

Table of Contents

Message from the Vice Chancellor	iv
Message from the Deputy Vice Chancellor	v
Message from the Academic Registrar	vi
Message from the Dean Of Students	vii
FOREWORD	viii
1.0 PRELIMINARIES	1
1.1 Historical Background	1
1.2 Preamble	1
1.3 Definitions	2
1.4 Aim and Purpose of the Rules and Regulations	3
1.5 Fundamental Institutional Statements	3
1.5.1 Vision	4
1.5.2 Mission	4
1.5.3 Philosophy	4
1.6 Functions of the University Board of Trustees (BOT)	4
1.7 Functions of the University Council	5
1.8 Functions of the University Senate	6
1.9 Schools and Programmes	9
2.0 Application	9
3.0 Interpretation and Enforcement	9
4.0 Impact	10
4.1 University Admission Requirements	11
4.2 Procedure of Application for Admission	11
4.3 Admission	12
4.4 Deferred Admission	12
4.5 Credit Transfers	12
4.6 Academic Year Structure	13
4.7 Degree Requirements	13
4.8 University Common Units	13
4.9 Requirements for Academic Major, Double Major and Minor	13
4.10 Units of Credit	13
4.11 Unit Load	13
4.12 Attachment	14
4.13 Students Assessment Policy	14
4.14 Types of Assessment	15

4.15 Grading System	15
4.16 Annual Fees structure	15
4.17 Fees Payment	17
4.18 Cancellation and Fees refunds	18
4.19 Amount refundable	18
4.20 Refund of Caution Money	19
4.21 Examination Rules and Regulations	19
4.22 Conduct of Examinations	20
4.23 Exam Disciplinary Procedure	22
Disciplinary Committee for Examination malpractice	22
4.24 Grades Appeal Procedure	23
4.25 Student Welfare	24
a. Student Orientation	24
b. Academic Advisor	24
c. Guidance and Counselling services	24
d. Health Services	24
e. Sports Facilities	24
f. Library Opening Hours	25
g. Food Service	25
h. Students Association	25
i. Students Association	25
5.0 STUDENT CONDUCT	25
5.1 Students' Rights and Privileges	25
5.2 Students' on and off-campus conduct	26
5.3 Relationship with Other Students	27
5.4 Attendance of Lectures	27
5.5 Student Dress Code	28
5.6 Dignity and Decorum	29
5.7 Display of University Identity Card (I.D)	29
5.8 Use of Mobile Phones	30
5.9 Student Integrity	30
5.10 Prejudice and Harassment	31
5.11 Drug and substance Abuse	31
5.12 Use of Equipment and Regard for Property	31
5.13 Utilization of Facilities	32
5.14 Fire Safety Code	33

6.0	STUDENT DISCIPLINE	33
6.1	Offences	34
6.2	Disciplinary Authority	36
a.	Procedures of the Students' Disciplinary Committee	37
b.	Other procedures	37
6.3	Student Disciplinary Process	38
6.4	Redress of Student's Grievances	38
6.5	Penalties for misconduct	39
6.6	Appeal against disciplinary measures or penalties	40
7.0	MISCELLANEOUS PROVISIONS	40
7.1	Student Subscription	40
7.2	Entry into force	40
7.3	Variation	40

Message from the Vice Chancellor



On behalf of the of the Board of Trustees, University Council, Management and Senate, I am delighted to extend a warm welcome to you as you join Umma University. Your period at Umma University will enable you grow both intellectually and socially, I wish to passionately encourage you to ensure that you utilize your time well.

Umma University aspires to produce holistic well-rounded students both academically equipped and morally upright. We emphasize that discipline should be well maintained in all aspects of your life during your stay at the University.

Academic environments are very challenging especially in this era, as a University we are committed to giving you the best environment and support to ensure that you are able to thrive and set a proper foundation for your future.

This handbook contains information about the University Rules and Regulations. It provides a Road Map to the academic life for students. It is therefore of utmost importance that all students need to familiarize with this in order to have a smooth time at the University.

Wishing you all the best as you start this interesting journey.

Dr. Idle O. Farah
Vice Chancellor

Message from the Vice Chancellor



It is with great pleasure to welcome you to this great University of excellence in higher education and innovative technology based on high moral values.

Congratulations for securing a place in the university after your hard work in your o-levels.

Remember rising to greater heights in academics has its own share of challenges which I believe you will overcome. The tur-

bulence in this path will shape up your future personality and lives.

This Students' Handbook has been designed to guide you in your life as University student. If you adhere to the instructions in this handbook, you will have no problems as you pursue your study.

There are different other members of the administration whose guidance you will find useful. There is the Dean of student, the Dean of schools, Chairman of departments and Academic Advisors.

As an Islamic institution, we expect you to uphold the Islamic morals and ethics. Be devoted to your faith and trust in Allah and in God for non-muslims, that you will achieve what brought you to the campus. Be a person of integrity and respect others. Refrain from engaging in activities that will expose you to disrepute. Humble yourselves. In the University you will manage your own time, use your resources prudently to achieve your desired goal. You are all from different backgrounds and therefore do not bend to peer pressure.

Choose your own role model. Performance from the first CAT in the university will count in your final results. You are therefore expected to devote yourself to studies diligently from the word go.

I take this opportunity to wish you a success in your stay at Umma University.

Prof. Mohamed Karama
Deputy Vice Chancellor
Academic Research and Student Affairs

Message from the Academic Registrar



The start of the new academic year is an exciting time. We are delighted to welcome our incoming and our continuing students to Umma University and sincerely wish you have an outstanding year with us!

Your academic success is our top priority. Our faculty and staff are devoted and will support you in your quest to realize your personal, educational and career goals.

To facilitate your success, we offer an array of services to support you and we hope you will take advantage of everything we offer.

I call upon all the students to ensure they register in order to be allowed to access the various University facilities. After registration, students should get the teaching timetables and course guides from the respective Faculties and then start attending lectures.

I appeal to you all to learning as much as you can; to move beyond the covers of the book and learn how to work with others, solve problems, and keep time. Test and adjust your attitude so that you are able to build resilience and character.

We look forward to making your experience here enjoyable, rewarding, and memorable.

Dr. Hussein A. Osman

Registrar Academic Affairs

Message from the Dean Of Students



The Dean of Students is the head of the department of students affairs. This department is responsible for a wide range of services to students not only to enable them to pursue their studies in an enabling environment, but to supplement and compliment academic programmes by facilitating their participation in various co-curricular activities which along with academic programs are aimed at producing a holistic graduate.

The students welfare services include but are not limited to accommodation, catering services, health, games and sports, spiritual matters, discipline, counselling, career guidance, and general students welfare. In addition, the department is responsible for guiding and overseeing the students governing body (UUSA), as well as other students associations and clubs to ensure that they operate smoothly and play their rightful role in enabling the university to achieve its objectives.

Falling under the Deputy Vice Chancellor (Academic, Research and students affairs), the department is headed by the Dean of students assisted by Wardens (male and female), counsellor, sports administrator, and University nurse in addition to various students leaders.

Besides, the department works very closely with other departments and units of the University to ensure smooth running of the institution. These include the estates department, the transport unit, security section, deans of schools, academic heads of departments, Registrars, university Imam, quality assurance officer etc.

To accomplish the above roles, the following are some of the committees the Dean attends; the university senate, the University Management Board, students disciplinary committee, needy students assistance, Daawa committee, sports committee etc

The Dean of students most warmly welcomes all the new students to umma university and expects them to be highly disciplined by observing all the the university's rules and regulations meticulously and participating in the various students activities. PLEASE READ THE STUDENTS HANDBOOK FOR MORE GUIDANCE.

Wishing you a successful and enjoyable stay at Umma university.
Abbas Samaali
Dean of Students

FOREWORD

Umma University is a large community of staff and students whose primary goals are teaching, learning and research. The central purpose of the university is the pursuit of truth, generation of new knowledge as well as overseeing the general development of students. Umma University is a private entity characterized by mutual responsibilities that include regard for the safety, security and health of others, respect and care for what is shared in common and held in trust for the educational mission of the university, including physical facilities, moral values, respect and Islamic beliefs and character, fostering an ideal learning environment characterized by academic freedom, openness, creativity, order, peace and tranquillity, which are fundamental attributes necessary for study and intellectual growth.

