Zetech University

## TABLE OF CONTENTS

MESSAGE FROM VICE CHANCELLOR.....	i
LIST OF ACRONYMS.....	ii
OUR CAMPUS.....	
VISION.....	iv
MISSION.....	iv
OUR GUIDING PHILOSOPHY.....	iv
CORE VALUES.....	iv
HISTORICAL BACKGROUND.....	iv
EXECUTIVE SUMMARY.....	v
1.0 POLICY.....	1
1.1 Policy Statement.....	1
1.2 Purpose of the Handbook.....	1
1.3 Principal Responsibility.....	1
1.4 Users of This Policy.....	1
2.0 DEFINITION OF TERMS.....	1
3.0 HANDBOOK ELEMENTS.....	2
3.1 Admission Requirements.....	2
3.2 Student Identification Card.....	4
3.3 Teaching.....	4
3.4 Timetables.....	7
3.5 Industrial Attachment.....	7
3.6 Duration of Study.....	7
3.7 Student Advising and Academic Progression.....	7
3.8 Evaluation of Lecturers.....	7
3.9 Communication to students.....	8
3.10 Examinations.....	8
3.11 Academic Integrity.....	14
3.12 Graduation.....	14
3.13 University Libraries.....	15
3.14 University Fee Payment Policy.....	17
3.15 Financial Assistance.....	17
3.16 Student Welfare Services.....	17
3.17 Student Rules and Regulation Governing Conduct & Discipline (Non-Academic).....	21
3.18 Dress Code.....	26
3.19 Legal Proceedings.....	26
3.20 Security.....	26
4.0 POLICY REVIEW.....	26
5.0 ANNEX CLAUSES.....	26
6.0 REVISION LOG .....	27

## **VISION**

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

## **MISSION**

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

## **OUR GUIDING PHILOSOPHY**

Zetech University believes in nurturing and inspiring an intellectually curious, adaptable and innovative generation that is guided by our core values.

## **CORE VALUES**

- i) Integrity- We do what is ethical
- ii) Commitment to Excellence- We do it well
- iii) Innovation- We are not afraid to explore
- iv) Customer Focus- We are here for you
- v) Teamwork- We are smarter together

## **HISTORICAL BACKGROUND**

Zetech traces its roots back to 1999 when it was founded by Eng. Ken Mbiuki as a Centre providing ICT training. Established from the direct incorporation of the words Zenith and Technologies, it rose to a college offering additional tertiary courses. The word Zenith is of Greek origin and is used to characterize the concept of being 'At the Very Top'. Driven by a passion to meet the high demand for quality education, the institution embarked on a 15-year strategic blueprint manual that outlined the aspiration to attain University status.

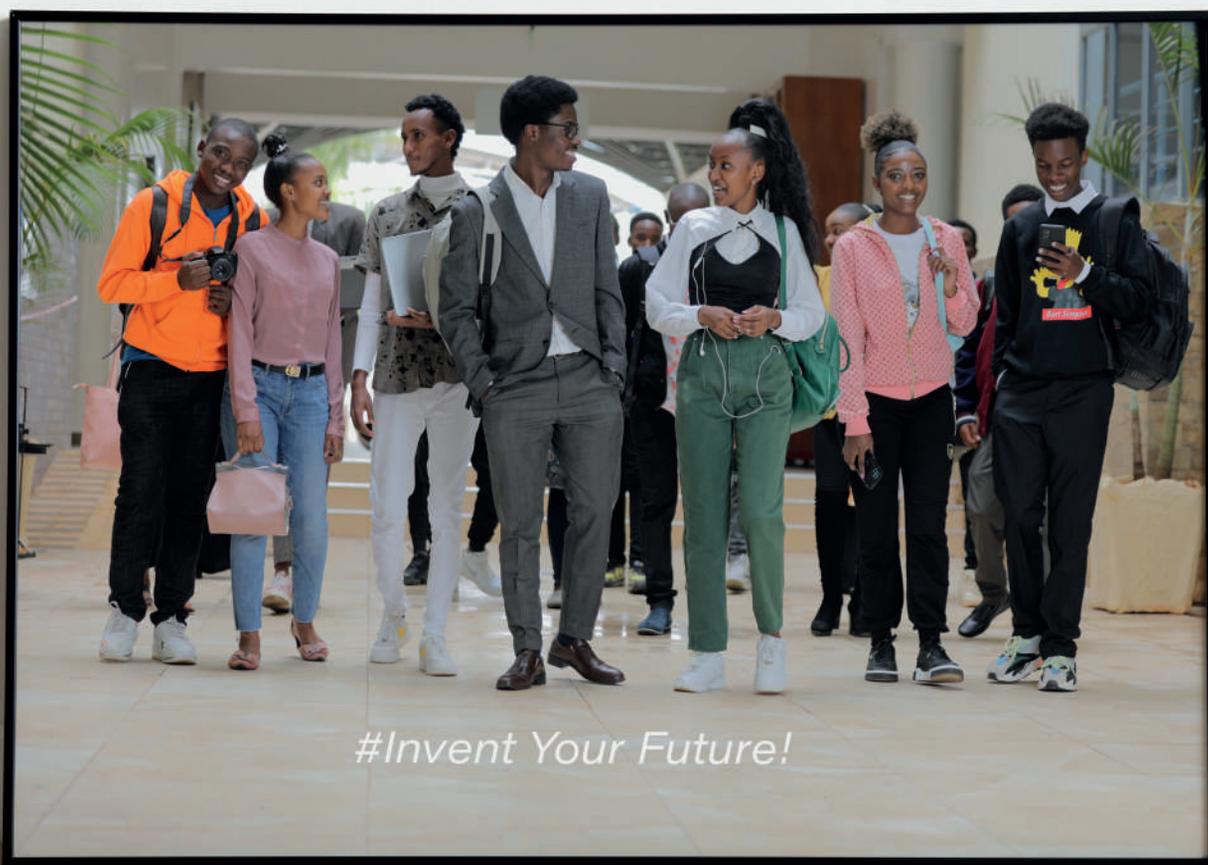
Thereafter, the institution entered a decisive phase towards achieving University status when it broke ground and constructed a multi-million University Complex along Thika Road, launched by His Excellency Uhuru Kenyatta, President of the Republic of Kenya. After successful inspection by the Commission of University Education, the institution was awarded a Letter of Authority to offer university programs, consequently giving rise to Zetech University in August 2014.

