



GRETSA UNIVERSITY, THIKA

Quality Education for the Real World

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RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS

1. INTRODUCTION

- 1.1** These regulations shall be binding upon every student upon registration and so long as such a student remains registered.
- 1.2**
 - (a) Every student shall, before registration, be required to read these regulations and to sign a declaration appended hereunder that he or she has read and understood the contents and meaning hereof and that he or she undertakes to be bound thereby.
 - (b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial or registration.
- 1.3** The University reserves the right to clarify and change its regulations in the course of the student's enrollment. Faculty advisors, Academic advisors, Deans and other University officials will be available to assist students regarding compliance. However, it is ultimately the student's responsibility to comply with regulations.
- 1.4** These regulations shall come into force after approval by the University Senate.
- 1.5** For the purpose of these regulations and rules, the term student shall mean the following:
 - 1.5.1** Any person who has been formally admitted to a course of study for undergraduate Degree, Diploma or Certificate within the University.
 - 1.5.2** All occasional / visiting students who are registered students of another University but are admitted to a course of study within Gretsa University.
 - 1.5.3** All graduate and postgraduate students who are registered within the University for a higher education Degree, Diploma or any other programme as may be approved by Senate from time to time.
 - 1.5.4** Any other person who is determined by the University Senate to be a student.

2. ORGANIZATION OF STUDENTS

- 2.1** There is an established organization for students known as the Gretsa University Students' Association whose objectives and purposes is:-
 - 2.1.1** To be responsive to the needs and opinions of students.
 - 2.1.2** To represent students to the University as a whole.
 - 2.1.3** To promote the academic and social welfare of students of the University.
 - 2.1.4** To provide a range of programmes and activities for students at the University.
 - 2.1.5** To establish and enhance cooperation with such students' organizations within the University and other institutions of higher learning as may be recognized by the University Senate.
Every registered student at the University is a member of the Gretsa University Students' Association.
 - 2.1.6** All students are required to pay a student organization fee every semester. This fee is considered as a membership fee, which is used to fund students' activities.
 - 2.1.7** Gretsa University Students' Association is managed through an annually elected Executive Committee consisting of Chairperson, Vice Chairperson, Treasurer, Secretary General, Academic Secretary, Secretary Religion and Secretary for Sports and Entertainment.
 - 2.1.8** The Executive Committee of the Gretsa University Students Association is responsible for:-
 - 2.1.8.1** Allocating funds to other students clubs, organizations and events.
 - 2.1.9.2** Sponsoring activities on and off campus.
 - 2.1.9.3** Holding elections.
 - 2.1.9.4** Nominating students to standing University committees and
 - 2.1.9.5** Any other duties specified in the Association's Constitution.
- 2.2** Gretsa University Students' Association has got a Student constitution which governs the Executive Committee in (2.1.8) and (2.1.9) which I also clearly define:-
 - 2.2.1** The duties and powers of the Executive Committee.
 - 2.2.2** Committees of the Students Association's.
 - 2.2.3** The frequency and procedures of meetings.

- 2.2.4 Sources of funds other than the Students Organization Fee.
- 2.2.5 The manner in which funds will be held and allocated to students clubs, activities and events.
- 2.2.6 How the Association shall be represented in University Standing Committees.
- 2.2.7 The GUSA Constitution is fully aligned to these Rules and Regulations governing the conduct of Students
- 2.3 Grets University Students' Association is established in accordance with these regulations and shall be dissolved and resolution given by the University Senate.
- 2.4 In addition to any other permits required by law, all meetings and other activities of the Students shall not be held within the University premises and shall not take place until permission is first obtained from the relevant University authorities

3. THE CONDUCT OF STUDENTS

Student Conduct and Discipline policy applies across all the service areas and they are adhered to on a daily basis.

- (i) Grets University Student rules and regulation is a summarized introduction to what a student expects when they enroll at the University .These regulations are binding upon every student registration and so long as such a student remains registered.
- (ii)
 - (a) Every student shall, before registration, be required to read these regulations and to sign a declaration appended hereunder that he or she has read and understood the contents and meaning hereof and that he or she undertakes to be bound thereby.
 - (b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration.
- (iii) The University reserves the right to clarify and change its regulations in the course of the student's enrollment. Faculty advisors, Academic advisors, Deans and other University officials will be available to assist students regarding compliance. However, it is ultimately the student's responsibility to comply with regulations.
- (iv) These regulations are fully approved by the University Senate.
- (v) For the purpose of these regulations and rules, the term student stand' the following;
 - (a) Any person who has been formally admitted to a course of study for undergraduate Degree, Diploma or Certificate within the University.
 - (b) All occasional / visiting students who are registered students of another University but are admitted to a course of study within Grets University.
 - (c) All graduate and postgraduate students who are registered within the University for a higher education Degree, Diploma or any other programme as may be approved by the Senate from time to time.
 - (d) Any other person who is determined by the University Senate to be a student.

3.1 General Conduct

The University has placed high priority on self-regulation by students and expects students to exercise individual responsibility. All members of the University community are responsible for encouraging positive behavior, as well as preventing or correcting conduct by others that is detrimental to the University's mission and philosophy.