This Students' Hand book serves as a guide and provides information for the students both academic and social wellbeing while on campus.

In any society, rules and regulations are therefore necessary to protect the common good. To encourage the development and growth of supportive and respectful academic environment, Umma University has developed this handbook covering code of rules and regulations governing student discipline. It identifies basic moral conducts and outlines specific behaviours that are expected from the students in both educational and public setting. The primary mission of this code is to set forth the community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with educational objectives of Umma University. The code serves not only as a disciplinary system but also as part of the educational system. It is geared towards guiding students to live and act responsibly in a community setting with respect for rights of others, property, common resources, behaviour and laws.

It is the responsibility of each student to become familiar with the provisions of this code.

VICE CHANCELLOR

1.0 PRELIMINARIES

1.1 Historical Background

Umma is the first Islamic based University in Kenya. It started in 1997 as Thika College for Sharia and Islamic Studies to offer certificate and diploma Courses in Arabic and English, and Sharia and Islamic Studies. In 2007, the College was granted authority by the then Commission for Higher Education, Kenya (the precursor to the current Commission for University Education, Kenya) to offer Bachelor's degree programmes in Sharia and Islamic Studies in collaboration with the International University of Africa, Sudan.

A Board of Trustees was subsequently formed with the unparalleled task of transforming the College into the first fully-fledged Islamic based University in Kenya. Under the sponsorship of the African Muslim Agency, the Board embarked on improving the available learning facilities at the Thika Campus and developing others in order to meet the standards required by the Commission for Higher Education. Through this initiative, an expansive land measuring 75 acres was acquired in Kajiado County on which an ultra-modern main campus was subsequently constructed. The campus is situated about 75km from Nairobi along the Kajiado-Namanga Road.

The University received a letter of interim authority from the Commission for University Education on 23rd July 2013.

1.2 Preamble

Umma University aims at the establishment and maintenance of community of scholars committed to maintaining an environment that guarantees academic freedom as well as encourages personal and intellectual growth. The University has expectations from the students who choose to become part of it. They must conduct themselves in ways that promote a scholarly environment. This is, however, dependent on maintaining an appropriate sense of good order that allows for the pursuit of these objectives in an environment that is safe and free from undesirable disruption.

The rules and regulations set forth herein are intended to foster behavior that is consistent with an educational setting that is founded on Islamic principles. To ensure that these principles are observed at all times, the management of Umma University has set out, in this code of conduct, a discipline system that promotes the wellbeing of the entire university community. This discipline system serves two purposes; namely: to set standards of behavior that reflect the philosophy, character and goals of Umma University as well as to establish a fair, firm and just system to be used in the event of any violations that undermine the common good. In both purposes, the discipline system contributes to the educational mission of the University, which is to help students grow into more responsible persons.

The code is divided into five sections; namely Preliminaries, Student Conduct, Student Discipline, Miscellaneous Provisions and a Student Declaration Form. Designed to provide a basis for a reasonably ordered campus life, this code helps mark the boundaries of the needed order. The mere observance of the rules however, without personal appreciation of the values they promote, falls short of what the University expects from every member of the Umma student fraternity. Honesty, integrity, responsibility and respect for persons and property, as well as processes that support the University and its mission identify the Umma University community. These, indeed, form the core values upon which those rules and regulations are based.

It is the responsibility and duty of students to become acquainted with all the provisions of this code. To this end, students are encouraged to read and understand the rules and regulations set out therein as well as make enquiries from the university management with respect to any section of the code that is not clear. All students are expected to append their signature as evidence of their commitment to adhere to and abide by the provisions of the code.

1.3 Definitions

For the purpose of these regulations the following definitions will apply:

- i. Conduct and Discipline: Expected behavior for all students of the University.

- ii. Decorum: Appropriateness of behavior, action or conduct that is seemly and in good taste.
- iii. Discipline: A mode of life in accordance with the rules.
- iv. Dress Code: Set of rules specifying the correct manner of dress while in the premises of the University.
- v. Good order: Condition in which freedom from disorder or disruption is maintained through respect of established authority.
- vi. Harassment: Act of systematic or continued unwanted and annoying actions of one party or group.
- vii. Prejudice: The act or state of holding unreasonable preconceived judgment or convictions.
- viii. Obligations: Expected moral or legal bonds of students in the University.
- ix. Regulations: Rules and orders prescribed by the University for students.
- x. Rights: An just entitlement of a student as contained in these rules and regulations.
- xi. Rules: Guiding principles of students of the University.
- xii. Student: A person registered for an approved course of study in the University.
- xiii. Values: Principles, standards, or qualities considered worthwhile or desirable.

1.4 Aim and Purpose of the Rules and Regulations

The University has made these regulations with an aim of establishing a code of conduct by which a student may behave and be disciplined. The purpose is to ensure the smooth running of the University and facilitate the physical, intellectual, emotional, moral and spiritual development of students through good conduct, discipline and desirable behavior.

1.5 Fundamental Institutional Statements

The rules and regulations are set to enable the student to conform to the fundamental statements underlying the establishment of Umma University namely: Vision, Mission and Philosophy stated below:

1.5.1 Vision

To be a centre of excellence and a seat of knowledge in the region and contribute to the improvement and upgrading of the quality of human life and civilization.

1.5.2 Mission

To provide a sound, quality, effective and accessible university education through teaching, research and community service in order to produce competent leaders and scholars of high integrity and moral uprightness.

1.5.3 Philosophy

The Philosophical basis of beliefs, values, virtues and other tenets of the University includes:

- i. Fostering life-long learning.
- ii. Furthering of Islamic faith.
- iii. Promoting peaceful co-existence between people who profess different faiths.
- iv. Promoting moral, spiritual and religious dimensions in research, teaching and community services.
- v. Producing reliable leaders and upright members of the labour force capable of contributing to the social, economic political and value oriented national development goals that protect and enrich human dignity. (*ref. Umma University Statute II*)

1.6 Functions of the University Board of Trustees (BOT)

The Board of Trustees (BOT) will have the following functions:

- a. Promote the Mission, Vision and Philosophy of the university;
- b. Appoint or remove the University Chancellor;
- c. Appoint or remove members of the University Council;
- d. Mobilise and receive on behalf of the University; funds, gifts, donations, endowments and grants/sponsorships among others;
- e. Authorize the University Council for the disposal of land and buildings of the University;
- f. Appointment of University External Auditors;
- g. Authorise University investments;
- h. Receive annual audited University accounts.

1.7 Functions of the University Council

The functions of the University Council shall be to:

- a. Promote the aims and objectives of the University;
- b. Setting strategic direction for the University;
- c. Formulate, after consultation with the University Management Board, rules and regulations for the proper governance of the University;
- d. Develop the infrastructure of the University and ensure that the quality and integrity of academic programs and professional courses of the University are maintained;
- e. Appointment of the Vice-Chancellor, Deputy Vice Chancellors, Principals, Registrars and Professors of the University;
- f. Performance management of the Vice-Chancellor and Deputy Vice Chancellors;
- g. Remove from office, in consultation with the Chancellor, members of the University Management Board, and other committees or bodies established under the University Council's direct authority.
- h. Approve the Statutes of the University by a two-thirds majority of the members present and voting;
- i. Approve the policies of the University;
- j. Approve the annual budget of the University;
- k. Authorise the use of income and expenditure of funds outside the approved annual budget;
- l. Mobilise resources for the University;
- m. Approve the establishment of constituent campuses and colleges to offer training and courses of instruction consistent with the mission and objectives of the University;
- n. Approve, upon recommendations by the University Management Board, terms and conditions of service for employees of the University;
- o. Authorise the purchase, lease or hire or otherwise acquisition and holding of any land, buildings, easements or inheritances of any tenure and any other freehold or leasehold property and construction or provision of any buildings, works, stores, plant and things which may from time to time be deemed requisite for any of the purposes of the University;
- p. Approve, upon recommendation of the University Management

- Board, major maintenance works, repairs and alterations of any buildings, works, stores, plant and things which may from time to time be deemed requisite for any of the purposes of the University;
- q. Receive and accept, on behalf of the University, donations, endorsements, and gifts of money, land, inheritances and any other assets;
 - r. Borrow or raise money with or without security for any of the purposes of the University, after consultation with the University Management Board;
 - s. Determine, after considering the recommendations of the Senate and the University Management Board, all fees payable to the University;
 - t. Institute, on the recommendation of the Senate and the University Management Board, fellowships, scholarships, studentships, bursaries, prizes and other awards for study and research;
 - u. Approve or disapprove names of persons proposed by the Senate for conferment of honorary degrees and higher doctorates, provided that the University shall admit no person to an honorary degree or higher doctorate unless the University Council and the Senate have concurrently approved the name of such a candidate for the conferment of the aforementioned degree. Prior to the conferment of honorary doctorates the University Council shall also seek the opinion and approval of the Chancellor;
 - v. Act as the highest instance of appeal of decisions made by the University Management Board;
 - w. Establish such committees of Council, with the membership and with such terms of reference as it may deem fit, for efficient discharge of its functions;
 - x. Ensure compliance with the Charter, Statutes, laws and regulations affecting the University;
 - y. Undertake other functions as may be set out in Universities Act, the Charter, and these Statutes.