Since inspection, over 60,000 students have graduated as the Varsity's drive to enrich lives through education grows every day; this has been achieved through significant growth of programs offered, development of modern infrastructure and a team of distinguished faculty who are passionate trainers, to meet the demand for quality higher education in Kenya and beyond.

The University is committed to scaling the heights of education in the world with a mission to provide holistic higher education through promoting excellence in research, integrating innovation and technology in learning and developing well-rounded citizens to impact the social, political and economic world. The ISO 9001:2015 certified institution has its main campus located in Ruiru, off Thika road superhighway.

## **EXECUTIVE SUMMARY**

This Student Handbook contains general information on academic policies, student rules and regulations which govern conduct and discipline; as well as other available services and facilities that all students need to know. The information contained in this handbook will assist the student to smoothly adapt to the campus environment. This student handbook shall be reviewed and updated every year.



## 1.0 POLICY

### 1.1 Policy Statement

The Student Handbook is the official statement of rules, regulations and policies of Zetech University and the Zetech University Senate reserves the right to interpret, change, amend or otherwise vary any section of this handbook from time-to-time as it may deem fit. Any changes, additions, amendments or variations will be communicated to the students in writing. All students are responsible for acquainting themselves with the contents of the Student Handbook and shall bear the responsibility for any misinterpretation of any information given therein.

### 1.2 Purpose of the Handbook

The aim of the handbook is to give students an understanding of the general rules and guidelines for attending and receiving an education in our university.

### 1.3 Principal Responsibility

The overall responsibility of this handbook rests with the DVC (ARE&S).

### 1.4 Users of This Policy

The users of this handbook will include but not limited to all students, faculty and administrative staff.

## 2.0 DEFINITION OF TERMS

**Absenteeism** - this refers to the failure of a student to be in his/her class at the stipulated time.

**Academic Leave** -the act of temporary discontinuation of studies by an existing student to a later date for a period of one academic year upon approval.

**Class session** - this is referred to as the student contact hours in class as stipulated in the class timetable

**Course** - it refers to a single unit of study in a curriculum or program of study

**Course work** - This refers to evaluations done to students through continuous assessment tests and assignments.

**Credit** - refers to a quantified means of expressing the equivalence of learning. A Credit is awarded to a learner in recognition of the verified achievement of a unit of learning, usually measured in hours of study or achievement of threshold standard or both.

**Credit transfer** - refers to the ability to transport credits (for learning) from one setting to another.

**Deferment** - the act of postponement by a new student to report for their studies to a later date for a period of one academic semester upon approval.

**Faculty/ School** - means academic division designated or established under the instruments constituting a university.

**Fees** – means monies charged for training and associated serves, activities and facilities. It includes but not limited to: Tuition, library, student welfare, caution money, exam fee, fines hire of a facility, medical etc.

**Inter - University Transfer** - This is the Credit transfers of similar courses between universities.

**Intra University Transfer** - This is the transfer of a course within the university.

**Program (of Study)** -The approved curriculum followed by a student that may be one of a number of established pathways available or may be unique to the student. It may comprise of a number of modules. A Program could be drawn from a single discipline or it could be derived from two or more disciplines.

Persons with disabilities are those who have long-term physical, mental, intellectual or sensory impairments and/or chronic conditions which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

**Semester** -One semester corresponds to a period of study consisting of up to fifteen (15) weeks or its equivalent in contact hours or credits depending on the program of study.

**Senate** - this means the Senate of the University established under the CHARTER

**Student** - Means a person enrolled by the University to pursue a degree, diploma or certificate course.

**Timetables** - this refers to the schedule of classes, examinations and practical's taking place in the university in a trimester. Classes/resources

**Unit** - is an academic module which forms part of the course of study, which represents a credit point value that contributes towards the final course.

### **3.0 HANDBOOK ELEMENTS**

#### **3.1 Admission Requirements**

Admissions into the programs of the University is governed by the statutory regulations and admission requirements as set out by the University Senate.

##### **3.1.1 General Minimum Admission Requirements**

The University shall offer two types of admission; self-sponsorship and government sponsorship. Government sponsored students will be placed through the Kenya Universities and Colleges Central Placement Service (KUCCPS). All students with international qualifications should submit an equation from Kenya National Qualification Authority.

The University shall also offer programs at different levels; Master's, Bachelor's, Diploma and Certificate students shall be admitted in accordance with the regulations provided by the Commission for Higher Education (CUE).

##### **3.1.2 Minimum Entry Requirements for Certificate, Diploma, Undergraduate Degree and Postgraduate Programs**

The entry requirements are guided by the criteria given for each program according to the clusters that have been approved by the Senate as guided by CUE and other regulatory bodies from time to time. Information on each program is available in the respective program's curriculum.

Minimum Requirements for each program:

Masters – A bachelor's degree in a related field.

Bachelors - C+(Plus)

Diploma - C- (Minus)

Certificate - D+ (Plus)

Any other qualification as shall be approved by the University Senate.

### **3.1.3 Credit Transfers**

The Senate shall approve any Credit transfer(s) for course unit(s) or semester(s). The decision of the Senate shall be informed by CUE guidelines and other relevant regulatory bodies. The Credit transfer shall not exceed 49% of the total course units as regulated by CUE.

### **3.1.4 Deferment and Academic leave**

#### **Deferment**

This is where a new student accepts an offer for a place into a program, but postpones his/her admission and returns to take the course at a later date. A student shall be allowed to take deferment for a maximum of one academic year, equivalent to two continuous semesters. A student intending to extend the deferment after the first academic year is expected to reapply through the Office of the Registrar Academic (RA). The extension is limited to one academic year after which the student is deemed to have declined.