As an education community, Grets University strives to create campus environment that is free from coercive or exploitative behavior by its members. Moreover, it set's high standards that challenge students to develop values that enhance their lives professionally and that will enable them to contribute constructively to society.

The following broad areas of conduct for students, although not all-inclusive, indicate, in general terms, the standards that are expected by the University:-

- 3.1.1 Human Rights:** All students are expected to practice high regard for the rights and dignity of other people, preventing all types of discrimination and harassment.
- 3.1.2 Alcohol:** Taking and selling alcohol is prohibited in Grets University.
- 3.1.3 Drug Abuse:** All students are prohibited from possessing, taking or dealing in drugs. Grets expects its students to comply with the Laws of Kenya and will therefore not shelter students from prosecution.
- 3.1.4 Safety:** students are expected to behave sensibly to protect the welfare of others and minimize hazardous situations.
- 3.1.5 Off-Campus Conduct:** The conduct of Grets students are held to the same standards and policies off campus as on campus.
- 3.1.6 Sexual Harassment:** It is the University's policy and that of its campuses that the conduct of all students be free from sexual harassment.
- 3.1.7 Disruption of University Activities:** Students should refrain from any disruption or obstruction of teaching, research, administration, organizational activities, disciplinary proceedings or any other University activities.
- 3.1.8 Regard for Property:** Students should exercise appropriate care for University property and the

property of others. Students should not intentionally disrupt the educational process by destroying records. Students should respect property rights, individual privacy and institutional confidentiality. Theft, damage or unauthorized possession of either University property or the property of a member

of the University community is subject to disciplinary action.

- 3.1.9 Students Sponsored Activities:** In the planning and scheduling of events, students should consider the safety and overall welfare of members of the academic community. Students should not conduct events that might inhibit the completion of the academic mission of the University.
- 3.1.10 Study Environment:** Individual students should respect the right of others to study and work and refrain from creating noise that may cause disturbance.
- 3.1.11 Academic Honesty:** Academic honesty is fundamental to the integrity of a University community. Students at Gretsä should not engage in any form of academic dishonesty which might include using materials not authorized by the faculty during examinations or plagiarism.
- 3.1.12 Computer use:** Computer abuse is expensive and can have far reaching consequences. Students are forbidden from accessing or attempting to access computer systems that they are not authorized to.
- 3.1.13 Political meetings:** University facilities should not be used for political meetings.
- 3.1.14 Respect for University Official:** Students should furnish proof of enrollment through a valid identification upon request by University officials. Students should comply with the directions or instructions of University officials acting in performance of their duties.
- 3.1.15 Use of University Name:** Students shall not use the name "Gretsä University" either as individuals, Clubs or Student Association without prior written approval from the Vice-Chancellor.

3.2 Conduct in Relation to the Public

In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain, and:-

- 3.2.1** All correspondence to the press or other mass media by students or officials of the Gretsä University Students' Association or students' organizations clubs in their individual capacities shall bear their names and private numbers.
- 3.2.2** All public statements affecting the University which are intended to be issued on behalf of any organization of students must receive prior written approval of the Vice- Chancellor.
- 3.2.3** Invitation to Government Officials, representatives of foreign Governments or other public personalities to visit the University in their official capacities shall be channeled through the Dean of Students Affairs to the relevant University authorities.

3.3 Academic Conduct

All students shall apply themselves diligently to the courses for which they are registered and pay particular attention to:-

3.3.1 Class Attendance Policy

The faculty of the University will expect students to attend all sessions of classes for which they have registered. Students who fail to attain 70% class attendance for each course will be barred from sitting the end of semester examination and will have to retake the affected course by registering afresh in the subsequent semester.

The University will, however, recognize several types of excused absences:-

- 3.3.1.1** Illness of student,
- 3.3.1.2** Attendance at a University-approved function e.g. a field trip,
- 3.3.1.3** Representing the University, for example, as a member of the soccer team, and
- 3.3.1.4** Personal or family emergency, for example, severe illness or death of a Parent or a close relative

A student's grade may be lowered unless the work missed is made up to the satisfaction of the faculty. Since all absences represent a loss in a classroom activity and learning opportunity, no absence (even an excused one) will relieve the student of academic obligations.

A student whom the faculty knows to have been absent unavoidably (for the above reasons) must be permitted to make up a test or other work missed within a reasonable time, for example , within two weeks of the excused absence. The definition of "reasonable time" must be included in the course outline of the faculty since it may vary from faculty member to faculty member.

Faculty members shall communicate this attendance policy at the beginning of the semester and explain the application of the policy to their classes.

As soon as a student's absence from class proves detrimental to academic performance (i.e. missing four consecutive classes), the faculty contacts the student and report to the Registrar.

3.3.2 Academic

Honesty

The University expects students to be honest in their academic work. Academic honesty will be viewed as an ethical issue and academic dishonesty a violation of one of the core values of the University. In particular, students must refrain from plagiarism, cheating and collusion in connection with examinations and must acknowledge fully all sources and assistance received in work submitted to faculty for evaluation.

The penalty for academic dishonesty varies from a reprimand and receiving a failing grade for a particular assignment, to a failing grade in the course, to suspension or expulsion from the University. The penalty will vary with the nature of the offense, individual faculty, the Department and the School.

