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STUDENT HANDBOOK, 4TH EDITION

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FOREWORD FROM THE VICE CHANCELLOR

Dear PUEA Students,

Welcome to The Presbyterian University of East Africa (PUEA). PUEA is a faith-based University founded on Christian principles. The University endeavors to develop champions who fear God, value integrity, compassion, and justice in all aspects of their lives. The University seeks to equip the graduates to serve to God and humanity; to be job creators and change agents in their communities. PUEA is an innovative and academically progressive institution of higher learning whose vision and mission are expressed in its motto: *"Finding New Paths"* I welcome you to make the university your home for the period you will be here for your studies.

As you come in you need to adjust your lifestyle, knowing that you are now in an institution of higher learning. I strongly encourage you to listen, think critically and follow University regulations and policies. PUEA is the place to explore, discover, nurture and exploit your talents optimally. This will not only make you realize your dreams but also help you to serve God and the society at large once you graduate.

You are therefore encouraged to carefully and diligently read and comprehend the Student Handbook so that you will be able to chart your specific path over the course of the study period. As you embark on a thrilling academic journey at PUEA, the Handbook will help and guide you to discover your unique and God-given purpose within a Christian community where faith and learning are integrated.

Our certificate, diploma, bachelor's and masters' programmes degree cover academic areas such as Business, Communication, Computer Science, Education, Hotel and Tourism, Nursing, Occupational Therapy, Clinical Medicine, Theology among others. PUEA's commitment to excellence in every activity ensures that its graduates combine faith, compassion, humility, self-discipline and careful critical thinking. A graduate educated at PUEA's Christian academic community should be able to utilize every opportunity to excel in the service of God and humanity in his/her profession.

Once again on behalf of the University Management, Senate and the entire PUEA family, I wish you God's abundant blessings as you study in our University.

Thank you.

Prof. John K. Mungania, PhD- Ed.; HSC [M. A.; M. Div.; B.A. (Hons); B. Ed.]
Vice Chancellor, PUEA

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1.0 GENERAL INFORMATION

1.1 Vision, Mission and Motto of the University

(a) Vision of the University

A World class Presbyterian University of choice providing holistic and transformational education based on Christian Values.

(b) Mission of the University

To produce holistically trained graduates for service to God and humanity and stay at the frontier of knowledge.

(c) Motto of the University

The University motto is, *"Finding New Paths"* (Jeremiah 6.16)

1.2 Philosophy and Core Values of the University

(a) Philosophy

The University is guided by the philosophy, *"Let all things be done decently and in order."* (I Corinthians 14.40 NKJV)

(b) Core Values

In pursuit of this guiding philosophy, the University shall seek to adhere the following values:

(i) **Professionalism.** Represents acquired knowledge, skills and attitude ready to serve God and Humanity.

(ii) **Stewardship and Teamwork.** Represents ability to work with others to organize, oversee and manage activities and responsibilities aimed at bringing change and strengthening individuals and communities.

(iii) **Creativity and Innovativeness.** Embraces creative critical, analytical, comprehensive thinking and their application in work situations and problem solving.

(iv) **Decency and Accountability.** Represents the highest and exemplary conduct to be ingrained in and demonstrated by each individual in life through doing all things decently and in order.

(v) **Integrity and Transparency.** It entails demonstration of a God-fearing and people-respecting attitude and behavior.

1.3 Brief History of the University

The Presbyterian University of East Africa is at the apex of a long and proud record of the Presbyterian Church of East Africa's involvement in the provision and development of education in Kenya. It all started with an elementary school with two (2) students funded by the East African Scottish Mission at Kibwezi. This was followed by establishment of other institutions of learning by the mission. The schools and training institutions have continued to provide Kenya and the world with educated manpower for economic development. From the successful schools and institutions, the next logical step up the ladder was a Presbyterian University. Discussion on the subject thus began and a decision was reached.

The activities leading to the University's inception kicked off through Resolution 2096 of the General Assembly of the Presbyterian Church of East Africa (PCEA) held in 1988 at Rubate, Chuka District. Following the resolution, a steering committee was set up. Its duties included fundraising, research and development of facilities. The result was The Presbyterian University of East Africa authorized by the Commission for Higher Education (CHE) now Commission for University Education (CUE) to open its doors to its first intake of degree students in 2008. It was to be a University following the Presbyterian tradition offering transformational education as its vision.

“A Centre of academic excellence in the provision of Christian transformational education guided by the etiquettes of professional integrity, self-reliance and service to God and humanity.”

2.0 INTRODUCTION

This handbook is presented to enhance the understanding and clarity on the part of the student concerning the lifestyle and conduct expected of the student of The Presbyterian University of East Africa (PUEA). It is inevitable that some changes in faculty, programmes, curriculum or policy will occur before the next Handbook is published. You may visit our Websites: www.puea.ac.ke for Handbook updates. The office of the Registrar (Academic and Students' Affairs) is prepared, at all times, to answer queries and describe current regulations for your benefit.