1.8 Functions of the University Senate

The Senate shall, in addition to all other powers vested in it, have the following powers and duties:

- a. To recommend to the Council, through the University Management

- Board, the establishment, abolition or harmonization of constituent colleges, faculties, schools, institutes, departments, divisions and centres, as the Senate may from time to time deem necessary;
- b. To recommend to the Council through the University Management Board, the establishment or abolition of academic programs and titles of certificates, diplomas, degrees and other awards of the University;
 - c. To approve all syllabi and curricula of the University and to assure content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of the University, and to report its findings thereon to the Council;
 - d. To propose regulations to be made by the Council regarding the eligibility of persons for admission to a programme of study;
 - e. To propose to the Council, through the University Management Board, regulations governing methods of assessing and examining the academic performance of students;
 - f. Propose regulations to be made by the Council regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the University;
 - g. To set the dates of the academic year and to determine the schedule of academic programmes within the academic year;
 - h. To regulate the conduct of examinations and approve all examination results;
 - i. To determine the procedures to be followed in the conferment of the degrees and other awards;
 - j. To approve internal and external examiners and recommend to the University Management Board the terms and conditions for their appointment;
 - k. To approve the award of degrees, diplomas and certificates, including the award of honorary degrees, higher doctorates and other academic distinctions, and report to the University Council;
 - l. To determine which qualifications or credits from other Universities or institutions shall be acceptable as equivalent to particular qualifications of Umma University;
 - m. To review teaching, research and staffing within any section of the University and make recommendations thereon to the University

Council, through the Management Board;

- n. To make regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards, and submit recommendations to the University Management Board and the Council for approval;
- o. To propose regulations and procedures for the conduct and discipline of students and make recommendations thereof to the University Council through the Management Board;
- p. To receive records and reports of proceedings of various academic boards of constituent colleges, faculties, schools, institutes and centres, and to consider any recommendations thereof, and make appropriate decisions;
- q. To determine the design of academic dress and prescribe its use;
- r. To promote the professional and academic welfare of students and academic staff of the University;
- s. To recommend to the Council appropriate criteria for appointment and promotion of staff of the University;
- t. To determine general policy matters relating to the library, laboratory facilities, teaching technologies, workshops and such other services that are in its view necessary for the furtherance of the educational aims of the University and report to the Council;
- u. To review the Statutes from time to time and to present recommendations thereon to the Council provided that all Statutes, shall be reviewed at least once every three years;
- v. To establish, subject to the Charter, these Statutes and other regulations, establish committees consisting of such members of Senate or any other persons as it may deem fit and may delegate any of its powers or duties to its Chairperson or to any of its committees;
- w. The Senate may, for good cause, withdraw from persons any degrees or other distinctions or titles conferred on them, and revoke any diplomas or certificates granted to them by the University and withdraw all privileges connected therewith;
- x. To exercise such other powers as are, or as may be conferred on Senate by the Act, the Charter or these Statutes; and to do such other acts as the University Council shall authorize.

1.9 Schools and Programmes

1. School of Shariah and Islamic Studies

- a. Bachelor of Arts in Islamic Studies
- b. Bachelor Arts in Islamic Shariah
- c. Diploma in Arabic language and Islamic Studies
- d. Certificate in Arabic Language and Islamic Studies

Proposed programmes:

- a. Bachelor of Law and Sharia
- b. MasterArts in Islamic Shariah
- c. Master of Art in Islamic studies

2. School of Business and Technology

- a. Bachelor of Business and Management
- b. Bachelor of Science in Computer Science
- c. Bachelor of Science in Nursing-Direct entry
- d. Bachelor of Science in Nursing up-grading
- e. Diploma in Business Management
- f. Diploma in Islamic Banking and Finance
- g. Diploma in Information communication Technology
- h. Certificate in Business Management
- i. Certificate in Information Communication Technology.

Proposed programmes

- (a) Masters in Business Administration (MBA)

2.0 Application

These rules and regulations are applicable to:

- i. All on-campus and off-campus students of Umma University.
- ii. All part time and full time students pursuing undergraduate, graduate, diploma and certificate courses.
- iii. All student groups and organizations of the University. (*ref. Umma University Statutes, Schedule VII (3).*)

3.0 Interpretation and Enforcement

- i. The University Senate shall have the right and authority to interpret

and enforce these rules and regulations.

- ii. The Senate shall have the right to make new rules and regulations and to amend the existing rules and regulations, subject to ratification by the University Management Board and the University Council.
- iii. Faculties/Schools/Institutes, either directly or through their respective management committees shall have the duty and responsibility of enforcing these rules and regulations at all levels.
- iv. Faculties/Schools /Institutes may form ad-hoc committees to hear and determine minor cases such as cheating in class attendance, CAT related cases and minor class misdemeanors.
- v. The University Library may also form committees to hear and determine Library related cases.
- vi. The maximum duration a Faculty /School/Institute or Library Committee can suspend a student shall be two weeks.
- vii. All disciplinary actions shall be reported and recorded in the Office of the Dean of Students upon their enforcement. (*ref. Umma University Statutes, Schedule VII (4)*).
- viii. The Students Disciplinary Committees shall hear all University related cases and other grave offences. Major Disciplinary decisions, such as expulsion or suspension, shall require approval of the Senate.
- ix. A student who fails to adhere to these rules and regulations shall be issued with a warning letter or may be suspended depending on the gravity of the matter. If the student's behavior does not improve thereafter, or if the matter is very serious, he/she may be expelled.
- x. Only the Senate shall have the authority to expel or suspend a student. A student on suspension for more than one year shall have the right to appear before the Students Disciplinary Committee to defend himself /herself. A student who has been expelled by the Senate shall have the right to appeal to the University Council.

4.0 Impact

These regulations will have an impact on the students':

- i. Day –to- day behaviour and personal discipline at the University.
- ii. Academic achievement during and after his/her course of study.
- iii. Standards of learning process.

- iv. Prospects of future employment.
- v. Status as well behaved alumni of the University.

4.1 University Admission Requirements

The University admit students based on a non-discriminatory policy. Students are to be admitted without regard to their gender, disability, religion, race, and ethnic or nationality.

Admission will be in accordance with the Kenya Universities and Colleges Central Placement Service (KUCCPS).

A basic guideline on entry requirements is shown in the Table below.

No.	Examination	Minimum admission requirements
1.	KCSE or its equivalent	Mean grade C+ (PLUS)
2.	IGCSE	5 Upper Level Passes.
3.	GCE	5 'O' Level passes with C and above and/or principal C at A level.
4.	12TH GRADE	GPA of 2.5.
5.	KCE	Div III – above with a Diploma in the relevant field
6.	KACE	2 Principal passes of C.
7.	Diploma	Diploma from a recognized institution.
8.	Pre–university/ Bridging course	Pre–university/bridging certificate from a recognized university
9.	Professional qualifications	Professional qualifications from a recognized examining body (equivalent to 1- 8 above)

4.2 Procedure of Application for Admission

Application for Admission to the University for Undergraduate Programmes, shall be addressed to:-

The Registrar (Academic Affairs)

Umma University

P.O Box 4658 - 01002, Thika, Kenya or

P.O Box 50696 - 00100, Nairobi, or P.O Box 713 - 01100, Kajiado,

Tel.: +254 703969000/ +254 739969000

E-mail address: registrar@umma.ac.ke or info@umma.ac.ke

Website: <http://www.umma.ac.ke>

Application forms for admission may be obtained on request from the admissions office in Kajiado main campus, Thika campus, Nairobi or downloaded from university website. Application can also be made on-line from the University website.