#### **Academic Leave**

A student shall be allowed to take academic leave for a maximum of one academic trimester equivalent to three continuous semesters.

A student who does not comply with the stipulated deferment and academic leave guidelines will be deregistered from the course.

Upon resumption from deferment or academic leave the student should notify the office of the RA for activation. A student who has been deregistered and would like to be reinstated shall make an application through the RA.

### **3.1.6 Inter/ Intra University transfer**

A student who wishes to apply for inter/ intra University transfer shall apply formally to the office of the Registrar Academics. Upon processing, the response will be communicated to the respective student by the RA.

### **3.1.7 Applicants with Disabilities**

The University shall allow applications from students with disabilities and/or additional support needs. Applicants must disclose any disability during application.

### **3.1.8 Admissions of International Students**

The University shall allow admission of international students. However, all international students admitted to the University are required by Law to acquire a Kenya Pupil's Pass from the Department of Immigration and should not take up studies before presenting the pupil pass.

### **3.1.9 Document Verification**

All applicants applying for admission to the University are expected to submit certified documents of their previous academic qualification(s). Submission of false or altered documents or failure to give complete and accurate

information during admission; will be grounds for denial of admission or dismissal thereafter.

### **3.2 Student Identification Card**

- a) Students should ensure that 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 to have forged details in the student ID card or using another student's ID card will be subjected to disciplinary action.
- d) Lost student cards must be reported immediately to the Security Department and will be replaced at a fee.
- e) To replace a lost student ID card, a student is required to:
  - i) Present police abstract to the security office
  - ii) Collect a student ID replacement form from the security office.
  - iii) Get the form approved by the relevant offices
  - iv) Attach the Police abstract, pass photo and proof of payment (replacement fee from the account's office) to the approved replacement form
  - v) Submit the documents to the graphic design office to obtain a new student ID card

### **3.3 Teaching**

#### **3.3.1 Academic Schools/Departments**

- a) School of Business & Economics
- b) Faculty of Information Communication Technology & Engineering
- c) Faculty of Media, Arts & Design
- d) Faculty of Education, Arts & Social Sciences
- e) Faculty of Hospitality & Tourism

#### **3.3.2 Modes of Study**

Students may study under the full-time, part-time, e-learning and blended-learning modes. Application for change of mode of study shall be done online through the student portal for approval by the Registrar (Academics).

##### **Full time (FT)**

The FT mode of study applies where students attend scheduled day classes on a regular basis and takes the standard load for the course.

##### **Part-time (PT)**

The PT mode of study applies where students attend scheduled evening as well as weekend classes and takes the standard load for the course.

### **Blended-learning (BLM)**

The BLM mode of study applies where students attend scheduled day or evening classes on a regular basis and combines with online learning while taking the standard load for the course.

### **E-Learning**

This mode of study applies where a student takes the standard load for the course and the delivery mode of learning is via electronic technology in particular the internet.

### **E-Learning Programmes**

All students must present original certificates for verification at first registration. Students registered for e-learning programmes shall present their original certificates for verification at the Main Campus when they take the first sit-in examinations or on their first face- to-face meeting. No eLearning student shall be allowed to graduate before their original certificates are verified.

### **Registration of Admitted Students**

- i) Students admitted to e-learning programmes shall undertake a mandatory online Orientation to eLearning course before participating in the online course(s) in which they are registered.
- ii) Students registered for programmes offered through e-learning shall normally enroll for a minimum of 2 units each semester or as determined by the respective schools.
- iii) All e-learning students (for those enrolled for eLearning programmes) shall sign the Nominal Roll online at the beginning of every semester.
- iv) Students registered for Master's Degree program offered through eLearning and other flexible modes shall normally enroll for a minimum of 2 units each semester or as determined by the respective schools.

### **Project Submission and Presentation**

- i) The project report shall be submitted before sitting exams in the last semester of coursework if registered for an eLearning or any other flexible mode.
- ii) In exceptional cases approved by the School, e-learning students may be allowed to make their presentations via videoconference or other such technology.

### **Student Privacy**

- i) The e-learning portal shall not demand students to post personal details and information except as outlined within the student profile. All students will be expected to upload their profiles to create identity for students and enhance interactions and peer-learning.
- ii) Restriction will be imposed on non-participants of the e-learning portal so that outsiders are not able to see the resources that reside on the site including student discussions and forums to enhance student privacy.
- iv) The e-learning portal shall not define or classify students on the basis of their personal traits such as color, ethnic group/community, age, disability, race unless under special circumstances
- v) When a student's work is used for academic or any other use within the e-learning portal, it shall be used upon

consent by the student

### **Technical Assistance**

ZDS will provide technical help desk where students can assess technical assistance on navigation of the e-learning portal at any time via mobile, email, chats, physically from the eLearning portal.

To obtain technical assistance with the e-learning portal and/or e-learning portal server, call the technical help desk on +254714588863 at any time between 8am to 8 pm or send an email to [elearning@zotech.ac.ke](mailto:elearning@zotech.ac.ke).

To get assistance on content with the e-learning portal call or send a SMS to +254714588863 or email to [elearning@zotech.ac.ke](mailto:elearning@zotech.ac.ke) at any time between 8am to 8 pm.

### **3.3.3 Common Courses**

The common courses are intended to broaden the academic background of students in their respective professional training and thus facilitate a more profound appreciation of life, society and environment in which the students are a part. The University Common Courses offered across the curriculum are:

- a) Communication Skills
- b) Introduction to Computer Studies
- c) Health and Wellness Management
- d) Entrepreneurship

### **3.3.5 Unit Registration**

All students shall register for study units of the current semester by the end of the sixth week. The RA shall release communication to all students indicating the start and end date of the exercise. Only students who have registered for their semester units will be allowed to sit for end of semester exams. Any student who fails to do so will be deregistered.

### **3.3.6 Course Outline**

Students shall receive a course outline at the beginning of every semester for each unit that is on offer.

### **3.3.7 Course Work**

Course work shall include all assessments administered during teaching as per the unit requirements defined in the curriculum. Feedback will be given to the students after the assessment.