2.1 Theological Position of the University

- (a) The Reformed Theology of the Presbyterian Church is the spiritual standard for public worship at the University. The University strives to prepare students for a life of service to God and humanity. However, personal spiritual conviction of all students will be respected. No Christian denomination or spiritual communion will be discriminated against.
- (b) Students admitted into the University shall be required to observe and abide by the religious traditions and doctrine of the sponsoring Church. The University is committed to nurturing a spiritual and not a secular culture among the students.

2.2 Rules and Regulations

- (a) Rules and regulations herein are approved by the University Council in consultation with the University Senate. They are intended to guide the students during their University life and to create a harmonious relationship among the students and between the students and the rest of the University community and the society in general.
- (b) The University, having been founded on Christian principles, will create a strong spiritual environment that would not only provide the students with a solid academic background but would also lead the students to find a transforming experience of knowing Christ. The University seeks to produce well-balanced persons in its graduates. Its goal is to educate the whole person and to prepare him for a life of service to God and humanity. To be able to do this, the University would provide an enabling learning environment where there is order and harmony.

- (c) Students are expected to observe University Rules and Regulations. They are also expected to obey the laws of Kenya.
- (d) The rules will be applicable to all the registered students of the University. All students must obey them whether on or off campus and whether they are acting individually or collectively irrespective of whether or not they are engaged in University sponsored or supervised activities.
- (e) Every student shall be required to read these regulations and sign a declaration appended hereunder, that he/she has understood and agrees to be bound by these regulations. Students who refuse to sign the declaration will not be registered. Failure or refusal to comply with any clause herein may constitute grounds for denial of registration.
- (f) Nothing in these regulations shall preclude the University from requiring any student to execute any bond, give assurance or undertaking to be of good conduct throughout his/her stay at the University.
- (g) Such bond, assurance or undertaking to be of good conduct when executed shall have the same effect as if it was part of these regulations.
- (h) These rules bind each and every student of PUEA as if each and every student signed thereon.

3.0 GENERAL GUIDELINES AND REGULATIONS

The guidelines and regulations herein are written to ensure that life in the University functions harmoniously.

3.1 Personal Devotions

Having a personal relationship with God is the goal of the Reformed Theology of the Presbyterian Church of East Africa, the Sponsor of The Presbyterian University of East Africa; and therefore, a vital part of the Christian spiritual life. We encourage students to have daily personal contact with God through Jesus Christ. Students of other creeds (other faiths) are also encouraged to develop their own close spiritual lives.

3.2 Religious Services

Chapel services form a vital part of the life of the University and all students are expected to take part without fail. The University through the University Chaplaincy has organized for weekly services to be held on every Tuesday from 8.00 am to 10.00am and attendance is compulsory for all students. Any changes to this will be communicated to the students in good time.

3.3 Sunday Observance

Sunday is given by God to humanity as a blessing. It is designated to be a day for worship of God and rest from work. On this day, on campus all activities not related to the worship of God are not permitted. This includes all forms of personal activities such as taking part in sports/games unless with written permission from the University. No lectures or teaching of any form including makeup sessions should be conducted on Sundays.

3.4 Dress Standards

Students should make the best of their appearance in order to be good examples to others. It is the prerogative of the University to determine and revise from time to time the student dress code. Any student who contravenes the regulations as outlined below shall not be allowed into the University premises and if found out, appropriate disciplinary measures as determined by the University shall apply. Dressing should be characterized by neatness, cleanliness and modesty, regardless of cultural influence or style. Clothing should reflect the dignity of the occasion for which it is worn. Appropriate attire should be worn for chapel/Sunday services, formal occasions, class, work, relaxation or recreation. Students will dress in a manner appropriate to persons aspiring to be professional people. Such include dress shukas, hijabs, kanzus, buibuis or any other not included here. Tattoos are not permitted. Any students bearing a tattoo on admission to the University should declare so (this will not be used against the student) but the student will be asked to cover it at all times.

(a) Male Students

- (i) Caps or head attire of any kind will not be worn by male students in chapel and classes unless permitted by the University. Hair should be well groomed. Extreme styles such as dreadlocks, haircuts such as the mo-hawk, texturising (use of chemical), plaiting and dying hair, Rastas/dreadlocks, earrings are not permitted.
- (ii) Untucked shirts, sagging trousers, shorts, slippers and open shoes are not allowed in the lecture rooms, dining hall and chapel. Students should dress in official attire while attending class. T-Shirts will not be allowed. T- Shirts bearing any offensive/vulgar messages or advertising gambling, alcohol, cigarettes etc are not to be worn.
- (iii) Jewellery which includes chains, bangles, tooth ornaments and piercings of any kind is prohibited.

(b) Female Students

- (i) Jewellery and cosmetics may be used to enhance appearance, but not to draw unusual attention to an individual. Rings on the nose, eyebrows, lips, navel or any other visible body parts apart from the ears are not permitted.
- (ii) Miniskirts (above the knee), strapless and spaghetti tops, sleeveless tops, tumbo-cuts, low cut tight jeans/trousers, t-shirts, long slits (above the knee), bare-backs, see-through are not permitted.
- (iii) High heeled shoes, slippers and other fancy shoes or boots are not allowed.
- (iv) The hair should be well groomed. Dread locks, dying of hair in extreme colors, caps and exaggerated hair styles/hair-cuts such as the Mohawk are not allowed.