3.4 Deferment of Studies

A student who for some reasons such as lack of fees, sickness etc wishes to be absent from the University for a semester or more will be required to officially seek approval by completing a Deferment of Studies form and submitting to the Academic Registrar for University Senate approval.

4 STUDENT WELFARE SERVICES

4.1 Medical Services

- 4.1.1** All students shall be required to comply with health requirements as may be laid down by the University from time to time.
- 4.1.2** Students shall seek medical attention for all cases requiring such services at the designated University Health Services Centre.
- 4.1.3** All cases of emergency or serious illness requiring medical attention must be reported at once to the Dean of Students. The University will not pay medical bills incurred by students without authority. The student shall be free to consult his/her doctor without referring to the Dean of Students provided he/she shall pay the entire bill to a private doctor.
- 4.1.4** All students should avail themselves for medical examination as and when required by the University Administration.

4.2 Sports and Recreation

Students are expected to participate in as many sports and recreation activities organized by the University as they may be able to. Observance of such rules as may be enacted for sports and recreation activities by the University will be obligatory.

- 4.2.1** Participation in a sports activity at the University shall be voluntary. Therefore, every student shall be responsible for his/her safety and the safety of his/her fellow students. The University shall only provide medical attention to cover participants in case of injury during official sports training sessions or competitions.
- 4.2.2** No participant shall be allowed to use of drug, alcohol, and tobacco products at sports activity venues.
- 4.2.3** All enrolled students are eligible to participate in the sports events/activities of the University.
- 4.2.4** All coaches, team captains and team managers must be with the team during games to ensure eligibility.
- 4.2.5** The players in any sports activity/event who choose to follow unsportsmanlike practices before, during, or after a contest, whether directed towards staff, an official, an opponent, or a spectator shall be subjected to disciplinary action.
- 4.2.6** Coaches shall be responsible for instituting organized safe instructions and training for all members of the team, while executing game rules and regulations as related to player's skill levels.

4.3 Clubs and Societies

Students are encouraged to participate in extracurricular activities while at the University. One such outlet is participation in professional societies and clubs. These organizations will not only address the professional and personal welfare interests of students, but also provide opportunities for performing community service and participating in intramural sports. The department based associations and clubs will be registered with the office of the Dean of Student Affairs.

- 4.3.1** No clubs or societies shall operate in the University unless they are registered by the University authorities.
- 4.3.2** Students proposing to form a club or society within the University shall observe the following procedures:

4.3.2.1 Prepare the following particulars:

- The objectives of the intended club or society
- The names and designations of the interim office bearers and patron,
- An indication of likely membership
- Possible sources of funding

4.3.2.2 The interim office bearers shall discuss the proposal within the Dean of Students Affairs.

4.3.2.3 The interim office bearer will then apply for the registration of the club/Society to the Deputy Vice Chancellor through the Dean of Student Affairs.

4.3.2.4 Upon registration the clubs or societies shall operate strictly in accordance with provisions of the approval constitutions.

- 4.3.2.5** The University may refuse or cancel the registration of a club or society without assigning any reason thereunto.

4.4 Residence Services

Every resident student shall comply with the following regulations and any other regulations made by or with the authority of the Hostel Management and the University Administration. Failure to do so may render him/her liable to fine, expulsion or other penalty commensurate with the damage caused.

It is important to note that all Kenyan National Laws and Greta University Rules and Regulations are still applicable within the hostels. Violation of National laws is also violation of hostel policies and can result in arrest by outside enforcement authorities.

4.4.1 General guidelines

1. Resident students should occupy the rooms assigned to them and should not change rooms without the permission of the Custodian.
 2. Rooms are allocated on a one-semester basis.
 3. No refunds are made if a student decides to vacate the room before the end of the semester. On the other hand, a student wishing to obtain accommodation in between the semester will still be charged full semester amounts as applicable.
 4. Change of rooms in the middle of the semester is not permitted.
 5. Registration form issued to occupy the relevant room of the hostels should be filled and returned to the Custodian for verification and filing.
 6. Room allocation to a student is subject to cancellation if he/she fails to occupy the room within the prescribed time of one week or in case of violation of the hostel rules and regulations. No refund of the money paid will be made.
 7. Room charges are a full package of full board inclusive of bed, breakfast, lunch and supper. The University does not offer accommodation and food as a separate package.
 8. The Custodian or his representative may enter any room for verification at any time of the day or night. The management reserves the right to open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will be carried out by the security person in the presence of the hostel Custodian.
 9. Prior to taking over the room, each student is expected to check the all items in the room and its condition and sign on the provided form. All students occupying the rooms will be jointly responsible for the contents of rooms.
 10. In case of leaving the hostel, due to vacations, sudden closure or any other reason, keys of the rooms and other valuable University property are to be personally handed over to the Custodian. All personal belongings should be removed from the room and closets should be left empty and unlocked.
 11. It is advised that students maintain silence and discipline within hostel premises and ensure they do not make any disturbance to others.
 12. All resident students must be appropriately dressed whenever they are in common areas of the hostel, visiting the offices and generally within the University compound.
 13. Residents who wish to vacate the hostel must meet the Custodian for necessary formalities.
 14. If you will be away from your room for more than one day, put it in writing with the Custodian; state the date and time of intended departure and return, your active phone number as well as destination for accountability and in case of emergencies.
 15. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
 16. Playing any kind of outdoor games inside the hostels/corridors is not permitted.
 17. The student is responsible for the safety of his/ her belongings inside the room.
 18. All instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders.
 19. All hostel occupants must report any disciplinary matter or problems concerning them or their room-mate/ neighbor(s) coming to their notice to the Custodian.
 20. Theft, vandalism within the hostels and the University in general is prohibited.
 21. Sexual, racial, religious harassment or verbal abuse to others is prohibited.
 22. **Sickness:** If a resident falls sick, he/ she or room-mate/friend must immediately inform the caretakers/block supervisors/ person on duty who will make arrangements to shift/ evacuate the student to the hospital and look after him/ her.
- All cases of sickness must be immediately reported to the Custodian for necessary action
23. The University Management reserves the right to vary the hostel charges every semester.