4.3 Admission

To be considered for admission, a student must:

- a. fill an application form, obtainable from Registrar (Academic Affair) office on payment of a non-refundable application fee.
- b. He/she must also attach certified copies of relevant documents/certificates/ID Card or Passport.
- c. He/she must also provide a health report from a recognized health facility.
- d. Attach 2 recent passport size photos
- e. All foreign students should attach copies of valid passport

4.4 Deferred Admission

Students who are unable to enrol in the university in the semester in which they were accepted may defer admission upon request for a period of up to one academic year. Students requesting for deferment should do so in writing to the Registrar (Academic Affairs) one month prior to the date the student is expected to report.

4.5 Credit Transfers

Students who will have advanced qualifications will be given an advanced placement at the discretion of the department in the respective course/programme. A student benefiting from such an advanced placement shall not receive more than one third of units required for the degree programme.

Students transferring from other recognized institutions will be required to submit official certified transcripts of all institutions previously attended. Credit transfers will be considered on an individual basis and the university will have the right to determine credits for courses taken at other universities.. To receive credit transfer, students must have received a grade of at least B. Credit transfer shall not be more than one third of units required for the degree programme.

4.6 Academic Year Structure

The academic year structure will consist of three Semesters. Each of the semesters will be 15 weeks long. 13 weeks will be devoted for classes and the remaining two weeks for examinations. The first semester will commence on first week of September and end in December, the second semester commences on the second week of January and end in April, while the third semester begin on the first week of May and end in August.

4.7 Degree Requirements

The bachelor's degree will require satisfactory completion of a minimum number of units specified by respective departments. The student must also complete five University common courses requirements and an industrial attachment.

4.8 University Common Units

The common courses will consist of the following:

- Communication Skills
- Basic Computer Applications/Skills
- History of Islamic Civilisation
- Elements of Ethics and Islamic Thought
- Leadership and Innovation

4.9 Requirements for Academic Major, Double Major and Minor

The respective schools will determine the requirements.

4.10 Units of Credit

Academic credits will be assigned in terms of units. One unit represents three (3) lecture hours per week in one semester.

4.11 Unit Load

In order for a student to be considered a full time student, he/she will have to register for a minimum of six (6) units. Part timers have to take a minimum of three (3) units.

4.12 Attachment

All academic programmes will include an attachment. The attachment is a supervised professional work experience, which links the student with the respective sector. It is intended to give the student the opportunity to develop practical hands on experience in his/her discipline.

To earn attachment credit a student must complete a minimum number of 12 weeks of fieldwork to earn 2 units worth of credit. Student's performance will be evaluated by a member of the academic staff from the department as well as a professional from the industry who is his/her immediate supervisor. Students' assessment will be on a pass/fail basis. However, they must successfully complete the attachment to graduate.

4.13 Students Assessment Policy

The School with the approval of the senate will be responsible for designing and implementing students' assessment policy. The student assessment policy shall be guided by the following principles:

- a. Any assessment should reflect unit content. This implies that assessment tasks should be matched to desired unit learning outcomes and includes the range of concepts, thinking processes, skills and attributes, including graduate attributes, as set down in the stated learning outcomes for the unit.
- b. Assessment should be appropriate, meaning that there should be a match between each assessment task and the nature and extent of concepts, thinking processes, skills and attributes; including graduate attributes being assessed, the level of the unit and the mode of study.
- c. Assessment should be reliable, meaning that teaching staff and curriculum planners regularly evaluate each assessment task to ensure its reliability in providing accurate and consistent information about student performance.
- d. Assessment should be fair and equitable, meaning that all students will be provided with adequate and appropriate learning opportunities throughout a unit to enable them to demonstrate their knowledge, thinking processes, skills and attributes, including graduate attributes through the set assessment tasks.
- e. All students will be informed at the start of each unit about the as-

assessment tasks associated with a unit, and the assessment criteria for each assessment item; when marking assessment tasks all judgments about achievement will be made against stated assessment criteria (criterion-referenced assessment); and moderation processes will be an integral part of the assessment system for each unit where multiple markers are involved to ensure fair and equitable marking and grading of assessment tasks and maintenance of standards.

- f. Processes and practices that are part of the assessment system for any unit will be transparent to teaching staff and the students.
- g. Unit assessment systems will be reviewed as part of regular unit reviews.

4.14 Types of Assessment

The following types of student assessment will be used:

- End of semester examination
- Take away examinations
- Laboratory practical
- Out of class assignment
- Term papers
- Industrial attachments supervisor evaluations
- Seminars
- Field trips
- Research projects

4.15 Grading System

The following grading system will be employed for each course in which a student is enrolled:

Mark %	Grade
70 and Above	A
60 – 69	B
50 – 59	C
40 – 49	D
0 – 39	E

4.16 Annual Fees structure

The table shows the current fees, but fees may be reviewed from time to time by the senate.

Tuition fees for BA Islamic Sharia/ Studies is Kshs. 50,000 per semesterwww.umma.ac.ke

Fee/Charge Item	Kshs
Tuition Fee	28,000
Examination Fees	8,500
Medical Fee	3,000
Library Fee	4,000
Student Activity Fee	2,000
Caution Money	2,000
Computer/Laboratory Fee (where applicable)	2,000
Student I.D card fee	500
Total	50,000

Tuition fees for BBM is Kshs. 63,000 per Semester

Fee/Charge Item	Kshs
Tuition Fee	41,000
Examination Fees	8,500
Medical Fee	3,000
Library Fee	4,000
Student Activity Fee	2,000
Caution Money	2,000
Computer/Laboratory Fee (where applicable)	2,000
Student I.D card fee	500
Total	63,000

Tuition fees for Computer Science is Kshs. 70,000 per Semester

Fee/Charge Item	Kshs
Tuition Fee	48,000
Examination Fees	8,500
Medical Fee	3,000
Library Fee	4,000
Student Activity Fee	2,000
Caution Money	2,000
Computer/Laboratory Fee (where applicable)	2,000
Student I.D card fee	500
Total	70,000

Tuition fee for Diploma and Certificate Courses are as indicated in the table below:

Programme	Fee per semester
Diploma in Islamic Banking & Finance	33,000
Certificate/Diploma in Business Management	23,000
Certificate/Diploma in Information Communication Technology - ICT	30,000
Certificate/Diploma in Arabic Language & Islamic Studies	20,000

Accommodation and Catering Charges is Kshs. 6,000 per month

****50% of semester fee is payable during registration**

4.17 Fees Payment

- a. Fees must be paid when due. Fees can be paid:
 - i. In full upon registration by all new students, or within the first week of registration.
 - ii. In instalments, the first 50% of which must be paid at registration for new semester by all continuing students or within a month, and the remaining 50% payable in instalments before beginning of end of semester examinations.
- b. Any student who has not paid fees when due shall not be allowed to attend lectures until the fees are paid in full or acceptable arrangements have been made with student's guardian or sponsor. Such arrangements shall be in written form.
- c. Any request for extension of payment deadlines must come from the sponsor/guardian and not the student. This request must be made to the Deputy Vice Chancellor in –charge of Academic Affairs of the University. Extension shall only be given in extreme circumstances.
- d. Fees in form of cash should be paid at any of the University's bank accounts by banker's cheque.
- e. Deposit slips should be completed in duplicate and original copy be presented to the finance office as evidence of payment.
 - i. All details on the deposit slip must be filed properly
 - ii. Personal cheques are not accepted as a means of payment

- iii. Banker's cheques should be presented to the finance office for receipting and banking.

A special University Payment Plan will be offered which will allow students to make payment over a semester or academic year. Any requests for this payment plan must come from the sponsor/guardian and not the student. Acceptable forms of payment will include Bankers Cheque and Cash Bank Deposit slips. Personal cheques are NOT accepted as a means of payment.

4.18 Cancellation and Fees refunds

If registration is withdrawn or cancelled before the first day of classes, full refunds will be made with the exception of admission fees. Cancellation must be in writing within two weeks after which no refund will be made on the proper form (the withdrawal or drop/add form) for registration.