### **3.3.8 Class Attendance**

All lectures, tutorials, seminars 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.

### 3.4 Timetables

#### 3.4.1 Teaching Timetables

A teaching timetable shall be released to students before the commencement of the next semester.

#### 3.4.2 Examination Timetables

A final exam timetable shall be released to students before the examination start date.

### 3.5 Industrial Attachment

All the students proceeding for attachment must have met the prerequisites as stipulated in the curricula. Upon successful completion of the attachment period, the student shall submit an attachment report and a duly filled and signed logbook.

### 3.6 Duration of Study

The University is organized on a trimester system. Two semesters constitute one academic year unless otherwise specified for specific programs. Each semester comprises of thirteen (13) weeks of lectures and two (2) weeks of examinations.

### 3.7 Student Advising and Academic Progression

#### 3.7.1 Academic Program Time Limits

A student enrolled must meet the progression requirements and all the course requirements for graduation within the following time limits:

Program	Regular Time Limit	Maximum Time Limit
Certificate	1 academic year	2 academic years
Diploma	2 academic years	4 academic years
Bachelors	4 academic years	8 academic years
Masters	2 academic years	4 academic years

#### 3.7.2 Academic Progression Requirements

A student will be identified as not meeting academic progression requirements in a semester if:

The student received an F (Fail) or I (Incomplete) results for the semester

The student's attendance record during the semester was less than 75%.

The student has registered out of sequence – proceeding to the next level courses without clearing the backlog.

### 3.8 Evaluation of Lecturers

Students will be expected to evaluate each course lecturer towards the end of every semester through an evaluation

tool provided by the Academic Quality Assurance Department.

### **3.9 Communication to students**

All communication to students shall be done through the official communication channels approved in the University Communication Policy provided by the office of the Executive Director Corporate Affairs through the RA.

### **3.10 Examinations**

#### **3.10.1 University Examinations**

Examinations shall be held in all courses to assess the knowledge, skills and understanding of the subject matter by the students.

#### **3.10.2 Types of University Examinations**

The University examinations fall in the following categories;

##### **a) Ordinary Examination**

Ordinary Examinations are examined at the end of the semester. A student must meet all the pre-requisite requirements to sit for this examination.

##### **b) Special Examination**

These examinations are only allowed if a candidate is unable to sit for one or more ordinary examination(s) upon meeting the prerequisite requirements. Special exams **MUST** be applied for and evidence provided and attached to the application form. Applications should be done before the end of the exam period. They are examined with the approval of the University Senate based on circumstances acceptable by Senate. A special examinations fee shall apply.

##### **c) Supplementary Examination**

This is an examination granted on academic grounds to a student who has failed a unit during the first attempt. A student must meet all the prerequisite requirements to sit for this examination. The score of any supplementary examination will not exceed 40%. A Supplementary Examination fee shall apply.

##### **d) Online Examination**

These are University examinations conducted through Zetech Learning Management System. Online examinations can be ordinary, special or supplementary examinations. Students taking these examinations will be required to have appropriate devices. The examinations shall be set and administered as per the online examination guidelines.

#### **3.10.3 Re-Marking**

Within 30 days after the release of examination results, a student may request for re-marking through the department. The application is done to the RA through the head of the department upon payment of the required fee.

### 3.10.4 Result slips

Result slips shall be issued to students upon the approval of the results.

### 3.10.5 Transcripts

A transcript listing all units a student has taken in a course and their associated grades will be issued to students upon successful completion of an academic year.

### 3.10.6 Grading of Examinations

The grading system for all Faculties shall be:

Postgraduate

Grade Percentage Marks

A	80-100	: Excellent.
B	70-79	: Good.
C	60-69	: Satisfactory.
D	50-59	: Average or pass.
E	Below 50	: Fail.

Undergraduate/Diplomas/Certificate:

Grade Percentage Marks

A	70-100	: Excellent
B	60-69	: Good
C	50-59	: Satisfactory
D	40-49	: Below Average
F	Below 40	: Fail

### 3.10.7 Missing Grades and Change of Grades

#### Missing Grades

All missing marks must be reported by the student on the Missing Grade Form which must be submitted to the HOD's office within fourteen (14) days after the release of results.

### 3.10.8 Return of Examination Scripts

The Examination Office shall return all examination scripts to students after the release of confirmed results.

### 3.10.9 Discontinuation from studies

Students may be discontinued on the following grounds:

#### a) Academic Grounds

- i) Failing 50 percent or more of all Credit Factors taken in an Academic Year after second attempt.
- ii) Causing actual bodily harm to lecturers or invigilator(s), those assisting in the invigilation or fellow

candidates sitting for the examination or during class room or any other University staff.

iii) Forgery of academic documents for admission.

iv) Forgery of result slips, transcripts or final academic certificates.

### **b) Non-Academic Grounds**

A student's subject to disciplinary procedures may be discontinued subject to a disciplinary investigation or terminated on the recommendation of a Disciplinary Committee. Consideration of disciplinary matters and appeals will be conducted in line with procedures outlined in the University Statutes. A student shall be notified of discontinuation of studies in writing from the RA.

### **3.10.11 Classification of Awards**

Awards shall fall in the following classifications as approved by the University Senate:

#### Postgraduate degrees

50%-100%            Pass.

Below 50%            Fail.

#### Undergraduate degrees

70% - 100%        First Class Honors

60 – 69%            Upper Second Class Honors

50 – 59%            Lower Second Class

40 – 49%            Pass

#### Certificate and Diploma programs

Percentage Marks        Performance

70 – 100                Distinction

55 – 69                 Credit

40 –54                 Pass

### **3.10.12 Examination Rules and Regulations**

#### **Procedure for Handling Examination Misconduct**

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 for disciplinary action in which the academic disciplinary procedure shall be applied.

The following is a summary of the Examination Irregularities and Respective Penalties

***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

### 3.10.13 Appeals for academic disciplinary verdicts

A student aggrieved over any matter or its consequences is advised to make an appeal through the office of the Vice Chancellor. The appeals verdict is final.