4.4.2 Students Conduct in regard to Facilities in the Hostels

1. Any items allocated to a room should not be removed from that room without permission.
2. Furniture, equipment, lighting, wires, walls, doors and windows in the rooms should not be damaged or defaced. Any such damages will be charged for.
3. Partying in the rooms, in the corridors or anywhere in the hostel is not permitted whatever be the occasion.
4. Cooking in the hostel rooms is not permitted.
5. Residents are not permitted to make any drawings or paintings of any nature on the walls or wardrobes.
6. All maintenance complaints/requirements must be put in writing to the Custodian.
7. Close water taps at all times to avoid wastage. Report any leakages immediately to the Custodian for urgent action.

8. Residents must not go to others' rooms and disturb the occupants. Complaints from other residents will be investigated and action taken accordingly.
9. The students are advised not to keep large amount of cash or valuables in the room.
10. Anything which interferes with students' studies in the hostel must be avoided at all times. Avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms. Silence Hours will be observed from 11 p.m. to 6 a.m. on all days. No noise of any sort will be permitted during the Silence Hours.
11. **Damage of Hostel Property** - Any damage/breakage to hostel property will be charged to the occupants of the room responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine will also be levied in addition to disciplinary action.

4.4.3 Student Conduct in regard to the catering services

To facilitate satisfactory and efficient services in the catering department, students are required to conduct themselves in an orderly manner and be courteous to the catering staff. In addition, all students shall observe the following;

1. Appear for meals at the prescribed times only. The meal times shall be as follows
Breakfast 6:30am- 8:00am
Lunch 1:00pm-2:00pm
Dinner 5:00pm-8:00pm
2. All meals shall be served in the cafeterias only. Expect for good cause, no meals or beverages shall be carried out of the cafeteria. Any student seeking to remove meals from the cafeteria must first seek permission from the catering manager of his/her cafeteria and if necessary support request with a certificate from the Medical officer
3. No crockery, cutlery or other utensils shall be removed from the cafeteria
4. No student shall enter the server, Kitchen or stores.
5. All students shall be required to produce meal cards or other prescribed means of, identification before he/ she is allowed entry into the cafeterias. Each student shall be restricted to a particular cafeteria
6. Students shall entertain their visitors at the Students Centre or any other cafeteria available to them in the university.

The following shall be prescribed procedure regarding the Pay As You Eat (PAYE) system of services in the cafeterias.

- a. A notice of the items on the menu of every meal shall be posted at appropriate and strategic noticeboards near the cafeterias at the time that the meal prior to it is being served or at least early enough, but in any event not less than 3 hours before the said meal is served.
- b. Each student shall peruse the itemized menu before proceeding to the cashier to pay for the items he has selected or any of them, and obtain an item pre-code receipt for the same from the said cashier. There after the student proceeds to the serving point and he / she will be served upon presenting the receipt.

4.4.4 Safety

Fire Hazards and Safety

- a) All combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels.
- b) Residents are advised to switch off all lights, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.
- c) In case of Fire: Residents must raise an alarm.

4.4.5 Drugs and Substance Abuse

Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the university campus

4.4.6 Visitors

1. Residents are not permitted to allow their leave the hostel/ other student's rooms during nights.
2. False room-mates are forbidden. Strict action rooms to be used by others. All visitors and non-residents including students from other hostels must
3. will be taken on those found guilty.
4. The entry of males is strictly forbidden inside ladies' hostel, and ladies too are not permitted to enter the gents' hostels except on University consultation matters with permission from the Custodian. This however is strictly limited to hours between **9am and 9 pm**.
5. The hostel does not have, nor makes provision for couples to live together in the rooms. **Co-habiting of any kind is strictly prohibited.**
6. All residents are advised to extend their fullest co-operation to see that no unauthorized persons enter or stay in the hostel premises. If they happen to find any such person, they should demand the permit/ Identity Card and if it is not forthcoming, the matter should be brought to the notice of the Custodian for further action.

4.4.7 Entertainment

1. All residents are free to use the sports and recreation facilities available in campus.
2. Televisions are provided in the Students' Centre TV rooms.
3. **Insurance of Laptops/ Valuables:** It is the responsibility of the Hostel residents to get their laptops and valuables, if any, registered with the Custodian.

5. SEXUAL DISCRIMINATION AND HARASSMENT POLICY

5.1 Policy Statement

Gretsa University prohibits and strongly condemns Sexual harassment, sexual violence, domestic violence, dating violence, committed by students or employees, whether on or off campus, or by any individual on campus or within its programs or activities. Any form of such harassment or violence shall therefore not be tolerated.