4.19 Amount refundable

The amount refundable will be calculated as follows:

Withdrawal Date	Refund
Within 1st week of classes	80%
Within 2nd week of classes	70%
Within 3rd week of classes	60%
Within 4th week of classes	50%
During or after 5th week of classes	0%

- Refunds will be calculated based on the date the student notifies the University of withdrawal.
- If a medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the university will make a prorata tuition refund, as of the date of withdrawal when the date occurs prior to the 4th week and the condition is verified by the University appointed doctor. The date of withdrawal may correspond to the date of hospitalization or the date on which the medical condition is determined.
- The University shall have the right to preclude any student from attending classes, participating in any academic activity or enjoying

any other University facilities, unless such a student shall have paid to the University all fees and other dues provided that the University shall at its discretion exempt any student from this requirement.

- d. The University shall have the right to stop a student who is a debtor to the University from registering or sitting for examinations.
- e. The University shall have the right to withhold examination results from any student who is a debtor to the University until such debt is paid in full.
- f. The University shall have the right to withhold the conferment of any degree, diploma, certificate or any award from any person until all outstanding fees and other dues are settled with the University.
- g. The Registrar shall publish all fees to be charged for various academic and professional programmes before the beginning of each academic year.

4.20 Refund of Caution Money

Caution money is refunded at the end of the degree programme or when a student must leave the university due to any unavoidable circumstances. Caution money is refunded on completion and clearance with relevant authorities of the University upon application.

4.21 Examination Rules and Regulations

In order to be credited with a unit, subject or course, a candidate must have:

- a. Enrolled in accordance with the University enrolment regulations.
- b. Attended 75% of the unit lectures
- c. Attended courses and other courses of instructions to the satisfaction of the department and Senate.
- d. Completed to the satisfaction of the examiners and the Senate such oral, practical, written or other tests or assignments as have been prescribed for completion during the course.
- e. Completed to the satisfaction of the examiners and in accordance with those regulations any final examination prescribed by the Senate.
- f. All students shall be given a copy of the exam rules/ regulations.

4.22 Conduct of Examinations

- a. All students must sit their examinations at such centre/ venues as specified by the University from time to time.
- b. Candidates must be seated in the examination room at least fifteen minutes before the examination starts; however candidates shall not turn over the examination paper(s) until the invigilator announces so.
- c. It is the duty of each candidate to ascertain the time and the venue(s) specified for examination(s) and present him or herself for such examination(s).
- d. A candidate who is permanently or temporarily disabled in a manner that affects his or her ability to undertake the examination may, on production of appropriate recommendations obtained from a recognized hospital or doctor (which shall be subject to approval of the Senate) be examined under conditions taking into account of his/ her particular condition.
- e. Smoking, drinking and eating is not allowed in the examinations venues.
- f. Wilful disruption of examinations by any candidate constitutes an examination offence. Such disruption may include the disarrangement of furniture in the examination venues.
- g. The examinations shall comprise such written, oral and practical examinations as the examiners may determine;
 - i. Mathematical tables, calculators (the type will require prior approval) and other data books shall be allowed into examination venues under condition prescribed by the examiner (s).
 - ii. No candidate shall be allowed to bring into the examination venue any other electronic calculator except by direction of the examiner and as approved in, g (i) one above. The calculator used in the said examination must be electronic, truly portable, self-powered, noiseless and non programmable. In all cases it is the duty of the candidate to maintain the operation and operating power of the calculator.
 - iii. Audible alarms shall not be used on any devices permitted in the examination room except on the instruction of the examiner.
 - iv. No supplementary material including operating manuals related to the use and operation of the calculator will be permitted in the

examination room other than spare batteries.

- v. Where material is permitted under items (g) above, the internal examiners(s) shall be required to be present at the commencement of the examination to check material brought into the examination room.
- vi. No mobile phones are allowed in examination hall/room.
- vii. No candidate shall bring to an examination room any electronic, written or printed material except by direction of the examiner. All books, papers and instruments not approved for use in the examination, and personal belongings brought to the examination room must be left in such part of the room, as the invigilator shall direct. All papers used during the examination must be handed to the invigilator before candidate leaves the examination room.
- viii. Use or be in possession of material in any form during the examination which in the opinion of the University is used for cheating.
- ix. In respect of any examination, no candidate shall be allowed to enter or leave the examination room thirty minutes after the commencement or thirty minutes before the end of the duration set for the writing of that examination provided that a candidate permitted to leave the room hands over his/her scripts to the invigilator before leaving.
- x. No candidate shall howsoever and whatsoever communicate with another candidate in the examination room.
- xi. The chief invigilator shall announce when the candidates should start writing and the time allowed for the paper. Candidates should acquaint themselves with instructions on the front of the answer booklets. On turning over the question paper, candidates must check to ensure they are in possession of the right question paper and any other material as authorized.
- xii. No candidate shall continue writing after the invigilator has announced the expiration of time specified for the writing of the examination. In no circumstances shall a candidate be allowed any time over and above the time allotted to any paper for reading over his/her scripts or making any amendment or addition to his/her scripts.
- xiii. Invigilators shall have powers to confiscate any unauthorized ma-

terials or aids brought to the examination room.

- xiv. Invigilators shall have powers to expel from the examination / examination room any candidate(s) who create (s) any disturbance(s) during the examination.
- xv. Unacknowledged copying or plagiarism in completing this work may be treated as an examination offence.

4.23 Exam Disciplinary Procedure

In the case of examination irregularity (academic dishonesty, cheating, disruption of examinations etc) the following procedure shall be followed:

- The examiner who believes a student to be guilty of examination irregularity shall fill the examinations irregularity forms provided during examination time.
- The filled forms will be presented to the chairman of the department.
- The chairman will read through and assess the nature of the examination irregularity, and subsequently submit it to the student disciplinary committee
- The chairman will call the student and give him/her an opportunity to defend his/her case in writing.

Disciplinary Committee for Examination malpractice

1. In every School there shall be a Students Disciplinary Committee, which will be responsible for investigation of alleged examination malpractice. The school Disciplinary Committee shall comprise the following members:
 - a. The Dean of the School/Chairperson
 - b. Two Departmental Chairmen
 - c. Chairman of the department where the student comes from
 - d. Two School representatives from within the School
 - e. Administrative Assistant /Secretary
2. The findings of the School Disciplinary Committee investigating the case should be reported through the Dean of the School to the Senate.
3. The penalties will range from written warning, suspension for an

agreed period to Discontinuation from studies.

4. The student disciplinary committee may after review assign any action it may deem fit.

4.24 Grades Appeal Procedure

If a student thinks a discrepancy exists between the grade given by an instructor and the grade he/she believes was achieved, the student has the right to appeal. An application for grade appeal should be done in the first two (2) weeks after the declaration of the examinations results.

- a. A student wishing to appeal a grade must first discuss the issue with the unit instructor. If, for any reason, the student is unable to confer with the instructor, he/she must then consult with the departmental chairman of the particular department.
- b. If the student wishes to have a grade reviewed further after completing Step (a), he/she should obtain a petition for grade review from the chairman of the department and this petition requires that the student explain the grading issue in writing and presents this written explanation to the instructor and the departmental chairman. Each of these individuals is expected to attempt to resolve the issue.
- c. If the issue remains unresolved, the chairman shall appoint a departmental board that shall verify that the petition has been submitted in a complete and timely manner. The board will also review the petition with regard to content and will come up with a verdict and informs the departmental chairman who then informs the student.
- d. If the student feels unsatisfied with the departmental decision he/she can appeal to the Vice Chancellor.

A student who feels aggrieved concerning the marks awarded for any course may appeal in writing to the Chairman of the Department for the remarking of the examinations. The appeal should be made within the first 2 weeks after the declaration of results. A lecturer from the same department who teaches the same unit shall be confidentially appointed by the Registrar (Academic) to do the remarking. In other circumstances where the examiner is the only lecturer in the Unit the chairman through the office of the Registrar (Academic) shall appoint an external examiner to do the remarking. The fees for remarking shall be determined by the University from time

to time. The amount shall be non-refundable regardless of whether the student pass or fail the examination upon remarking.