N/B. Students should have a sense of decency and simplicity as a virtue and a character of a Christian life.

3.5 Food Service

(a) Residents

The University provides meals in the cafeteria. Students are advised to pay for the meals as they pay their fees. This includes meals from the first day of registration (not pre-registration) through breakfast on the day the University closes for the semester. It is expected that cooperation will be given to those persons appointed to check the student Identity cards. The cards will be verified with a listing of the boarding students. Any student caught cheating by allowing another student to eat on his/her ID card will be subject to immediate disciplinary action.

(b) Non-Residents

The University provides non-residents with the opportunity to purchase lunch tickets, which will allow them to eat lunch Monday through Friday during the trimester. The fee payable will be determined from time to time. The cost of meals is subject to change. No non-resident student will be admitted to the dining hall without a duly authorized meal ticket.

(c) Guidelines for all Students

Meal schedules will be posted each trimester. The dining hall and the cafeteria provide an opportunity for socializing where courtesy, proper conversation and good table manners should be displayed. Unruly behavior and excessive noise that disturbs other diners is not acceptable. The use of phone, radios, laptops, MP3 players and other gadgets is prohibited in the dining hall and cafeteria. Students are expected to observe the following rules:

- (i) Food is served on a first come, first served basis and no one should jump the queue.
- (ii) Kitchen staff should be accorded respect by the students at all times.
- (iii) Meals must be eaten in the dining hall or any other designated area.
- (iv) Students will not enter the kitchen, serving area, store or any other restricted area unless they are working there.
- (v) Food for a sick student may be taken to a room only with the written permission from the University matron.
- (vi) Students should return all cutleries to the serving areas after use.
- (vii) Students should conduct themselves in a mature, orderly and acceptable manner during meals.

3.6 Holiday Periods

Students, who have permission to stay on campus during vacation periods upon the payment of accommodation fees, will be responsible for their own meals or payment for such meals if the kitchen remains open.

3.7 Pregnancy

The Presbyterian University of East Africa takes the issue of pregnancy outside marriage as contrary to the teaching of the Scripture and against the moral standing of a Christian. Any female student who goes against this standing will be suspended and be called to appear before disciplinary committee. Disciplinary action will be taken. (If the pregnancy is as a result of a male student colleague in The Presbyterian University of East Africa, disciplinary action of equal measure will be instituted against him) Any student who terminates her pregnancy (carries out an abortion) other than on medical grounds will be expelled from the Institution

3.8 Social Life

The University is a co-educational institution where wholesome association is encouraged. A friendly relationship between men and women as equal members of a Christian based intellectual community is desirable. Such relationships, however, must be consistent with the spirit and the letter of University Rules.

3.9 Response to COVID 19 Pandemic

From the end of 2019, the world has experienced the outbreak and consequent spread of Corona Virus Disease (COVID-19). The pandemic has brought a paradigm shift in the way people live and interact. Every member of the society has a responsibility of protecting him/herself against infection by COVID-19. Students of PUEA are therefore expected to observe the protocols as directed by the World Health Organisation, Ministry of Health and Ministry of Education. Students are therefore expected to:

- (a) Wear face masks all the time in crowded places in and outside the University
- (b) Regularly wash your hands or sanitize
- (c) Maintain social distance as marked in various places within the university including lecture rooms, dining hall, hostels. You will also be required to abstain from kissing, hugging and shaking hands.
- (d) Other than classes, only attend meetings/gatherings or sporting events authorized by the University.
- (e) Cooperate with security personnel and any other authorized person at designated points for temperature checks.
- (f) Abstain from inviting persons or groups from outside the University unless with permission from the Dean of Students
- (g) Disclose their places or plots of residence if residing outside the campus.
- (h) Inform the University of any suspected case of COVID-19.
- (i) Seek immediate medical attention when feeling unwell and
- (j) Observe any other COVID-19 related requirements.

3.10 Clubs and other Students' Organizations

Each club must be officially registered with the Dean of Students. This requires prior approval of the club's constitution by the appropriate University authority/department. Permission for any student gathering other than the meetings of the regular clubs must be obtained from the Dean of Students at least 24 hours before its announcement to the student body. Club meetings should not take place without the knowledge and permission of the patron. Students or members of any club/organization wishing to go out on a trip/seminar or any other reason **MUST** at all times be accompanied by the patron or his/her representative. All student activities must be held at the appropriate time without compromising on lecture hours.

Members of any club/organization wishing to use University transport or any other form of transport for use by students must request in writing to the relevant University official seven (7) days in advance.

Student activities including those organized by the student council and clubs are not permitted to go beyond 6 pm, unless authorized through writing by the Vice Chancellors' office, and the noise level must conform to National Environmental Management Authority (NEMA) rules and guidelines. Night parties, discos or any other activity deemed to be contrary to Christian values are outlawed.