When and where is sexual harassment unlawful?

Sexual harassment is unlawful not only during working/teaching/ learning hours but also in any university related context including conferences, work functions, sports, university trips and parties but also off the university as long as it involves students, staff and faculty.

Note: Sexual harassment can be obvious or indirect, physical or verbal, repeated or one-off and can take different forms.

5.2 Individual Responsibility

Every member of the university has a right to an environment free of sexual harassment. The University Management is responsible for ensuring that every individual/member of the university community and all associated with the university feel safe in the university environment. It is the responsibility of every student, member of staff and visitor to the university to conduct himself/herself in a manner that contributes to an environment free of sexual discrimination and harassment. Each individual must:

- a) Understand what constitutes harassment under the Greta University sexual harassment policy.
- b) Not expose him/her to sexual harassment and/or offences by way of talking, dressing, acting or sharing of pornographic material.
- c) Report any case of sexual harassment and/or offences within the shortest time possible.
- d) Follow the laid down procedures of reporting cases of sexual harassment.

5.3 Where to go for Help

The procedures of dealing with allegations of harassment towards students by faculty or staff differ from the procedures for dealing with allegations of sexual harassment towards students by other students for alleged student to student harassment; call the office of the Dean of Students or GUSA officials.

5.4 Complaints Committee

A Complaints Committee will be set up by the University, which will address all cases/ complaints of alleged sexual harassment submitted by students to the Dean of Students to prevent and deal with sexual harassment within the outlined framework. However this Committee would be formed only in case the need arises.

The complaints Committee will consist of the following:

- i. Assistant Dean Of Students
- ii. Students Union Representatives (GUSA)
- iii. Peer Advisors/Counsellors.
- iv. Representative from Administration Department.
- v. One Representative from the Student Welfare.

5.5 Submission of a Complaint

Reports of sexual discrimination or harassment shall be lodged using the Complaint Form available from the Administration Department for Staff & Student Welfare Office for students. If the matter involves the Head, Administration Department then the reporting will be done to the Vice Chancellor or the designee. The Assistant Dean of Students or the designee-for students. If the matter involves the Assistant Dean of Students then the matter will be reported to the Vice Chancellor or the designee or the Vice Chancellor.

5.6 Process of submitting a complain

- i. Acquaint yourself with the Greta University Sexual Harassment Policy, which you can get from the Administration Department or Student Welfare Department.
- ii. You could talk to the person or people involved, tell them you object to what they are doing and ask they stop. If they don't, Report and raise a complaint.
- iii. Within three (03) working days of the receipt of the Complaint, the Complaints Committee will convene a meeting of which advance written intimation will be given to the Complainant.
- iv. Involved parties will be notified in writing of the complaint and of their rights in the process. Investigation will be done, the charge brought before the accused, the matter will be referred to a disciplinary committee reflecting diversity in the university for hearing, with evidence, fairness and in a timely manner, a decision will be made if there is violation of the policy, sanctions ranging from Disciplinary Warning, Probation Level I and II, Interim Suspension and Suspension will be taken.
- v. The accused has a right to appeal within 5 working days of receipt of the letter and receive a response after 10 calendar days from the VC whose decision shall be final.

5.7 Rules Governing Complain Handling

- A Student making a Complaint (henceforth referred to as "Complainant") will be provided full confidentiality.
- No person against whom a Complaint is made shall be part of the Complaints Committee.
- The complainant will be entitled to remain present personally during the meeting.
- The University shall not retaliate and will protect all from retaliation and those found to have retaliated will be subject to disciplinary action up to and including dismissal or expulsion.

5.8 Implementation of this policy

Greta University will ensure that this policy is widely disseminated to all relevant persons. It will be included in the Student welfare Rules and regulations governing the conduct of all students. All students will be required to sign up for the policy as they join the University. The policy will be co- joined in the J3 forms.

5.9 Abuse of this Policy

Because of the nature of the problem, complaints of sexual harassment often cannot be substantiated. Lack of collaborating evidence should not discourage complainants from seeking relief through procedures outlined in this Policy. Charges found to have been intentionally dishonest or made in willful disregard of the truth, however, will be appropriately punished.

5.10 Policy Review

The policy will be reviewed after five (5) years or when need arises.