4.25 Student Welfare

a. Student Orientation

New students' orientation shall take place the week before the starting of the academic year. During the orientation, students shall be provided with relevant information, which will help them adjust to the new University environment. After the general introduction to the setup and running of the University, students shall be inducted to their specific academic programmes of interests. A copy of student's handbook governing the conduct of the students while at the University shall be provided.

b. Academic Advisor

Upon registration, each student shall be assigned to full time academic advisers within his or her area of specialization. Consultation with academic advisors should precede any registration or unit change. Any student wishing to change his/her academic advisor may do so by securing permission from the Registrar's (Academic Affairs) office. Students enrolled in any program leading to a degree will need to consult the academic advisor from time to time on their progress and the fulfilment of the required units for their degree programme.

c. Guidance and Counselling services

UMMA University shall establish a guidance and counselling centre staffed with professional counsellors to cater for individual and group needs. The office shall guide students on personal, social or academic affairs.

d. Health Services

Health services will be provided in the university. Students shall be treated for minor health problems at the University's dispensary.

e. Sports Facilities

The University will avail outdoor and indoor sports facilities as necessary in Phase One within the main campus Thika. In Phase Two, the university

shall construct all the necessary facilities at the Kajjado campus.

f. Library Opening Hours

The Library shall be open:

From 8:00 am – 10.00 pm on Mondays -Fridays.

From 9.00 am – 4.00 pm on Saturdays.

The library shall remain closed on Sundays and Public Holidays.

g. Food Service

The university shall have a cafeteria that will serve lunch and snacks at a fee.

h. Students Association

The University shall encourage the formation of students' associations to cater for the different interests of students. Through freedom of association, students bring to campus a variety of interest as members of the academic community. They shall be free to organize and join associations according to specified guidelines on membership. Participation in associations is expected to enrich the lives of the students. These associations could be in the areas of service, hobby clubs, entrepreneurial and professional orientation. No tribal associations will be allowed.

i. Students Association

A student organization to known as UMMA University Students Association (UUSA) was established which is responsible for running of student affairs. Officials in the Student Association are elected by the student body annually. It reports to the Dean of Students.

5.0 STUDENT CONDUCT

5.1 Students' Rights and Privileges

The rights and privileges of students of the University shall include:

- i. To be counselled on personal and academic matters;
- ii. To form a University Student Council to govern their affairs;
- iii. To be members of the University Students Council;
- iv. To form student Associations, Clubs and Societies in the University;
- v. To use curricular and extra-curricular facilities of the University;
- vi. To be represented in the organs of governance of the University

- except the Board of Trustees;
- vii. To receive medical care as stipulated in the University health policy;
- viii. Non-discrimination and harassment on the basis of race, religion, ethnic origin, age, sex, disability and health status (HIV/AIDS).
- ix. Protection against unauthorized disclosure of information contained in their medical and educational records.
- x. Access to information by the faculty about course requirements, grading criteria and evaluation procedures;
- xi. To appeal against grade based on mathematical error or misapplication of the grading criteria;
- xii. To be evaluated in their performance solely on academic criteria;
- xiii. To seek advice and consultation from the faculty on academic matters.

5.2 Students' on and off-campus conduct

All the students of the University are expected to have impeccable behaviour. Any student convicted of crimes that violate the laws of the Republic of Kenya shall be subject to the full consequences of the law of the land. It is therefore expected that every student of the University is required to:

- i. Respect and adhere to the administrative and academic procedures and structures established by the University;
- ii. Conduct him/her responsibly and with dignity, morality and personal discipline;
- iii. Refrain from any conduct that disrupts order and peace at the University;
- iv. Respect the rights and privileges of the members of the University community at all times;
- v. Refrain from any conduct that might bring the University to disrepute and ridicule;
- vi. Carry themselves in all public forums with dignity as befits their status as mature and responsible students;
- vii. Refrain from all acts of violence, hooliganism, unruly behaviour or any conduct likely to cause a breach of peace and disturbance, with-in and without the University;
- viii. Respect the rights and privileges of other persons.

5.3 Relationship with Other Students

Students must respect each other's' rights concerning the use of University facilities. No student has the right or power to deny another student access or use of the University facilities for any reason whatsoever.

5.4 Attendance of Lectures

The main purpose of being at the University is to enjoy the great privilege of interacting with fellow students, lecturers and administrative staff and work towards promotion of excellence in learning and research. To this end;

- i. Every student must attend all lectures as and when scheduled. An attendance register will be passed around during each session. Any student who does not attend at least 75% of the lectures will not be registered or allowed to sit for end of semester examinations;
- ii. Any student absent from lectures must give a valid explanation for their absenteeism with appropriate supporting documents. A student who, without good cause, repeatedly fails to attend lectures, tutorials, seminars, practicals or any other scheduled courses of instruction shall be liable for suspension;
- iii. Student's parents/guardians/sponsor will be notified about chronic absenteeism by students;
- iv. A student, who wishes to be away from the University for any reason, must seek permission in writing from the Registrar (Academic and Student Affairs);
- v. A student who intends to be away for more than two weeks, should apply for academic leave;
- vi. Any student, who leaves the University premises without permission or leave of absence, may be de-registered;
- vii. A student who absconds, will have to register afresh and pay the requisite fees. The student will then join the University at the stage where they left at the discretion of the University.
- viii. Lecture times shall be strictly followed as scheduled in a given program or curriculum;
- ix. A student should be punctual for lectures and no lateness shall be tolerated;
- x. A student who arrives late to the lecture room by more than 10

minutes unless for good reasons shall not be allowed to attend the lecture;

- xi. A student, who repeatedly comes to the lectures late, shall have his /her parents, guardians or sponsors notified and shall be liable to punishment including suspension;
- xii. A student shall be expected to utilize non lecture periods efficiently and effectively for extra-curricular activities and/or self-motivated private studies;
- xiii. Students are prohibited from loitering, making noise or creating disturbance in and around the lecture rooms, halls and theatres;
- xiv. Any student found loitering, making noise and/or creating disturbance around the campus premises shall be asked and/or ordered to leave the premises;
- xv. Idleness shall not be tolerated. (*ref. Umma University Statutes Schedule VII (10)*)

5.5 Student Dress Code

Students should:

- i. Muslim students are expected to dress in a manner considered prospected by the Shariah.
- ii. Non-Muslim students may adopt the Islamic dress if they so desire. Otherwise they should dress in accordance with the University Dress Code. Such mode of dress shall also be decent, neat and clean
- iii. All non-Muslim female students should wear long dresses or skirt to the ankle level while within the University premises.
- iv. Any student who is inappropriately attired will be barred altogether from entering all academic and administration buildings and shall be guilty of a disciplinary offence.
- v. Avoid putting on unsuitable clothing while attending lectures such as short skirts, see through clothes, low neck line tops, tight clothing, low riding trousers, peddle pushers, sagging clothes, caps or hats, clothing that shows inner wear, jewellery on eyebrow/lids, belly lips, nose and tongue. Clothes that reveal body cleavages are strictly forbidden;
- vi. Female students should refrain from wearing men's clothes such as trousers and T-Shirts and male students should avoid wearing female

- garments/shoes/ornaments such as skirts, blouses, necklaces and earrings. They should as much as possible adhere to the Islamic code of dress;
- vii. Avoid keeping dreadlocks/rasta, pank, afro-cut or unkempt hairdos, bright coloured and unbecoming hair colour such as blue, red, yellow, and white;
 - viii. Refrain from wearing caps or hats, short miniskirts, scanty dressing, hot pants, cut off tops and slippers in classrooms, offices and at official functions;
 - ix. Avoid exposed tattoos and/or wordings or writings on clothes with abusive language.
 - x. Students found doing any of the following acts such in:
 - a. Caressing any part of the partner's body;
 - b. Smooching;
 - c. Hugging
 - d. Kissing;
 - e. Holding hands;
 - f. Sitting in close proximity to each other in isolation from other people in situation or position that could raise suspicion as to the real motive of the act;

Shall be deemed as having committed an act of indiscipline.

5.6 Dignity and Decorum

A student should:

- i. Always maintain his/her grandeur of mien and that of the University;
- ii. Portray the good image of the University;
- iii. Always have a degree of excellence in his/her effort;
- iv. Be of good character in and out of the University. (*ref. Umma University Statutes, Schedule VII (28)*).

5.7 Display of University Identity Card (I.D)

Every registered student shall be issued with Umma University Identity Card. The I.D card shall be in use for the entire stay at the University.