### 3.11 Academic Integrity

Academic Integrity means that each student acknowledges that the work represented in all assignments and all examinations is his, her, or their own or is properly cited, and that he, she, or them has neither given nor received unauthorized information. Furthermore, each student agrees not to divulge the contents of any assignment or examination to another student in any semester or to alter or impede the work or progress of another student.

Students of the University are committed to the highest standards of academic integrity and assume full responsibility for maintaining those standards. All members of the University community are expected to exhibit the qualities of honesty, loyalty and trustworthiness in all academic activities, holding themselves and each other accountable for the integrity of the learning community. It is the responsibility of each student to review and abide by all aspects of the course syllabus and agree to adhere to the University Academic Policy. It is the responsibility of all students to familiarize themselves with the University's Academic Policy.

It is the responsibility of each individual student, faculty member and other University employee to recognize and refrain from any violation of academic integrity and to report observed violations. All faculty are expected to use incident form from the examination office to report incidents of fabrication, collusion, cheating, and plagiarism.

The Academic Policy prohibits cheating, plagiarism, fabrication, collusion and other forms of academic misconduct. All suspected violations, including first-time violations, will be reported via established University processes, and will be referred to the DVC- Academics, Research, Extension and Student Affairs. Reporting of all offenses, regardless of the violation level, allows the University to identify repeat offenders.

### 3.12 Graduation

The University shall hold annual graduation for all students who have fulfilled all the requirements for graduation as stipulated by the specific course curriculum as recommended by the Dean's Committee and approved by the Senate.

#### a) Attendance of graduation ceremony

All graduands (diploma, degree and masters) who have fulfilled the graduation requirements are required to attend the graduation ceremony, including the Rehearsal and Convocation. A student whose name appears on the graduation booklet for a specific graduation upon fulfilling all the requisite requirements but does not turn up for the ceremony shall be considered to have graduated and therefore not eligible to participate in a different graduation ceremony for the same award.

#### b) Issuance of Certificates

Successful graduates shall be issued with a certificate bearing the name of the program, name of the student, award, date of graduation, signatures of two authorized officers, University name, logo and seal. Graduates shall be

advised to collect their certificate within three months from the date of the ceremony beyond which a storage fee shall accrue for the period that it remains uncollected.

### **c) Certificate programs**

Students who have successfully fulfilled the requirements for award of a certificate level qualification shall be awarded a certificate upon approval by the Senate.

#### **3.12.1 Fee Payment Requirement**

All graduands shall be awarded only if they have met all their financial requirements as per the University fee payment Policy.

#### **3.13 University Libraries**

Zetech University library provides a wide range of services and resources to support teaching, learning and research activities in the University. In addition, the library provides a quiet and conducive space for reading and studying. Internet access is also available throughout the library.

Present yourself with your student ID to the library to get a user name and a password for your library account. Your student ID card also serves as your library card and must be presented every time you want to access library services.

The library provides access to both print and electronic information resources such as E-books, E-journals and other scholar databases. Kindly visit our website <https://library.zetech.ac.ke> to access the library catalogue (OPAC), E-resources page and institutional repository.

##### **3.13.1 Opening Hours**

- i) The library is open to all active Students.
- ii) The library will be open from 8:00 am - 8:30 pm Monday to Friday. On Saturday, it is open from 8:30 am – 3:00 pm and closed on Sunday and Public Holidays.

##### **3.13.2 General Discipline & Conduct**

- i) Library users SHALL produce their Student 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 user's phones if used in the library
- iv) Eating and drinking in the library is FORBIDDEN
- v) Order and good mannerism MUST be observed in the 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 prohibited
- 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

### **3.13.3 Borrowing / Circulation Services**

- i) ONLY registered users SHALL be allowed to borrow
- ii) Students SHALL borrow up to 4 books for 2 weeks, renewable ONCE on request
- iii) User SHALL return the book(s) borrowed on or before the 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 as per the library policy
- vi) Borrowed book(s) SHALL NOT be transferred from one person to another
- vii) Borrowing SHALL NOT be allowed to persons with a fine
- viii) Borrowing rights SHALL be withdrawn from any student who persistently fails to adhere to due dates
- ix) Reference and short loan materials shall only be used in the library.
- x) The Circulation Librarian shall recall any information material on loan from a user by a notice which shall specify return date of the same.
- xi) Library users may borrow information resources from all University campuses. However, Campus Librarians can assist users to borrow materials that are available in other campus libraries.
- xii) To check-in information resources, clients shall return the resources to the Circulation counters where they were checked out.

### **3.13.4 Fines and Penalties**

- i) Overdue books WILL attract a daily fine per book as per the library policy
- 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
- iv) Lost or damaged books SHOULD be replaced within 4 weeks
- v) An administrative fee will be charged as applicable for books replaced as per the library policy
- vi) Tampering with or damaging University resources and property will attract a penalty
- vii) Items left at the luggage bay overnight will attract a penalty
- viii) A user with a pending fine or penalty shall not be cleared by any office for attachment, graduation or any other activity.
- ix) A suspended user account will remain so even if the item has been returned; as long as the overdue charges remain un-paid.

### **3.13.5 Intellectual Property – Copyright**

- i) Users SHALL NOT reproduce any library materials for financial benefits
- ii) Login credentials (usernames & passwords) SHALL NOT be shared with other persons (this applies to access to

Electronic Resources)

iii) Violation of Copyright will be penalized; privileges will be WITHDRAWN

**(A copy of the Library Policy is available in the library)**

### **3.14 University Fee Payment Policy**

a) All students shall be required to meet their financial obligations as per the University fee payment policy. Refunds for fee not utilized shall be done according to the University fee policy. The fee is payable in full before commencement of every semester. In the event the student is unable to pay the fees in full before the start of the semester, the University has provided for instalment payments as follows:

- i) The first instalment shall be paid before the commencement of classes and shall be 60% of the total fees payable.
- ii) The second instalment of 20% of the total fee payable shall be paid in full on or before 5th of the second month of the semester.
- iii) Third and Final Installment of 20% shall be paid in full on or before 5th of the third month.