5.11 Checklist for Sexual Harassment

1. Touching or fiddling with a person's clothing including lifting up of skirts or shirts
2. Flicking bra straps or putting hands in a person's pocket
3. Non-consensual kissing or kissing attempts
4. Attempt or actual sexual assault (Rape)
5. Unwelcome / uninvited physical contact such as massaging a person without invitation, hugging, pinching, patting, grabbing in a sexual manner
6. Verbal sexual abuse disguised as humor
7. Making promises or threats in return for sexual favors
8. Intrusive questions or insinuations about an individual's private life
9. Suggesting sexually demeaning remarks, comments or jokes
10. Displaying sexually graphic materials including posters, magazines, cartoons, graffiti, or messages left on notice boards, desks or common areas
11. Sending or forwarding sexually explicit emails or text messages or emailing offensive "jokes" and pornographic material.
12. Inappropriate advances on social networking sites
13. Making obscene sexual gestures
14. Accessing sexually explicit internet sites, downloading offensive screen savers and loading them into a colleague's computer or shared university computers.
15. Seductive Behavior: Unwanted, inappropriate and offensive sexual advances e.g. repeated unwanted sexual invitations, insistent requests for dinner, drinks or dates, persistent letters, phone calls and other invitations.
16. Sexual bribery: This refers to solicitation of sexual activity or other sex-linked behavior by promise of reward, which include awarding of extra marks in exams, sexually earned grades etc.
17. Sexual coercion: Coercion of sexual activity or other sex-linked behavior by threat of punishment; examples include negative performance evaluation, withholding of promotions, threat of termination and failing of students in exams.
18. Sexual violence is a sexual act(including, sexual assault) that is done against a person's will or without a person's will or without a person's consent, or when a person is incapable of giving consent due to his or her age, family relation to the person, the ingestion of drugs or alcohol, or the person's intellectual or other disability.

6. CHANNELS OF COMMUNICATION

In the redress of grievances students are expected to go through the laid down channels and in particular the following:

6.1 Academic Matters

Academic Advisors, Faculty Advisors, Heads of Departments, Dean of Schools in that order.

6.2 Welfare Matters

Head of Department providing the welfare service and Dean of Student Affairs in that order

6.3 The hierarchy of the Grets University students Association, clubs and societies shall be expected to adhere to the procedures in (1) and (2) above to ensure peaceful and orderly resolution of students' grievances.

7. STUDENTS DISCIPLINE

7.1 University Student Disciplinary Procedures

7.1.1 Academic Matters

As per the provisions of the Grets University order and statutes, the Academic Board shall receive and approve recommendations from faculty Board and Board of examiners with respect to the following matters.

- i) Who qualifies to sit University examination.
- ii) Who writes supplementary examinations
- iii) Who repeats which years
- iv) Who has breached examination regulations
- v) Who should be discontinued from approved programmes of study

7.1.2 General Disciplinary Matters

The University Senate Disciplinary Sub-Committee shall and has power to handle all other general offences.

7.1.3 Composition of the Student Disciplinary Committee:

- (i) Academic Dean
- (ii) Dean of Students
- (iii) One Student representative (GUSA)

- (iv) Chairman (Student Council)
- (v) Heads of Schools (HOS's)
- (vi) Academic Registrar (secretary)
- (vii) Any other person co-opted by the committee.

7.2 Disciplinary Procedures

7.2.1 The University has a disciplinary Committee on Academic and non-academic matters as provided in the university statutes. The Disciplinary committee shall hold a meeting after two weeks from the date of reporting a case.

7.2.2 The Dean of Students prepares a full report on behalf of the disciplinary committee before meeting. In so doing the Dean of Student shall consult the department and the school where the student is registered for proper identification and record.

7.2.3 The student is invited in writing to attend the disciplinary committee, the notice to the student set's out the complaints to be addressed during the meeting.

7.2.4 The students are required to submit a written report to the Dean of Students to form part of the agenda for the Disciplinary Committee. If witnesses or representation will be required, the student will be informed in writing. If any other student is involved in the same matter and should be required to give evidence to the Disciplinary Committee he will be informed in writing as well.

7.2.5 A student summoned to appear before the Disciplinary Committee under this section may opt to be accompanied by a legal representative. Such a representative shall have a valid current professional license to practice. The student shall inform the Dean of Student Affairs of this intention in writing before the date of the appearance.

7.2.6 The University Senate resolution is executed by the Secretary to senate

7.3 Powers of the Student Disciplinary Committee

The committee shall have power to recommend the following measures and/ or penalties depending on the nature and gravity of the offences committed and the evidence called in support of.

7.3.1 To issue a letter of warning that shall form part of the Student's personnel record.

7.3.3 Suspension from the University (Minimum one semester)

7.3.4 Suspension from the University halls of residence.

7.3.5. Expulsion

7.3.6 Payment for cost of damage to University property occasioned by the students' misconduct in addition to either of the first two penalties

7.3.7 To impose any other penalty or penalties as the committee may deem fit to impose

7.4 Right of Appeal by the Student

A student wishing to appeal against a decision of the discipline panel shall exercise their right of appeal within 14 working days of the date of the letter notifying them of the decision. The student is required to specify the grounds for appeal. The appeal will not be progressed until the grounds are specified in writing.

7.5 Appeal Body

All appeals shall be addressed to the Vice Chancellor who is the Chairperson of the University Senate in writing within 14 days. The Vice Chancellor will constitute the panel (appeal Board) who will give the final decision.

7.6 Disciplinary Cases

The following constitute disciplinary cases:-

- i. Boycott of scheduled lectures, seminars, laboratories and other courses of instruction.
- ii. Unauthorized removal of materials from the Library.
- iii. Organizing unauthorized demonstrations against the faculty, administration and students.
- iv. Possessing, using or selling illicit drugs.
- v. Conviction of a criminal offense which would be considered to be of serious nature in a University.
- vi. Causing malicious damage to University facilities and equipment
- vii. Bullying.
- viii. Damaging or hijacking a public or a University vehicle to assist in committing a crime
- ix. Theft and vandalism (including defacement) of facilities and equipment.
- x. Blocking public facilities such as roads, offices, hospitals and other.
- xi. Assault of members of staff while discharging official duties.
- xii. Heckling and disrespect of University authorities.
- xiii. Ejecting staff from offices and lecture rooms.