All student organizations including the Student Council will operate according to the principles contained in the Code of Conduct.

The activities and programmes of all campus clubs and organizations including those of the Student Council require the approval of a duly constituted meeting of the organization with a quorum of voting members present. All decisions must be submitted to the Dean of Students for approval.

NB.

- (a) All students are united under the umbrella of the Presbyterian University Student Council with a constitution approved by the University.
- (b) Clubs/organizations formed on the basis of region, tribe, denomination, culture or any other basis that may be deemed to be exclusive shall not be registered.
- (c) Any student(s) organization wishing to invite a government Ministers, official, political leader, activists, lobbyist, campaigners or a national religious leader must do so through the Vice Chancellor's office.
- (d) Any communication to the press by a student organization that affects the University must have the prior approval of the Vice Chancellor.
- (e) Failure to abide by point (a) and (b) will result in immediate disciplinary action.

3.11 Health Insurance Cover/Medical Treatment

While in the University, students may be treated at any health facility that has a memorandum with university. Guidance on this may be sort from the Dean of Students.

Students are encouraged to have a personal medical insurance cover with NHIF or any other provider.

3.12 Financial Regulations

Students may only register for a new trimester if their account is paid in full for the previous trimester. If a student withdraws or becomes a day scholar within the first two weeks of any trimester, the request for change must be made in writing to the Registrar (Academic and Students' Affairs) before the finance office can adjust the student account. Refunds, if any, may take time to process. No refund shall be given after two weeks from the beginning of the trimester.

(a) Fees Payment

It is the University policy that total trimester fees should be paid before the beginning of the trimester or at registration time. Students will not be allowed in class or be able to access any university service without clearing University fees.

(b) Caution Fee

Caution fee is the deposit, which covers loss of keys or any damage on university property by the student. It is paid in full at the beginning of the first trimester. If damages or key loss occurs during the year and the student does not pay immediately, the amount will be recovered from his/her account but the balance must be replenished in full.

Refund of the caution fee for students who have completed their studies will be available only after clearing of all liabilities. Refund to students proceeding for field attachment will not be given till the completion of attachment because they are deemed to be still under the University. Refund of caution fees must be applied for ahead of time and the request submitted to the finance office. Processing of the refund may take some time.

3.13 Student Leadership/Council

All the registered students are members of the Presbyterian University Association Students (PUSA) for which they pay annual subscription as determined by the university. PUSA is a lead Student Council whose officials are elected annually on the date prescribed in the PUSA Constitution. The standards set for students' leadership in the University are well defined in the PUSA constitution and they include but are not limited to the following:

- (a)** No student is eligible to hold office at the University unless he or she is a person of integrity.
- (b)** Any student vying for the post of Chair, Secretary and Treasurer should be registered for an undergraduate degree programme.
- (c)** Students holding any position of responsibility at whatever level, club or committee must maintain an overall grade of credit (60% and above.) while in office.
- (d)** Students on either academic or disciplinary probation cannot hold any student office.
- (e)** Students holding leadership positions must adhere to the principles and policies of the University as guided by the Student Handbook and the Code of Conduct.

3.14 Lost and Found Items

All items found, and all inquiries regarding lost items (including money) may be directed to the office of the Dean of Students through the student council. The University will not be responsible for items (including money) misplaced on campus. Any student found in possession of a declared lost item, will be assumed to have stolen it and will be liable for disciplinary action including legal action as prescribed by the laws of Kenya.

3.15 Posting of Placards and Signs

Students are permitted to post signs, posters and other relevant communication only on the bulletin boards officially provided for this purpose. Prior permission and stamping of the notices should be sought from the Dean of Students or any other relevant university.

3.16 Student Identity Cards

On joining the University, all students are given a student identity card. The card:

- (a) Must be displayed at all times.
- (b) If lost, the student will be required to report to the Dean of students/ the Registrar (Academic and Students' Affairs) and pay Ksh. 500/- for its replacement.

N/B: No student will be allowed to sit for University examinations without the card.

3.17 University Transport

- (a) Any student using University transport must be authorized to do so. Any student who boards or hikes a lift without express authority from an accompanying authorized by University Officer or in his/her absence the driver, will be liable for disciplinary action.
- (b) Taking/carrying/ferrying any contraband or unauthorized goods/items or material is a criminal offence.
- (c) The driver is not authorized to permit a student who in his opinion is drunk or under the influence of alcohol or any other habit-forming substance in University transport.
- (d) The driver is in charge of the vehicle at all times and any attempt to influence him or disobey his directions constitutes an offence.
- (e) Smoking, chewing miraa or drinking any alcoholic substance in the vehicle is illegal.
- (f) Any student who utters abusive or demeaning words or makes signs propagated in whichever manner to the driver or any other University Officer shall be liable for disciplinary action.
- (g) Any student, who shall cause delay of any kind, shall be liable for punishment. Students who shall be left behind shall be responsible for their transport to or back to the University shall have disciplinary proceedings instituted against him/her.
- (h) Where the University commuter service is available, students will be expected to produce either a semester transport pass, or a valid ticket for the day obtained either from the transport or finance office.