It shall be an offence for a student to attend classes or sit for university examinations before payment of the required fees. The University Senate reserves the right to adjust the rates and policy stated above at any time.

b) Deferment/Academic Leave fee policy

Please note that full fees will be charged if academic leave requests are made after the first six weeks of the semester.

c) Caution Money Refund

Caution money will be refunded after graduation upon fulfilment of all the necessary requirements.

d) Adjustment of Fees and Penalties

The University Senate reserves the right to adjust the rates and policy stated above at any time.

### **3.15 Financial Assistance**

Students may get financial assistance from various financial institutions. A student should receive an invoice before making any fee payment.

- a) Higher Education Loans Board (HELB): It is the responsibility of eligible students to apply for HELB loan on time to avoid inconveniences in the payment of fees. The loan from HELB shall be credited to the student fee account unless otherwise specified.
- b) Bursaries and Scholarships: It is the responsibility of the student to apply for bursaries and scholarships from other sponsors on time to avoid inconveniences in the payment of fees. Bursaries and scholarship money shall be credited to the student fee account unless otherwise specified by the awarding institution/sponsor.

### **3.16 Student Welfare Services**

In order to help student's, realize their academic and social goals, the Department of Student Affairs shall assist the students to adjust to the culture of university life by providing a network of support services:

### 3.16.1 Career Services

The main task of the Career Office is to prepare students for eventual entry into the workforce and or entrepreneurship. It provides the assistance that the student may need to maximize his or her capacity to begin a career by empowering the student to make the right career choices. The services offered include but not limited to:

- i) Creating a database for attachment, internship and job opportunities that are available
- ii) Career talks
- iii) Job search skills, cover letter and CV writing training
- iv) Interview preparation
- v) Capacity building trainings
- vi) Industry partnership

### 3.16.2 Student Organization

The Students' Association referred to as ZUSA is recognized by the University Council as an organization that represents all the students and it operates under the office of the Dean of Student Affairs. Its functions are governed by the ZUSA constitution. The officials of the organization are elected democratically by students. They form a link between the management and the general student body on matters requiring administrative consultations. The Association works closely with the Student Affairs Department to organize social, cultural and welfare activities.

### 3.16.3 International Students

International students must meet all the legal requirements laid down by the Department of Immigration Services in Kenya before admission into the university. Any assistance can be obtained from the Student Affairs Department.

### 3.16.4 Counselling services

This section is headed by a professional counsellor under the Student Affairs Department.

Counselling assists students in behavioral change, enhancing coping skills, improving relationships, promoting decision making and facilitating student self-understanding and awareness.

### 3.16.5 Health services

The University has a Clinic at the Thika Road Campus that provides medical services to all students. However, the University has agreements with private medical service providers to cater to emergency cases. All students are required to comply with the following requirements when seeking medical services:

- i) All emergency cases or serious illness requiring medical attention are to be reported at once to the University Nurse and the Dean of Student Affairs
- ii) Any student who wishes to seek medical services outside the University MUST notify the Nurse and the Dean of Student Affairs. The University does not pay medical bills incurred by a student outside the University.
- iii) Students shall avail themselves for medical examination as and when required by the University Administration
- iv) All students are encouraged to be members of the National Health Insurance Fund (NHIF) scheme
- v) All students are required to adhere to the Ministry of Health COVID 19 protocols. A copy of the COVID 19

Guidelines is available in the University Website).

### **3.16.6 Emergency services**

Any cases of Emergency (illness, accident, etc.), should be reported to the University Clinic Nurse, 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.

### **3.16.7 Accommodation Services**

The University hostels cater to both female and male students; however, the bed occupancy is limited and is on a shared room basis. Payment is on a trimester/semester basis and is inclusive of meals (breakfast & Supper).

A student will be considered for room allocation subject to the following conditions:

- a) Availability of bed space is on a first-come-first-served basis.
- b) Application for room and presenting the official payment receipt.
- c) Signing and committing to abide by the hostel's rules and regulations
- c) Must have maintained an acceptable conduct and demeanor if previously residing in the hostel

Students wishing to live outside the University are free to make private arrangements for their accommodation. Students can request for a list of recommended private hostels where they can choose to reside. They will enter into agreements directly with hostel owners and take full responsibility of their rent and other obligations outlined by individual hostel owners.

### **3.16.8 Catering services**

The University has a restaurant within the campus that offers meals at reasonable prices.

### **3.16.9 Sports & Clubs**

#### **a) Clubs**

Students are encouraged to organize themselves into Clubs, Societies & Associations for ease of interaction, flow of information, sharing of interests and knowledge. Each club is required to register with the Dean of Students' Office and should have an approved constitution as well as a Patron who should be a member of staff. All clubs and societies will be managed in accordance with their approved constitutions and University regulations. The religious associations shall fall under the following categories: Christian Union, Young Catholic Action, Seventh Day Adventist and Muslim association. Ethnic based clubs and associations are NOT registered in the university; hence they are prohibited.

Clubs may use musical instruments with approval from the club patron and Dean of Students office. However, the sound should not be loud enough to cause disturbance to other members of the Zetech university or neighboring communities.

## b) Sports

The University provides key sporting activities both for competition and recreational purposes. Students are encouraged to take part in sporting activities as they help to improve physical fitness and to foster interaction.

The activities include: Soccer, Basketball, Rugby, Volleyball, Karate & Tae-Kwondo, Indoor games (darts, chess, table tennis, pool, scrabble & Badminton) among others.

The University takes parts in various league matches (FKF, KUSA & UCFL) and tournaments.

### **3.16.10 Students with disability**

The University strives that those students with disabilities must be integrated into the learning experience at the University in a manner that allows for their full participation and for them to acquire the necessary knowledge and skills linked to the academic program for which they enroll.

The University will treat its students with disabilities in a nondiscriminatory way and respectful manner with due cognizance for the diversity in their learning abilities and styles. Where necessary reasonable accommodation measures will be put in place in the learning process, teaching methodology, course content and/or delivery to assist students with disabilities to achieve success in their studies. Any assistance can be obtained from the Student Affairs Department.

### **3.16.11 Channels for Communication**

The university has a system of disseminating information to students. This is done through the university website, student portals and emails; social media platforms and student notice boards.

Internet and Wi-Fi connectivity are available and accessible at designated areas within the University. Students are encouraged to liaise with the Dean of Students, student leaders and class representatives in cases where they require any assistance in getting information.

### **3.16.12 Notice Boards**

This is a major medium of passing information on all Zetech University Campuses. The notice boards are located in various strategic positions within the campuses. It is imperative that E-Learning students read notices when on campus.

### **3.16.13 The Zetech University Website and Email Services**

The Zetech University website, [www.zetech.ac.ke](http://www.zetech.ac.ke), is a very important source of information flow. E-Learning students are expected to visit it frequently for important updates. Urgent information and updates are also placed on the website. Every student has been assigned an email address for an individual as well as official communication. It is crucial that one checks and uses their email regularly.

### **3.16.14 Social Media**

The University has carefully designed social medial platforms to ease the flow of information. Such platforms include Facebook, Twitter, WhatsApp and Instagram. The E-Learning students are encouraged to use the e-learning

portal for updates.

The University lays great emphasis on the positive and responsible use of these platforms.

Please note that abuse or misuse of the internet and social media (e.g., Facebook, Twitter etc.) is prohibited by State Law and the University Rules, Regulations and Policies

NOTE: Apart from the above-listed means of communication, students are also encouraged to call, email or visit the respective offices whenever they have urgent enquiries or need assistance.

### **3.16.15 University policy Concerning Deceased Student**

In case of death, the University has no obligation to offer any assistance. However, upon approval by the student affairs office, students may be allowed to solicit donations to assist the deceased family. The affected family shall handle all the affairs of the deceased student.

### **3.16.16 Security for students' property**

Reasonable security is provided within the campus. However, the University disclaims all responsibility for loss or damage to any property belonging to the student or their guests while such property is in the University premises.

## **3.17 Student Rules and Regulation Governing Conduct & Discipline (Non-Academic)**

### **3.17.1 General Conduct**

The overall responsibility of maintaining discipline at the University is vested in the Vice Chancellor while the implementation of the student code of conduct lies in the office of the Dean of Student Affairs. Additionally, the security department has the authority to enforce law and order within the University premises.

Any case of indiscipline shall be reported to the Dean of Student Affairs in writing. After investigation and with sufficient evidence, the case will be forwarded to the non-academic Disciplinary Committee for the necessary action.

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, fraud, forgery, or falsification of documents; dishonesty, plagiarism, or any other unethical behavior for personal gain or 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 behavior 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 behavior.
- iv) Students shall not willfully 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) Students should not undertake unauthorized meetings without the approval from the Dean of Student Office.

- vi) All students are expected to adhere 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 reschedule such events/ functions to suit the particular needs of any individual student.
- vii) 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.
- viii) Use of mobile and earphones in the lecture halls is prohibited

### ***Alcohol, drugs & pornography***

- ix) 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 behavior.
- x) Students shall not be in possession and/or peddle alcohol and any illegal drugs within and outside the campus
- xi) No smoking is allowed within the University premises. This includes the lecture halls, corridors, toilets, cafeteria, library and any part of the school compound.
- xii) Students shall refrain from being in possession of any kind of pornographic material that may be offensive to the dignity of other people.

### ***Harassment***

- xiii) Any form of harassment is prohibited e.g., physical, psychological, cyberbullying, sexual etc.
- xiv) 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***

- xv) 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.
- xvi) Students should desist from raising false fire alarms and tampering with firefighting equipment appliances

### ***Regard for property***

- xvii) Students will be liable for any malicious and willful damage to property, whether it belongs to the University, to any member of the University community or the public at large
- xviii) 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.
- xix) Students should avoid removal of furniture or equipment from the designated rooms without written permission from the relevant authorities.
- xx) Students must not litter the compound. Make use of the dustbins that have been provided in the classrooms and corridors
- xxi) Students should keep the washrooms clean and tidy. Flush the toilet at all times and seek assistance if unable to use the washroom facilities

xxii) Students are not allowed to write or step on walls

xxiii) Students should not possess keys to any building or rooms on campus other than those obtained through the official channel.

xxiv) No student is allowed to use the telephone facilities of the University without permission or for unauthorized purposes.

#### ***Utilization of utilities/facilities***

xxv) Students shall not be extravagant or inappropriate in the use of common resources, e.g., water, power, and internet among others

xxvi) No student will park their vehicle at the University parking without permission from the Campus Director.

#### ***Communication***

xxvii) A student 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.

xxviii) No student shall be allowed to make any public statement on behalf of the University without written authority from the Vice Chancellor.

xxix) Invitation of Government officials, politicians, representatives of foreign countries or any other important dignitaries to visit the University in their official capacity shall be channeled through the University authorities and the Vice Chancellor must be notified through the Dean of Student Affairs or the Corporate Affairs office.

xxx) All correspondences to potential sponsors whether local or international must be done through the Dean of Student Affairs office who will forward as appropriate after consultation with Vice Chancellor/Deputy Vice chancellor

xxxi) All students are expected to adhere to the social media ethics. Disciplinary action will be taken for any unethical behavior 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 the 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:

a) The true threat, which can be interpreted as a serious expression of intent to inflict bodily harm upon specific individuals

b) Speech posted online about the University or its community members that causes significant on-campus disruption.

#### **3.17.2 Disciplinary Authority, procedures and Composition of Disciplinary Committees**

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.

- b) Suspend from the university pending further disciplinary action any student suspected of committing an offence under these rules and regulations (Statute XXXII E)
- c) On behalf of the Senate take any other measure necessary for proper operation and maintenance of order in the University.
- d) There shall be a Students' Academic/Non-Academic and Appeals Disciplinary Committees of Senate appointed by the Vice-Chancellor and established under the University statutes of Zetech University to adjudicate disciplinary cases presented before them.
- e) Disciplinary and Appeals procedures shall be as established under the University Statutes of the University.

### 3.17.3 Disciplinary Measures

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

- i) Written or verbal warning or reprimand which will be filed in the student's file
- ii) Probation, during which certain conditions must be fulfilled and good behavior must be demonstrated
- iii) Of costs or compensation for any loss, damage or injury caused by the conduct as shall be commensurate with the nature or gravity of the offence.
- iv) Issuance of an apology, made publicly or privately
- v) Removal of certain privileges e.g., holding leadership positions, scholarships, work study opportunities etc.
- vi) Restriction or prohibition of access to, or use of university facilities, services, activities or programs
- Fines or loss of fees
- vii) Suspend the student for a specified period.
- viii) Expel the student from the University
- ix) Combination of two or more of the above
- x) Dismiss the case against the student
- xi) Any other penalties that the disciplinary committee may deem fit
- xii) A student shall be invited and given an opportunity of being heard before the disciplinary committee makes its decision.

### 3.17.4 Student Obligations, on Campus and off Campus

All the students of the University are expected to have impeccable behavior. 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 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 Honor 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

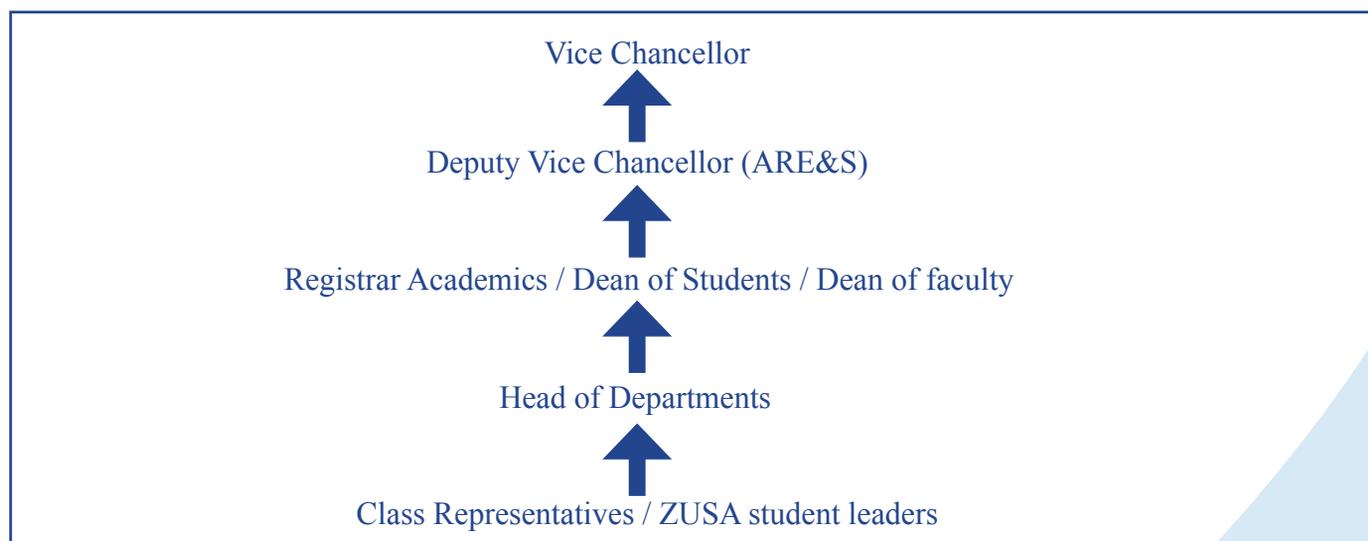
ix) Shall refrain from any conduct whose objectives or logical consequences are tantamount to disrupting the smooth operation of the University.

### 3.17.5 Relationship with other Students

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

### 3.17.6 Redress of Student Grievances

The University will seek to be a progressive and proactive institution in handling student grievances through 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. The office of the Vice chancellor is the final internal level in resolving complaints or grievances.

The resolution of complaints or grievance will depend on their nature and will be guided by the following documents: University Service Charter, ISO 9001: 2015 Quality Management System procedures, University Statutes and schedules. Consultative decision making will be used where several university organs shall be involved. (indicate avenues for lodging complaints, grievance and concerns)

### 3.18 Dress Code

Zetech University fully supports student obligation 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. Students who breach the dress code will be referred to a disciplinary committee.

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 (**A copy of the Dress Code Manual is available in the University Website**).

### 3.19 Saving Clause

The provisions of these rules and regulations for student conduct and discipline and any decisions made by the SDC, shall not derogate from or prejudice the right of the police or any other member of the public so entitled to bring any action or institute any legal proceedings in respect of the same state of facts against any student in a court of law; nor anything herein preclude the state from taking any action which it may deem necessary against any student.

### 3.20 Security

The security of students is of paramount importance to the University. The University has therefore instituted measures that all students are expected to abide with for their own security. These include:

- i) Every student **MUST** produce their OWN Student ID upon request by the security personnel at the main entrance
- ii) Every student must allow the security personnel to make thorough security searches at the main entrance

## 4.0 POLICY REVIEW

This Policy will be reviewed every year or earlier, if the need arises through the approval of the University Senate.

## 5.0 ANNEX CLAUSES

When the need arises, the university administration will provide annex guidelines. All students will be required to follow other university policies and guidelines that may be issued from time to time in special circumstances such as pandemics, security or environmental threats, and so on. The University Management may also modify or change any of the provisions in this handbook at any time, and such modifications will be communicated to ALL students as soon as they are implemented.

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)

**Approved By**

**Signature**

**Date**

**Dr. Alice Njuguna, PhD**  
**BEd (SC) (Egerton University),**  
**MScIT (University of Sunderland) PhD ITED**  
**(Capella University)**  
**Deputy Vice-Chancellor**  
**(Academic, Research, Extensions & Student Affairs)**  
**Zetech University**



Published by  
Zetech University  
P.O Box 2768-00200  
Nairobi, Kenya  
[www.zetech.ac.ke](http://www.zetech.ac.ke)