- xiv. Interfering with registration of students.
- xv. Threatening and / or intimidating students and faculty.
- xvi. Use of profane or abusive language against any members of the University community or the general public.
- xvii. Academic dishonesty and Cheating; Plagiarism
- xviii. Cyber bullying
- xix. Arson
- xx. Theft
- xxi. Rape or attempt to rape
- xxii. Sexual Harassment in all its form
- xxiii. Physical assault
- xxiv. Fraud
- xxv. Verbal assault
- xxvi. Forgery
- xxvii. Fighting
- xxviii. Willful absenteeism and repeated missing of classes.
- xxix. Disrespect of faculty and managers of the University.
- xxx. Disruption of classes and Universities activities.
- xxxi. Interfering or disrupting the University examination process.
- xxxii. Involvement in examination irregularities.
- xxxiii. Use of University property to commit a crime.
- xxxiv. Boycotts or agitates for a boycott of lectures, seminars, laboratories or any other courses of instruction or academic programmes.
- xxxv. Maliciously or willfully damaging University property.
- xxxvi. Assaults to any member of staff discharging his / her duties.
- xxxvii. Possession of any drug which is prohibited.
- xxxviii. Convicted by a Court of Law of any criminal offence which the University Senate shall deem serious enough to warrant expulsion from the University.

7.7 Student Rights

A student shall have a right to participate in a free exchange of ideas and shall be no University rule or administrative rule that in any way abridges the right to of the freedom of speech, expression, petition and peaceful assemblies.

Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination: Including harassment on the basis of race, color, national or ethnic origin, religion, gender, disability, age or economic status in accordance with applicable Kenyan's law.

A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.

Each student subject to disciplinary action arising from violations of University rules shall be assured a fundamentally fair process.

7.8 Respect And Dignity

Gretsa University has core values that encompass freedom of thought and expression. The University is committed to maintaining a learning, living and working environment in which the rights and dignity of all members of the community are respected. The University therefore expects all members of its community to treat each other with respect, courtesy and consideration. Each person has the right to expect appropriate behavior from others and has a corresponding responsibility to behave appropriately towards others.

7.9 Dress Code

The University does not prescribe a formal dress code for staff and students, except for uniformed staff (such as Security and Hospitality staff) and those staff and Students required to wear protective clothing for example in Laboratories and workshops.

As a general rule, smart casual attire is expected for day to day work wear. Employees are expected to make an appropriate interpretation of this dependent on their role and in particular on how they are expected to interact with current or potential students / staff or external stakeholders. Examples of smart casual could include trousers, skirts, and smart dresses, shirt/ blouses and smart tops or sweaters. The University expects students and staff to practice appropriate standards of personal hygiene.

8. MISCELLANEOUS MATTERS

- 1.1.** All students should be responsible for their belongings while in campus.
- 1.2.** All students are given these Regulations at the time of registration and be requested to sign two copies; one for official use and one for retention.
- 1.3.** All students are advised to carry their University identification card while they remain registered as students of the University.
- 1.4.** The University Senate reserves the right to amend, add or vary these regulations from time to time as it deems fit.

UNDERTAKING BY THE STUDENT

I National I.D/ Birth Certificate No

do hereby:

- 1) Bind myself to refrain from engaging in any unlawful activities that may be deemed to be prejudicial to the interest of the University and other students and in particular, I will abstain from inciting, obstructing or in any manner stopping any other students from attending lectures or obstructing a member of the University from giving lectures or such other instructions.
- 2) Undertake not to convene or join any unauthorized and / or unlawful demonstrations processions, gathering any activities or in any way to be a party to any activities deemed prejudicial to the good order and running of the University.
- 3) Undertake at all times to conduct myself in such a manner as to uphold the dignity of the University and not to permit anyone to influence me to commit any breach of rules, regulations or practices of the University.
- 4) Undertake to conduct myself at all times, within and outside the precincts of the University, in a responsible and socially accepted manner which upholds the dignity of any public confidence in the University.
- 5) That I bind myself by this instrument fully conscious that should I be found in breach of any of the above conditions or should I in any way conduct myself in a manner prejudicial to the University, other students, members of University or members of the public in contravention of these regulations, I shall be held liable; and
- 6) That I unconditionally execute the relevant bond required of me by the University as a condition of admission.
- 7) I have read the regulation governing the organization, conduct and discipline of students at the Gretsas University and understand their content and meaning and undertake to abide by them and have been issued with a copy of these regulations for my constant references.

LIABILITY WAIVER/PHOTOGRAPHY RELEASE FORM

PHOTOGRAPHY RELEASE: The undersigned hereby grants GRETSA UNIVERSITY the unqualified right and permission to use and publish images and photographs taken to further promote its service ,including portfolio ,print, website ,display ,advertisements and editorial use for any legitimate purpose by the Gretsas University.