The following rules shall apply to I.D cards:

- i. Every student must always display his/her I.D card when required by the University and more particularly during examinations, at the

- gates, at the library and within the University compound;
- ii. A student should take care of his/her I.D cards lest it gets lost or destroyed;
 - iii. A student who loses or destroys the University I.D card shall make a report to the Chief Security Officer;
 - iv. The student may obtain a replacement upon payment of a replacement fee as prescribed by the University. (*ref. Umma University Statutes, Schedule Sch. VII (21)*).

5.8 Use of Mobile Phones

- i. Students shall always switch off their mobile phones during lectures, practicals, or any mode of delivery of instructions;
- ii. A student who shall not comply with this regulation shall be asked to leave the lecture hall/theatre/laboratory or else the phone shall be confiscated and the matter will be reported to the Deputy Vice Chancellor (Academic Affairs) for disciplinary action.

5.9 Student Integrity

- i. A student shall be diligent in his/her academic work.
- ii. A student shall not cheat in whatever they do.
- iii. A student shall avoid unacknowledged copying or plagiarizing other persons' work as this constitutes an academic offence.
- iv. A student shall not engage in any form of theft while at the University.
- v. A student shall be a person of integrity.
- vi. A student shall be free from unfair dealings or fraud.
- vii. A student shall not engage in any brawl with a fellow student or member of staff.
- viii. A student shall respect other persons as he/she expect them to respect him/her.
- ix. A student shall at all times be candid whether in or out of the University.

Note:

Students are required to acquaint themselves with the examination regulations contained in the Student Handbook.

5.10 Prejudice and Harassment

Umma University is an equal opportunity institution and will not discriminate against any person in the University on the basis of sex, religion, creed, race and physical challenge or health status. It is therefore required of every student to:

- i. Desist from any form of physical, verbal, written or electronic harassment of other students or members of staff;
- ii. Refrain from sending threatening messages to other students or members of staff in any way whether through physical contacts, verbal, written, or electronic/social sites like short message texts (sms), face book, twitter, whats App, you Tube;
- iii. Avoid appearing obscene or pestering other members of Umma University community;
- iv. Avoid any verbal or physical contact of sexual nature that humiliates, offends, intimidates or otherwise causes distress to other students or staff members of the opposite sex;
- v. Refrain from any form of sexual harassment between and among students and staff;
- vi. Report any form of harassment to the Dean of Students in writing. (ref. Umma University Statutes, Schedule VII (14), (15).

5.11 Drug and substance Abuse

Umma University is a drug and other substance free institution of higher learning. Drug and substance abuse is harmful and retrogressive. The University requires all students to:

- i. Desist from abuse of drugs and totally refrain from the possession, distribution and use of drugs which are prohibited by the Laws of Kenya.
- ii. Desist from abuse of alcohol and other similar intoxicating substances that cause drunkenness or drunken behavior.
- iii. Totally refrain from alcohol and narcotic drugs as it is not within the Islamic faith of which the University strictly observes and upholds (ref. Umma University Statutes, Schedule VII (19), (22), (23), (24)

5.12 Use of Equipment and Regard for Property

The University has provided equipment and other facilities to facilitate

teaching, learning and research at great cost. It is essential that students follow the specific guidelines provided by the Library, Directorate of ICT Services, Schools and Departments concerning proper use of University equipment and facilities.

For this purpose all students are required to:

- i. Avoid tampering with equipment or official documents that may come into their possession;
- ii. Refrain from removing furniture or equipment from the designated rooms without written permission from the relevant authorities;
- iii. Not possess keys to rooms or building on the campus other than those obtained through the official channels;
- iv. Desist from tampering with fire fighting equipment appliances wherever installed and shall use such appliances for fire fighting purpose only;
- v. Avoid misuse or wanton and willful damage or destruction of University property in default of which, a student or a group of students shall bear full responsibility.

The rules governing the use of the library and computers are provided in detail in the Students Information Handbook.

5.13 Utilization of Facilities

The University facilities have been provided for teaching, learning, experimentation and research. Pursuit of knowledge and sharing is encouraged for all the University students. The following rules will promote proper use of University facilities.

- i. No student shall tamper with water and electrical connections within the University premises.
- ii. No student is allowed to use telephone facilities of the University without permission or for unauthorized purposes.
- iii. All students are required to put off lights when study rooms, lecture theatres and laboratories are not in use. The last person to leave the room must put off the lights
- iv. No student will park their vehicle at the University without permission. Such a student must have a valid driving license.
- v. A resident student shall use the Hostel premises with proper care and shall not do anything that disfigures, defaces or causes any other

damage to any part of the grounds or building or to any article or fixture therein.

- vi. A resident student shall in using the Hostel premises and the facilities therein, take all care to ensure that he does not thereby cause any inconvenience, annoyance, obstruction or nuisance to any other person.
- vii. All residents **MUST** be within the University Compound by **8PM**.
- viii. No unilateral action to settle a dispute is allowed in the Hostel.
- ix. No Resident Student shall take any unilateral action against any member of the Hostel or against Hostel Authorities; a Resident Student who is dissatisfied with the actions of any member of the Hostel or Hostel authority shall refer the matter to the Dean of students who shall act to settle the grievances in a manner he consider appropriate, without prejudice to the disciplinary provisions of the Standing Order.
- x. DVD player or other form of musical or phonographic or entertainment equipment shall not be played in the Hostel except in the designated areas provided by the University or with the written permission of the Dean of the Students; this equipment may be played only during periods allowed by the Dean of Students, the volume of such radio, radiograms, TVs or musical or entertainment equipment must be moderate so as to enable other Resident Students to study peacefully and quietly.

5.14 Fire Safety Code

A student shall acquaint himself/herself with the fire safety measures of the university; in particular he/she should:

- i. Be drilled on how to put off fire using the available fire-fighting equipment;
- ii. Know the marked fire escape routes and assembly points within the university premises;
- iii. Not raise false alarms;
- iv. Not burn litter within any University building;
- v. Never start fire within the University premises or elsewhere.

6.0 STUDENT DISCIPLINE

To be a disciplined student of Umma University, he/she shall live in accordance with the rules and regulations pertaining to good conduct.. The University shall impose corrective sanctions on students for any offences committed.

6.1 Offences

Commission of any or all of the following acts by a student shall constitute an offence leading to disciplinary action which may lead to expulsion from the University:

- i. Muslim students shall not act contrary to the Islamic code of conduct as prescribed by the Shariah or neglect Islamic duties which are obligatory upon them in private or in public within or outside the University.
- ii. Non-Muslim students shall be required to respect the Islamic code of conduct and not act in any way, which may be interpreted as disrespectful to Islam
- iii. No student, organizations, body or group of students, shall publish, distribute or circulate any document within or outside the University without the prior consent from the University.
- iv. Lateness and absconding from attending lectures;
- v. Failure to display student I.D card as stipulated or when required;
- vi. Actions of violence, disorderliness, hooliganisms, unruly behavior or any bad conduct likely to cause disturbance and breach of peace in or out of the University campus;
- vii. Non- conformity to dressing code, decorum and dignity that benefits a student of the University;
- viii. Theft, misuse, wanton and/or malicious and willful damage or destruction of property of the University, its staff, non-staff members and/or other students;
- ix. Assaulting any student or any member of the University community;
- x. Organizing, inciting or participating in boycotts, demonstrations, strikes, riots or any form of mass indiscipline;
- xi. Rioting against and boycotting of lawful academic and non-academic activities, principles or practices of the University;
- xii. Possession, use or storage of illegal items, fire arms and/or weapons;

- xiii. Possession, consumption, trafficking, distribution, dealing in or use of alcohol, drugs and narcotic substances including khat (miraa);
- xiv. Using abusive and offensive language, quarrelling and /or fighting any member of the University community and the public;
- xv. Uttering words or behaving in a manner that may bring the good name and image of the University into disrepute;
- xvi. Verbal abuse, threats, intimidation or harassment of any person on campus.
- xvii. Forging documents or perpetrating forgery with intent to cause loss to any person or the university in cash or otherwise e.g. forgery of payment receipts by students;
- xviii. Getting drunk either within or outside the university by consumption of alcohol or illicit drugs;
- xix. All forms of immoral conduct including displaying pornographic materials;
- xx. Circulating unauthorized publications or placing unacceptable notices on notice boards or removing valid or official notices without permission;
- xxi. Demeaning other people's dignity through character assassination by slander, abuse, obscene or threatening language;
- xxii. Sexual harassment including but not limited to insults, gestures or abusive language directed towards a student, member of staff or authorized visitor to the University by means that may reasonably cause emotional distress;
- xxiii. Inappropriate physical contact that endangers, threatens or harms the health, safety, dignity or behaviour that causes reasonable person to fear that contact.;
- xxiv. Cheating in an examination by copying answers, use of unauthorized material, sharing answers with others during examinations;
- xxv. Plagiarizing material for research papers;
- xxvi. Procuring another person to write any course work dissertations or any other assigned academic work for him/her;
- xxvii. Copying answers for assignments;
- xxviii. Bribing or attempting to bribe, advancing sexual favors or threatening lecturers for the purpose of inducing them to award or change marks;

- xxix. Allowing another student's use of examination card to take an examination;
- xxx. Attempting to induce secretaries or other people to leak examination;
- xxxi. Failing to sit an examination for which he/she has been registered without good cause or without approval of the Head of Department;
- xxxii. Pre-programming calculator, cell phone or other device to contain answers or any other information for examinations;
- xxxiii. Deliberately withholding from the library materials that are on reserve for specified courses in order to make them unavailable to other students;
- xxxiv. organize, incite or participate in the boycott of any examination, lecture, tutorial, class or other legitimate activity carried out by or under the direction or with the permission of the University.
- xxxv. No student, organizations, body or group of students, shall make any objection orally or in writing or in any other manner to the entry into or the presence in or in the exclusion from, or the expulsion from the University of any person, body or group of persons.
- xxxvi. A student shall not do anything that may be prejudicial to the cleanliness and neatness of a students living accommodation within the University, or of any other building or structure or any other part within the University.
- xxxvii. A student shall not make any sound or noise, or cause any sound or noise, or cause any sound or noisy to be produced, by any mean or in any manner, where such noise or sounds causes or is likely to cause annoyance or disturbance to any person within the University.
- xxxviii. Stealing Library materials/equipment and/or removes materials from the library without authorization or permission and/or wilfully damaging marks or mutilates such materials. Any student found guilty of (i) above shall be liable to replace the material in question and pay a fine equipment to the value of the material in addition the student may be subjected to disciplinary action as the university may deem fit. (*ref. Umma University Statutes, Schedule VII (17), (19), (25).*)

6.2 Disciplinary Authority

For purposes of the rules and regulations guiding students, the Vice-Chancellor, acting on behalf of the University Council, is the disciplinary authority of the University. In that capacity he can:

- i. Vary or add to the disciplinary offences specified.
- ii. Suspend from the University pending further disciplinary action any student suspected of committing an offence.
- iii. Take any other action necessary for proper operation of and maintenance of order in the university.

a. Procedures of the Students' Disciplinary Committee

There shall be a Students Disciplinary Committee of Senate established under the statutes of Umma University.

The committee shall comprise of the following:

- a. Deputy Vice-Chancellor(Academic & Students Affairs)/Chair
- b. Dean of Students
- c. Dean of the School the students comes from
- d. Chairman of the department the student comes from
- e. Two senate representatives
- f. Chairman of the students association or any student leader
- g. Registrar (Academic & Students Affairs)/Secretary
 - The Chairman of the Disciplinary Committee shall call a meeting within one month after the receipt of a report or complaint.
 - The secretary of the committee shall notify the student and complainant of the date, time and venue of meeting and of the rights to present and to call a witness or witnesses.
 - If upon notification, the accused fails to appear before the committee without any reasonable explanation, a decision will be made in absentia.

b. Other procedures

- i. The Registrar Academic Affairs will communicate the decision to the student within fourteen days from the day the proceedings were concluded.
- ii. The committee shall communicate the decision to Senate for approval.

- iii. The student can appeal to the Chairman Council within thirty days from the date of the letter.

6.3 Student Disciplinary Process

- i. Any case arising from offences in 3.1 above shall be dealt with by the Students Disciplinary Committee as constituted by the University and the student shall represent himself/herself during the disciplinary proceedings.
- ii. Any student aggrieved by a decision by the Disciplinary Committee shall be at liberty to appeal to the University Council whose decision shall be final.

6.4 Redress of Student's Grievances

- i. All students' disciplinary offences shall be forwarded directly to the Chairman, Student Disciplinary Committee of the University Senate.
- ii. Aggrieved students shall have representation in the Committee through the University Student Organization, except on matters related to examination offences.
- iii. The aggrieved student(s) shall appear before the Committee at the meeting to defend himself/herself in writing and in person.
- iv. If a student fails to attend the Committee session, he/she will be afforded one more chance after which the Committee shall make its decision in the student's absence.
- v. The Committee's decision shall be communicated to the aggrieved student within fourteen (14) days from the date the deliberations are concluded.
- vi. The students, in expressing their academic grievances, must channel the same through:
 - Students Class Representatives
 - Academic Advisers
 - Chairmen of Departments
 - Deans of Schools
- vii. For examinations related matters, the University Senate is the final authority.
- viii. The Senate's decision on academic matters is binding subject to appeal for review on the basis of fresh evidence to the Vice Chancellor, who is also the Chairman of University Senate. The appeal to the

Vice Chancellor should be made in writing within fourteen (14) days.

- ix. Students expressing grievances on matters related to their welfare must channel the same through:
 - Student Counsellor
 - Dean of Students
 - Medical officer (for medical matters).
- x. Officials of the Students Association will have free access to all officers of the University handling student matters as a follow up on the course of action. These officers include the DVC (Academic Affairs) and Registrar (Academic Affairs).

6.5 Penalties for misconduct

- a. The Disciplinary measures and penalties imposed by the Students Disciplinary Committee for disciplinary offences shall depend on the nature and gravity of the offences committed and the evidence adduced in support. The Students Disciplinary Committee may do one of the following:
 - i. Dismiss the case against the student;
 - ii. Issue a verbal and/or written warning;
 - iii. Recommend guidance and counselling services for the student;
 - iv. Suspend the student from the university for a specified period of time;
 - v. To require the student to fully recompense for any loss or damage.
 - vi. To exclude the student from the hostel for such a period the committee deems fit.
 - vii. Recommend the expulsion of the student by the University Senate;
 - viii. Impose any other measures or penalties as the Committee may deem fit in accordance with the University Statutes.
- b. The University shall have the right to expel a student who commits any or a combination of the following offences:
 - i. Boycotts or agitates for a boycott of lectures or any other academic engagement;
 - ii. Maliciously or wilfully damages University property;
 - iii. Assaults any member of staff discharging his/her duties;

- iv. Is found in possession of narcotic or any other drug the possession of which is prohibited by Laws of Kenya;
- v. Brawling, fighting or assault;
- vi. Conviction by a court of law to serve a jail term while one is an Umma University student;
- vii. Possession of illegal items and weapons;
- viii. Harassing, or sexually harassing other student or member of staff of opposite/same sex.

6.6 Appeal against disciplinary measures or penalties

- i. A student who has appeared before the Students Disciplinary Committee shall be informed of the Committee's decision within fourteen (14) days from the date of the conclusion of proceedings.
- ii. A student has the right to appeal to the University Council against the decision of the Students Disciplinary Committee within fourteen (14) days of the date of communication of the committee's decision. The appeal shall be done in writing.
- iii. The Vice Chancellor shall submit the appeal to the Council for its deliberation and decision.
- iv. The verdict of the Council shall be final.

7.0 MISCELLANEOUS PROVISIONS

7.1 Student Subscription

Every student shall subscribe to these rules and regulations upon admission to Umma University.

7.2 Entry into force

These rules and regulations cover the general regulations concerning student behaviour and discipline and will come into effect upon approval by the University Senate and Council.

7.3 Variation

- i. The University Council, in consultation with the Senate, may amend or alter these rules and regulations from time to time.
- ii. Information on the variation (s) to these rules and regulations will be communicated to the students in writing.

Dress Code | FEMALE

APPARELS NOT ALLOWED



Spaghetti Strap



Baby Tee/Midriff



Low-cut Blouse/T-shirt



Jeans



Short Skirt



Sandals



Sport Shoes



Shorts

Dress Code | MALE

APPARELS NOT ALLOWED



Singlet



T-shirt



Earrings/Face Accessories



Sandals



Sport Shoes



Shorts



Jeans