4.0 HALLS OF RESIDENCE REGULATIONS

The halls of Residence provide a setting for development and maturation of character and personality. The environment and behavior expected at the University is based on a Christian standard of respect for others and courtesy towards students and staff. Certain standards of behavior and practices are necessary for Christian community life in a University setting as outlined below:

- (a) Visitors are not allowed into the hostels without permission of the matron
- (b) Any student hosting/harboring any person not registered in the University as a student shall be liable for disciplinary action
- (c) No student shall invite another student of the opposite sex into his or her room
- (d) No student shall remove furniture or equipment or fixture from the halls of residence except with written consent from the matron
- (e) No student shall destroy, deface, vandalize any University property/structure
- (f) Students should report any loss, missing or misplaced items or breakages in the rooms to the housekeeper or matron
- (g) Students should surrender room keys and any other University property to the matron at the end of every trimester (failure to do so will make the student be charged for the room during the period which the room remained closed while he/she was on vacation)
- (h) No student shall reside in the University premises while on vacation except with written consent from the Dean of Students
- (i) Students shall desist from using audible music/sound from any equipment that disturbs, inconveniences or becomes a nuisance to others
- (j) No student shall interfere or tamper with electrical installations and fittings in the university buildings
- (k) No student shall cause or expose any property or person to risk by connecting extraneous electrical gadgets
- (l) Any student coming into the hostels after 11pm (intoxicated or not) will have his/her University Student ID confiscated by security personnels or matron and the matter reported for further disciplinary action.
- (m) Fighting is not entertained in the hostel and the University grounds. Any cases of students found fighting will be reported immediately and disciplinary action taken.
- (n) Entertainment – Loud music is prohibited in the rooms. The matron has the mandate to switch off the music or reduce it to a reasonable volume.
- (o) Pornographic materials are prohibited. Any student found watching or in possession of pornographic materials will have them confiscated and disciplinary action taken.
- (p) Possession of alcohol, tobacco and illicit drugs is prohibited in the University and will result in the immediate expulsion of the student.
- (q) Only registered (boarding) University students are allowed to sleep in the hostel. Day scholars wishing to spend the night should seek direct authorization from the Matron or the Dean of Students.
- (r) Resident who causes any disturbance or any false alarm will be liable for disciplinary proceedings.
- (s) Cooking in the hostel room is prohibited.
- (t) Taking meals in the hostel room is prohibited unless permitted by the University on very special circumstances.

4.1 Allocation of Rooms

- (a) Due to the limited number of rooms, students must apply to live on campus if they so wish. Students who are on probation may be required to be day scholars. All campus facilities that are for common use are to be shared. Students who are not residents must find their own living accommodation in the neighboring community and their own transport to and from the University. Wherever students live, they are expected to live by the signed Code of Conduct. Students who violate the Code of Conduct while living off campus are liable to disciplinary action.
- (b) Allocation of rooms will be the prerogative of the University through an appointed officer. Once room allocations have been made, no changes are permitted without the written permission of the appointed officer.
- (c) Day scholars wishing to stay overnight in the Halls of Residence must apply in writing to the Dean of Students. The Dean of Students, in consultation with hall leaders, shall give authority in writing with copies to the Registrar (Academic and Students' Affairs) and Finance Officer. He/she must also register the guests with the guard on duty at the gate.

4.2 Quiet Hours

The primary purpose of University life is to gain an education. The student's purpose, therefore, is to study. For this purpose, an atmosphere conducive to study will be maintained. Radios, televisions, tape recorders and musical instruments must be played at a volume, which does not disturb others in residence. Volume levels that can be heard outside the hall where such instruments are located are not acceptable. It is not permissible to place speakers on hall windows, or outside the halls, which broadcast music, or programmes, which can be heard in an adjacent hall, or throughout a wider area. Music played in a manner that is not permissible as per this paragraph will make the student responsible liable to disciplinary action.

4.3 Safety Concerns

The safety of all students at the University is a University priority. To enhance this;

- (a) Cooking and heating appliances are prohibited in the hostel rooms.
- (b) Weapons of all kinds are forbidden on campus.
- (c) Students are encouraged to keep a torch handy.
- (d) Students who reside off campus are expected to maintain a degree of high integrity while interacting with the community.
- (e) Any actions that may put the students in conflict with the community will lead to immediate disciplinary action taken on the concerned student(s).

4.4 Room Care

All students are responsible for keeping their rooms neat, clean and attractively arranged. Periodic room inspections will be conducted by the matron. Nails are not to be driven into the walls. Furnishings; pictures are not to be pasted on the walls. Picture hooks with adhesive backing may be used. Occupants will be required to meet the cost of any missing, destroyed or defaced items/fixtures in the room.

4.5 University Vacations

Students wishing to reside on campus during vacation must apply and obtain written permission upon payment of set fees. Campus Furniture

No desks, chairs, tables or any other campus furniture may be moved from class rooms, the administration block, the student centre or the chapel, for student use, either inside or outside the halls of residence.

4.6 Out-of-Class Activities

Taking into account the Coronavirus Disease (COVID-19) pandemic protocols and guidelines, students are urged to get involved and to participate in out-of-class activities such as sports and club activities to enhance their physical, mental and spiritual growth. The University will endeavour to provide a variety of sports and recreation facilities so that every student shall have an opportunity to participate.

5.0 ACADEMIC MATTERS

Academic rules are enforced by the Registrar (Academic and Students' Affairs). **Included** are academic probation, attendance of classes, transfer of credits, etc.

5.1 Lecture Attendance

- (a) It is the responsibility of the teaching staff to enforce rules and regulations pertaining to the administration of the courses they teach. This includes class attendance requirements and maintenance of classroom discipline. Unruly behavior in class, disrespect for lecturers and classmates is not tolerated and will result to disciplinary action.
- (b) Plagiarism, and any form of cheating, is prohibited and punishable by disqualification, suspension or dismissal.
- (c) Lecture attendance is compulsory. Failure to attend more than two weeks of classes without authorized permission will result in a fail (F) in the course and students will be required to retake the course.
- (d) Failure to sit for continuous assessments and assignments without authorized permission will lead to a fail (F) in the course and pay requisite fees.
- (e) Appropriate dressing is expected at all class times. A lecturer has the authority to send a student out of class if the student is deemed inappropriately dressed.

5.2 Campus Community Life

A Christian lifestyle is expected of everyone associated with The Presbyterian University of East Africa. Conflicts between students may be arbitrated by hall leaders or the chair of the Student Council. Unresolved disagreements between students should be discussed by the Student Welfare Committee.

5.3 Students' Welfare Services

The office of the Dean of Students is established to cater for students' welfare. Students with emotional, social and physical problems that would undermine their academic pursuits are advised to consult the University Counselor, the Dean of Students or University Chaplain for assistance. On the advice of the Dean of Students, the University will give special consideration to students with physical disabilities in room allocation in halls of residence as well as in other matters. Where students have problems of a spiritual nature, the University Chaplain will offer counseling services.

5.4 Students Welfare Committee

Composition of membership of the Students Welfare Committee shall be as follows:

- (a) Deputy Vice Chancellor (Academics and Students Affairs) shall be the Chairperson.
- (b) Registrar (Academic and Students' Affairs)
- (c) Dean of Students (Secretary)
- (d) University Chaplain
- (e) University Counselor
- (f) Members of the Student Council Executive
- (g) Halls of residence leaders
- (h) Matron
- (i) Co-opted members for specific issues/problems

The Committee will consider matters related to the welfare of students and may make recommendations to the Vice Chancellor. The Student Welfare Committee shall also consider conflicts and disagreements beyond resolution by Student Council/Dean of Students.

The Student Council shall refer such conflicts and disagreements to the Dean of Students in writing. Conflicts and disagreements still unresolved at the level of the Student Welfare Committee shall, with the approval of the Dean of Students, be referred to the Student Disciplinary Committee.

6.0 STUDENT DISCIPLINE MATTERS

Students are expected to conduct themselves with integrity. Engaging in any kind of behavior contrary to the Christian life style, undermine the principles and objectives of the Institution and will render the students liable to disciplinary action by the University.

Both resident and non-resident students are expected to follow the regulations of the University whether on or off campus. Students caught violating the University Code of Conduct or the rules contained in the Student Handbook while on or off campus will face disciplinary action that pertain to violating the rules. The following offences are punishable and will lead to disciplinary charges:

- 1) Drunkenness, drug abuse/trafficking, possession of illicit intoxicants or luring a fellow student in whatever form
- 2) Hooliganism, unruly or rowdy behaviour, fighting, assault, unreasonable or excessive noise or any other acts likely to cause breach of peace in the University premise (including in the hostels) or outside the University
- 3) Conduct (either in language, behavior or writing) which is obscene, offensive or indecent to any member of staff or student
- 4) Failure to return or compensate for borrowed items, money belonging to a staff member or any student
- 5) Organizing or attending an illegal assembly on or outside the University premises.
- 6) Knowingly making a false or erroneous statement to any staff member or intentionally providing false information to anyone inside or outside the University

- 7) Engaging in such vices as immodesty, slander, profanity, vulgarity, and cohabitation
- 8) Boycott of scheduled lectures, other courses of instruction or examinations
- 9) Un-natural acts or indecent assault (e.g. homosexuality, lesbianism)
- 10) Sexual harassment
- 11) Illegal trade or hawking
- 12) Money laundering
- 13) Engaging or aiding acts of terrorism
- 14) Fighting, any form of assault, bullying, harassing, molesting, degrading or demeaning another person
- 15) fraud
- 16) Arson
- 17) Theft
- 18) Impersonation, forgery
- 19) Possession of fire arms, or any other offensive weapon, explosives, inflammable liquids etc
- 20) Possession of military or police attire
- 21) Procuring or attempting to procure an abortion
- 22) Abetting crime or failure to report a criminal activity to the University
- 23) Rape, attempted rape, sexual harassment or any form of sexual offence
- 24) Inciting fellow students, staff or other members of the University community
- 25) Commandeering, hijacking or misuse of University, private, or public vehicles
- 26) Intimidation of or issuance of threats, written or verbal, to students with intent to disrupt academic activities or other process
- 27) Malicious or wilful damage to University property, that of other student or members of the public
- 28) Any attempt to convene or organize or any participation or involvement in demonstrations, gathering, processions or public ceremonies for which permission has not been obtained from the University administration or government authorities.
- 29) Sending anonymous messages in any form or hate messages
- 30) Authorship, publication and/distribution of anonymous letters or any other literature of a malicious or libellous nature including placards.
- 31) Gambling, bribery, occultist practices, use of pornographic materials, dishonesty (cheating, plagiarisms etc.)
- 32) Cohabiting with a colleague student on or off campus.

N/B:

- (a) Students, who are arrested for disorderly conduct, public drunkenness, making a public disturbance or for breaking the laws of Kenya in any form or fashion, will be liable to immediate expulsion from the University.
- (b) All students shall be responsible for conducting themselves in a manner that helps enhance the environment of learning in which the rights, dignity, worth and freedom of each member of the academic community is respected.
- (c) Students are expected to be involved in the development and maintenance of Christian standards, which are compatible with a Christian life style. Violation of the rules is dealt with as follows:

6.2 Disciplinary Procedures

- (a) In furtherance of the objectives of these regulations the Vice Chancellor, acting on behalf of the University Council, shall be the disciplinary authority of the University and in that capacity may:
 - (i) vary or add to the list of disciplinary offences specified here subject to approval by the University Council;
 - (ii) suspend any student suspected of committing any disciplinary offence under these regulations from the University pending disciplinary action; and,
 - (iii) take any measures necessary for the proper operation of disciplinary procedures set out in these regulations.
- (b) The responsibility of enforcing discipline among the students in the University falls under the office of the Dean of Students. Students' disciplinary cases will be reported to the Dean of Students who will initiate investigations on the case. Depending on the outcome of the investigations the Dean of Students will refer the case to the Student Disciplinary Committee.
- (c) Any student summoned before the Disciplinary Committee shall be entitled to a fair hearing and or to call a witness/witnesses in his/her defence, and to appeal to the Student Appeals Committee.
- (d) The Dean of Students will communicate the decision of the Student Disciplinary Committee to the affected student within 14 (fourteen) days of the meeting. Students dissatisfied with the decision of the Student Disciplinary Committee may appeal to the Vice-Chancellor, who shall within one month of receiving the letter, refer the matter to the Student Disciplinary Appeals Committee.
- (e) The Student Appeals Committee shall have powers to vary or confirm the decisions of and sanctions imposed by the Student Disciplinary Committee. The decision of the Student Appeal Disciplinary Committee shall be final.

6.3 Penalties

- (a) The following are the penalties to be levied on the students who violate the student's rules and regulations:
 - (i) A letter of warning or caution.
 - (ii) Exclusion from halls of residence.
 - (iii) Payment for damage in respect to loss or damage of University property.
 - (iv) Suspension for a period of time like one or two trimesters or restriction from the University for a specified period.
 - (v) Discontinuation/Expulsion from the University.
- (b) Denied opportunity for leadership in the university.
- (c) Nothing in this section shall preclude Senate from proceedings against any student, nor shall anything in these regulations be read so as to impede the power of Departments, Faculties, Schools, Centres, Institutes or Senate in discharge of the academic affairs of the University.

- (d) The provisions of these regulations and any decisions made by the Disciplinary Committee as stated above, shall not derogate from right of the police or any member of the public so entitled, to bring any action, or to institute criminal proceedings in a court of law against any student in the interest of security and public order.

6.4 Appeals

Composition of membership of the Student Appeals Committee shall be as follows:

- (a) The Vice Chancellor shall be the Chairperson
- (b) Deputy Vice Chancellor (Academic and Students' Affairs)
- (c) Registrar (Academic and Students' Affairs) as the Secretary
- (d) Dean of Students
- (e) Two Senate Representatives
- (f) Chairperson of the Department concerned.
- (g) Two Student Council Representative

Within fourteen days of communicating the decision of the Disciplinary-Committee to the student, the student concerned may appeal the decision. The appeal must be presented in writing to the Vice Chancellor who shall handle it in the manner stipulated in the Rules and Regulations governing the conduct and discipline of students.

6.5 Legal Proceedings

The provision of these regulations, and any decisions made by the Disciplinary Committee, shall not derogate from the right of the police, or any other member of the public so entitled, to bring any action, or to institute criminal proceedings in respect of the same facts, against any student in a Court of Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student in the interest of security and public order.

7.0 OBLIGATION TO UPHOLD UNIVERSITY RULES AND POLICIES

The authority of University rules and policies is final. Students do not have the right to agitate against University policies and regulations. The choice to attend The Presbyterian University of East Africa is up to the student; obeying the rules and regulations, however, is compulsory.

8.0 STUDENT RESPONSIBILITY TO READ UNIVERSITY RULES

It is the responsibility of students to read the University rules contained in the Code of Conduct and the Student Handbook. No student will be exempted from the disciplinary action, which follows the violation of the rules on the basis of ignorance of such rules.

9.0 CHANGING OF THE UNIVERSITY RULES

These rules and regulations are under continuous review and PUEA reserves the right to amend any section of this handbook without prior notice. The administration of The Presbyterian University of East Africa reserves the right to change, add to, amend or otherwise vary these regulations at any time without notice. Such changes within an academic year may be announced in a University meeting, or during a regular chapel service. Changes will be posted on University bulletin boards and website. Amendments to University regulations become effective immediately upon being announced and posted on University notice boards or University social platforms.

10.0 DECLARATION

I have read and understood the Students Rules and Regulations for The Presbyterian University of East Africa (PUEA) and I hereby declare that I will abide by them and my agreement to abide by these Rules and Regulations is a prerequisite for my registration as a student of The Presbyterian University of East Africa (PUEA).

I further understand that as a student of the University, if I violate any of these Rules and Regulations, I shall be subject to disciplinary action.

Student Full Name:

Registration Number:

Signature:Date:

Signature:Date:

Dean of Students/Registrar (Academics and Students' Affairs)

11.0 CODE OF CONDUCT AGREEMENT

THE PRESBYTERIAN UNIVERSITY OF EAST AFRICA (PUEA) CODE OF CONDUCT AGREEMENT

Student Full Name.

Registration Number.

I understand that The Presbyterian University of East Africa (PUEA) is a Christian University founded by the Presbyterian Church of East Africa (PCEA). I acknowledge that the University expects me to demonstrate an upright moral character. I agree to live in harmony with the goals and policies of the University.

I resolve to communicate grievances in a mature and Christian manner, using the principles of brotherly love and reconciliation as my guideline. I agree to settle differences with students and University administration, faculty and staff in a peaceful and considerate manner.

I understand that rioting, boycotting classes, striking against classes or University programmes or policies or rules and standards, including enforcement of University policies and rules, is forbidden. I will make no attempt to interfere with fellow students in their attendance of classes or University programmes. Participation in either course of action will make me liable to disciplinary action.

I agree that I will not use alcohol, tobacco or abuse drugs while a student at The Presbyterian University of East Africa. I will avoid questionable places of entertainment which distract me from moral and spiritual development and which encourage a lifestyle contrary to the Christian lifestyle desired of students at The Presbyterian University of East Africa. I agree further not to watch movies, television programmes, or videos which display scenes of explicit sex or contain inappropriate language such as obscene words or which use the Lord's name in vain.

I understand that behavior such as gambling, bribery, occult practices, overtly teaching of non-Christian religion in any form, reading obscene or pornographic material, engaging in sexual practices which are unacceptable or questionable in a Christian lifestyle is not permitted to students at The Presbyterian University of East Africa.

I understand that while I am a student at The Presbyterian University of East Africa, I am expected to keep all the rules and regulations of the University both on and off campus.

I further understand that students who are arrested for disorderly conduct, public drunkenness, making a public disturbance or breaking the laws of Kenya in any fashion or form will be liable to disciplinary action from the University.

I understand that the security staff, faculty members or the administrative staff of the University, may inspect packages, personal belongings or vehicles being brought onto the University campus, for beverages or products forbidden in the Code of Conduct/the Student Handbook. I agree to give the University the authority to conduct unscheduled inspections of my room to protect students and the University from the presence of any substances that are not permitted on the campus.

I understand that I am required to be truthful in applying for admission to The Presbyterian University of East Africa, including the frank disclosure of previous attendance at another University, College, or any Post High School Educational Institution. I understand that this requirement of honesty in application includes the disclosure of suspension or dismissal from any Post High School Educational Institution. I further understand that if it is discovered that I have been untruthful in my application form, I am liable to disciplinary action that may include expulsion from the University.

I will not discriminate against fellow members of the University community on the basis of race; gender; age; colour; ethnic origin; marital status; or physical disability. I will refrain from persecuting or insulting a member of the University community concerning the issue of spiritual convictions or religious practices.

I understand that public display of affection, such as hugging or kissing is not permitted. I also understand that a student found in the room of a member of the opposite sex will be liable to disciplinary action.

I agree to abide by this code of conduct and I understand that my agreement to the code of conduct is a condition of my acceptance and continuation as a student at the Presbyterian University of East Africa. I further understand that this code includes the behavior code and University regulations found in the Student Handbook. I agree to abide by the behavior code and the University regulations.

I understand that should I break or in any way violate the code of conduct, the principles and rules found in the Student Handbook I shall be subject to disciplinary action.

I acknowledge that while I may appeal, through the laid down procedure, against the decision of the disciplinary committee, I agree to abide by the final decision of the University.

Student Full Name:

Registration Number:

Signature:**Date:**

Name:
.....

Signature:**Date:**

Dean of Students/Registrar (Academics and Students' Affairs)