STUDENT'S SIGNATURE:

DATE:

SCHOOL ADMITTED TO:

REGISTRATION:



Form JI - 2

STUDENT ENTRANCE MEDICAL EXAMINATION FORM

Currently the University offers outpatient medical attention for **essential and minor ailments only** at St. Mathias Mulumba Mission Hospital located near the University. The University does not take up expenses incurred by students admitted in the hospital (in patient services, dental, optical and maternity expenses).

The medical services are open to students registered within the academic semester only. Students are urged to independently register with NHIF or have their parents/guardians include them as dependants under their covers to take care of all inpatient medical services for which the University does not cover at all or else the parents/guardians will be required to pay cash to St. Mathias Mulumba Mission Hospital.

Students will be required to identify themselves using University ID to be attended to at the Hospital.

SURNAME:

OTHER NAMES:

GENDER:

DATE OF BIRTH:

NATIONALITY:

PROGRAMME ADMITTED TO:___

NAME OF PARENT / GUARDIAN:

PARENT/GUARDIAN MOBILE NUMBER:

POSTAL ADDRESS:

STUDENT'S MOBILE NUMBER:

EMAIL ADDRESS:

IMPORTANT: Students are required to complete Part 1 of this form. Part 11 should be completed with the help of the doctor but signed by the student. Part 111 should be completed and signed by the examining doctor. The examining doctor is required to complete the form truthfully. He / She should, at the end of Part 111 print his / her name together with his / her Medical Practitioners & Dentists Board registration number as queries regarding the student on the completed form may be directed to that doctor if it is deemed necessary.

PART II:(To be completed by the student with the doctor's help)

Have you ever been admitted into hospital? If so, when and for what illness?

Have you ever suffered from any of the following?

Allergy	Yes / No	Infectious Mononucleosis	Yes / No
Anemia	Yes / No	Jaundice / Hepatitis	Yes / No
Asthma	Yes / No	Peptic Ulcer	Yes / No
Back problem	Yes / No	Mental illness	Yes / No
Bilharzia	Yes / No	Poliomyelitis	Yes / No
Bladder problem	Yes / No	Severe headaches	Yes / No
Chest infections	Yes / No	Surgery	Yes / No
Diabetes mellitus	Yes / No	Thyroid disease	Yes / No
Epilepsy	Yes / No	Tuberculosis	Yes / No
Eye problem	Yes / No	Speech problem	Yes / No
Heart problem	Yes / No	Hearing problem	Yes / No
High blood pressure	Yes / No	Sexually transmitted disease	Yes / No
Blood transfusion	Yes / No	Irregular menstrual periods	Yes / No
Blood transfusion	Yes / No	HIV infections AIDS	Yes / No

Who's your doctor?

FAMILY MEDICAL HISTORY:

Has any member of your family suffered from any of the following?

Diabetes mellitus	Yes / No	Heart disease	Yes / No
Bronchial asthma	Yes / No	High blood pressure	Yes / No
Mental illness	Yes / No	Sickle cell disease	Yes / No

PART III: To be completed by the Examining Doctor

Immunization record		
Height	Weight	Any deformity
Visual acuity	LE 6	RE 6
Hearing	Nose	Throat
Lymphatic glands		

CARDIOVASCULAR SYSTEM:

Pulse	/ minute	Regular / irregular
Heart sounds		Blood pressure

RESPIRATORY SYSTEM:

Chest X-ray

ALIMENTARY SYSTEM:

Teeth

Tongue

Abdomen

GENITAL – URINARY SYSTEM

Urethral discharge

Urine

Deposit

S.G

LMP

HIV test

Albumin

uterus

Sugar

PART IV: AUTHORIZATION

I hereby authorize Grets University to request for reference from any doctor, clinic or medical provider, any insurance company or any other company, institution or relevant person certified information or records concerning my sickness or accident, any treatment,

STUDENT'S SIGNATURE:

DATE:

Special remarks

Does the student require any special medical needs?

UNIVERSITY DOCTOR / NURSE**UNIVERSITY HEALTH SERVICES****Name****Signature****Date**



EMERGENCY MEDICAL SURGERY CONSENT

PART I: CONSENT FOR EMERGENCY MEDICAL OPERATION

Approval of your parents (or Guardians) is required for the Vice-Chancellor of the University to give consent on your behalf, for an emergency medical surgical operation to be carried out by a medical facility should a situation calling for such an operation arise.

Name of Student:.....SignatureDate.....

Date of Birth:

Degree/Diploma/Certificate Programme Admitted to:

PART II: CONSENT OF PARENT/GUARDIAN

I authorize the Vice Chancellor of Gretsa University to give consent for an emergency operation to be performed on (name of student) if it has proved imp

Name

Relationship

Mobile No

Signature

Date

PART III: PERSON TO CONTACT IN CASE OF AN EMERGENCY

Names

Mobile No(s)

.....

Quality Education for the Real World



Form JI - 4

TO BE COMPLETED BY SPONSORING AUTHORITY

Name of the Student:

Registration Number

I / we commit to sponsor the above named applicant for the programme he/she has been admitted to
Degree/Diploma/Certificate in

SPONSOR DETAILS

Name of the Sponsor:

Relationship:

National Identity Card No/Passport No:

Mailing Address:

Email Address:

Telephone Number:

I confirm that the above information is correct to the best of my knowledge and that I will communicate in writing to the University of any changes before commencement of the respective semester.

Sponsor Signature:

Date: