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MOI UNIVERSITY

1. TRAVELLING TO MOI UNIVERSITY

Moi University, currently, has the following campuses, namely; Main Campus which is thirty five (35) kilometers south east of Eldoret Town, the Town Campus comprising the College of Health Sciences, School of Dentistry, School of Public Health, School of Nursing. School of Aerospace Science at RIVATEX; Town Annex Campus housing School of Law situated three(3) kilometers on the Eldoret-Nairobi Road, the Eldoret West Campus housing evening programmes, Kitale Campus is located about 118 km west of the Main Campus in Kitale; 82 km from Eldoret Town and 8km from Kitale Municipality on the Kitale-Kapenguria-Lodwar Road, Odera Akango Campus located in Yala town approximately 45 km from Kisumu City, Nairobi Campus located at the Bazaar Plaza, 7th floor Moi Avenue, Kips plaza and Kiptagich situated within Eldoret Town and Coast Campus situated at Ganjoni area, Liwatoni Road, Elite House.

The campuses are served by Public transport, which operate from Eldoret Town. Students reporting at the Main Campus and those to the Town Annex can board the matatus at the matatus terminus on Hospital road or main stage. While those reporting at the School of Medicine, School of Dentistry, School of Public Health and School of Nursing respectively can walk or take a taxi from Eldoret Town.

2. ARRIVAL AND REGISTRATION

Students are expected to arrive between 8.00 a.m. to 5.00 p.m. on the opening day for registration at the respective Campuses indicated in their letter of offer. Any student arriving after 5.00 p.m will not be registered nor be given accommodation until the following day.

3. IMMIGRATION

All students who are not citizens of East Africa must be in possession of VALID PASSPORT BEFORE arriving in Kenya. Temporary travel documents are not acceptable to the Immigration Authority in Kenya. In addition, all non-citizens must obtain re-entry permits from their own territorial Immigration Department to cover the duration of the courses and must bring their passport and Medical Insurance cover with them when they come to register at the University.

4. BURSARY FORMS AND LOANS

Kenyan students who, wish to be considered for the Kenya Government Loan and Bursary should complete the necessary forms. The forms are downloaded from Higher Education Loans Board website www.helb.co.ke and forwarded to HELB offices or Huduma centres after the Dean of Students approval.

5. STUDENTS' PERSONAL DETAILS FORM MUJI/2

You are required to complete the MUJI/2 form in quadruplicate and attach passport size photograph, on each form. The photographs should bear names of candidates and admission number in FULL (NO INITIALS PLEASE) on the reverse side. (This information is important in the event of the photographs being misplaced).

Forward one completed copy of the **personal details form (MUJI/2)** together with the **acceptance letter MUJI/A, photocopy of your result slip and national identity card/birth certificate** to the Deputy Vice Chancellor (Academic Affairs, Research and Extension) immediately.

6. FEES AND BURSARIES

a) Non – Kenyan Students

All Non-Kenyan students must produce evidence of adequate financial support before coming to the University. The evidence **must be** in the form of a letter from a sponsoring body guaranteeing adequate financial support for the entire duration of the course. Fees will be collected at the time of registration in the form of a banker's cheque or a bank deposit slip. Cash is not acceptable.

b) Clothing, Pocket money, Laundry

Non-Kenyan students are advised to bring with them between 9,000/= (Nine thousand Shillings only) and Kshs. 15,000/= (Fifteen Thousand Shillings Only) per Semester for the above expenses. In addition they may bring at least Kshs. 5,000/= (Five Thousand Shilling Only) for incidental expenses.

7. MEDICAL EXAMINATION

Admission into the University is subject to receipt of satisfactory Medical Report. Students are, therefore required to undergo medical examination by a recognized medical practitioner before coming to the University. **Form MUJI/3** is enclosed for this purpose and should be returned to us with your Acceptance of Admission. If this is not possible it should be submitted at the time of registration.

8. MEDICAL ATTENTION AT THE UNIVERSITY

A health clinic is opened to all students at their Campuses. Please note that the University does not provide health services as detailed in **9** and **10** below. The University is not responsible for expenses incurred with hospitals, physicians or pharmacists without prior referral. All students are required to have a medical cover, preferably National Hospital Insurance Fund (NHIF); those without cover are requested to acquire one before admission.

9. NON-RESIDENT STUDENTS

Students not residing in University Halls of Residence are expected to make their own arrangements for medical attention. However, when on campus, services of the University Clinic will be open to them. Non-resident students are required to fill a non-residential form online, by uploading the National Identity Card of the landlord.

10. DENTAL AND OPTICAL TREATMENT

The University does not provide dental or optical treatment. Any student having or suspecting eye trouble should consult opticians and where necessary get spectacles before coming to the University. Students with dental and eye problems will be directed to the Moi Teaching and Referral Hospital for treatment.

11. GAMES AND SPORTS

Co-curricular and extra – curricular activities are essential for total human mental and physical development. These activities provide comic relaxation to the stressed and exhausted mind. Thus affording one an appropriate outlet for releasing different forms of pressure or anxiety in the world of academics. It is the policy of the University that all students should be encouraged to participate in at least one game and one sport.

The University offers a wide programme of sporting activities for both men and women. These include soccer, hockey, basketball, volleyball, handball, tennis, table tennis, badminton, tae kwon - do, karate, athletics, swimming, netball, chess, scrabble, darts and rugby among others. Students participate in these activities both at recreational and competitive levels. At competitive level, we accord students an opportunity to travel widely to compete at inter-university sports bi-annual championships, tournaments organized at local and national levels, East Africa University Games and World University Games.

The students are therefore, strongly advised to appreciate the policy of the University that encourages all students to come with their own training and practice kits and appropriate playing equipment for games and sports of their choice. For example, students who intend to participate in any of the following category of games and sports should bring their own playing kits as follows:-

- | | |
|---------------------------------------|--------------------------------------------|
| 1. Soccer/football/rugby | - Uniforms and boots |
| 2. Basketball/Volley/handball/netball | - Uniforms and footwear |
| 3. Hockey | - Uniforms, footwear and hockey stick |
| 4. Tennis/badminton/table tennis | - Uniforms, rackets, or bats, and footwear |
| 5. Athletics/swimming | - Track suits/swimming costumes |
| 6. Karate/tae-kwon – do | - Ghee suits |

Note: The University has an “Official competition kit” which will be provided **ONLY during competitions.**

Other basic items for training such as balls will be provided for training and practice of the respective teams.

Every student is required to pay a games and sports fee of Kshs. 1000/= (One thousand only) per year.

The University provides an opportunity for students to nurture their musical and performing arts. The interested students are encouraged to join the Moi University Choir, band and Drama. These groups provide a platform where students take part in the national music and drama festivals to join one is encouraged to visit the website <https://muchoir.mu.ac.ke>.

12. CONDITIONS FOR REGISTRATION

No student will be registered without producing the following:-

- a) The admission letter
- b) Original result slip/certificate(which will be returned to the student after verification of its authenticity)
- c) Two photocopies of the Result slip/certificates
- d) Three copies of the completed personal details form
- e) Copy of the National Identity Card or Birth Certificate for those who are below 18 years old.
- f) Receipts for requisite fees from the Finance Department.
- g) A copy of N.H.I.F card of Self or parent/guardian

13. REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS

I. General Information on Rules and Regulations

Students are required to sign a form known as MUJI/04 to confirm that they have read and understood, and will abide by the rules and regulations as stipulated. In some instances students may in addition be required to sign “Bond of Good Conduct.”

- 6.0 These regulations are made by the University Council and Senate in accordance with the provisions of Universities Act 2012 and Statute XXX whose objective and purpose are, among others, to provide for the control, governance and administration of the University.
- 6.1 The Vice Chancellor, as per the Universities Act 2012 and Statute IV (3) on Student Matters, shall be responsible to the University Council for the general conduct and discipline of the students.
- 6.2 These regulations shall apply to **ALL** students of Moi University, its constituent colleges and campuses subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as University statutes in general and particularly Statute XXX.
- 6.3 These regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.
- 6.4 Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

For purposes of these regulations the Vice Chancellor, acting on behalf of Council, is the disciplinary authority of the University and may in that capacity;

- (i) Vary or add to the list of disciplinary offenses specified herein.
- (ii) Suspend any student(s), suspected of committing an offence under these regulations, from the University pending further disciplinary measures for a period not exceeding 4 months.
- (iii) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

II. The Conduct of Students

The following provision shall apply with respect to the conduct of students within and outside the University precincts.

7.1 Bill of Rights

Bill of Rights as enshrined in Chapter IV (4), of the Constitution of Kenya, 2010 the University will guarantee your Bill of Rights subject to the limitations of the Bill of Rights of the other parties.

7.2 General Conduct

- (a) Respect and adhere to the administrative and academic rules, procedures and structures established by the University Charter and the Statutes for the control, governance and operations of the University.
- (b) Respect the rights and privileges of the members of the University community at all times.
- (c) Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
- (d) Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
- (e) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions or at any other University functions.

7.3 Channels of Communication

In the redress of grievances, students shall be expected to go through the laid down channels and procedures as follows:

- (a) **Academic matters:** Class representatives, Academic Advisers, Heads of Department, Deans of Schools and Dean of Students in that order.
- (b) **Residential matters:** Student Hostel representatives, Housekeepers/Janitors, Hostel Officers, Wardens, Catering and Hostels Manager, Dean of Students, Registrar (Students Affairs) and Deputy Vice Chancellor (Student Affairs) in that order
- (c) **Community Matters:** Student representatives, Chief Security Officer, Dean of Students, - (Public Transport, Arrests, Tenancy, Trespass, Theft, Incitement, Power black-outs, etc),
- (d) Students and their organizations shall be expected to adhere to the procedures in (a) (b) and (c) above to ensure smooth and prompt processing of their grievances.
- (e) Failure to adhere to the above procedures shall be a violation of the university regulations.

7.4 Rules – Community Living

7.4.1 Residential Conduct

All students shall conduct themselves with responsibility and maturity while in residence at the University and in particular shall **Book rooms online for University residence OR Fill in Non-Residence Forms online one (1) week before the opening date. In addition shall** strictly observe the following:

- (a) Share rooms in addition to other facilities of common use. However, it shall be an offence to **‘pirate’** in the University hostels.
- (b) Only allow visitors/students to their rooms from **10.00 a.m.** up to **10.00p.m.** and in so doing shall pay due consideration and respect to their roommates.
- (c) Not remove or damage any facilities or equipment in their rooms or any other part of the hostels.

- (d) No cooking or selling of food in the hostels.
- (e) Not conduct any business in the hostels.
- (f) Other than an iron box, radio, mobile phones, TV and computers, the use of all other electrical and electronic appliances is prohibited in the University hostels.
- (g) Not reside with a member of the family in the University Hostels, e.g.
- (h) Child, mother, father or any other unauthorized persons unless in specified areas as may be identified by the University.
- (i) Not **cohabit** in the university hostels or any other official residence.
- (j) Not enter or remain in the opposite sex hostels between **10.00 p.m.** and **10.00 a.m.**
- (k) Not sublet University hostel rooms.

7.4.2 Hostel Keys

Each student shall be required to surrender room keys promptly if and when required.

7.4.3 Vacational Residence

- (a) All students shall leave the University premises at the end of every academic session. Permission for vacational residence shall only be granted by the Dean of Students on the advice from the Dean of the School that residence shall be required for the purpose of carrying out an academic assignment or for other reasons approved by the Dean of Students.
- (b) Vacational residence shall be in a specified hostel and paid for in advance at least two weeks before the start of the vacation.
- (c) Students shall vacate University premises immediately they are asked to on disciplinary grounds.

7.4.4. University Property

A student shall take reasonable care of property of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful and wanton destruction or misuse of such property by the student or group of students.

7.4.5. Music and Musical Instruments

- (a) Radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between **5.00 a.m.** and **11.00 p.m.**, and at no time should the sound be so loud as to cause disturbance to others.
- (b) Video entertainment shows are restricted to Friday and Saturday evenings only and at no time should the shows run past 2.00 a.m. On Sundays, the shows shall run until midnight. Video entertainments shall not be done in the halls of residence.
- (c) Discos and other dances shall be held on Friday and Saturday evenings only.

7.4.6 Noise and Nuisance

Students are not allowed to create unreasonable noise, or engage in unruly and rowdy behaviour to the disturbance or annoyance of other occupants of university premises.

III. General Rules

8.1 Fire-fighting Appliances

It is an offence against University regulations to interfere with, damage or remove any of the fire-fighting appliances other than for firefighting purposes.

8.2 Security of Students' Property

Students are advised to take reasonable care to ensure safety of their personal effects. While reasonable security shall be provided, the University is not liable for losses of or damage to students' personal property while on University premises.

8.3. Motor Vehicles/ Motor Cycles

- (a) A student shall not keep a motor vehicle and Motor cycles on university premises without prior written permission from the Deputy Vice Chancellor (Administration, Planning and Development through the Dean of Students). The Chief Security Officer will authenticate the validity of Insurance cover, current driving license and road worthiness of the vehicle before permission is granted. Permission may be refused or withdrawn at the discretion of the Deputy Vice Chancellor (Administration, Planning and Development). The offence shall be treated as trespass to property.
- (b) Students with permission to use motor vehicles shall be issued with stickers that indicate clearly where they have permission to park. Parking of vehicles shall be at the owners risk and the University shall not be held responsible for loss or damage for such vehicles. However, students shall not be permitted to operate commercial vehicles in the University.

8.4. Offences

8.4.1 Criminal Offences

The University has jurisdictional right over its students in criminal matters and other offences covered by the Laws of Kenya and THE PENAL CODE CAP 63. However these crimes may also be reported to the police. Notwithstanding any action that may be taken by other parties, the University will take independent disciplinary measures. These crimes shall include the following:

- i. Being drunk and disorderly
- ii. Drug abuse
- iii. Possession of illegal brew.
- iv. Drug trafficking.
- v. Fighting (affray).
- vi. Possession of dangerous weapons, e.g. daggers, arrows, guns, Explosives Devices, inflammable Materials etc.
- vii. Assault.
- viii. Assault causing actual bodily harm.
- ix. Arson, attempts to commit arson or attempts to destroy or injuries to property.
- x. Theft and other related offences, e.g. robbery and extortion.
- xi. Handling of stolen property

- xii. Obstruction to perform duty.
- xiii. Organizing and/or participating in unlawful demonstrations/processions/ incitement.
- xiv. Rioting
- xv. Forceful ejection of students and staff from lecture halls, Library Hostels and Offices.
- xvi. Rape or attempted rape.
- xvii. Kidnapping/abduction, detentions.
- xxviii. Sexual harassment, indecent assaults, defilement.
- xix. Indecent exposure/exhibition
- xx. Impersonation and false pretence.
- xxi. Forgery, fraud, counterfeiting.
- xxii. Illegal/unlicensed trade, e.g. hawking.
- xxiii. Trespass.
- xxiv. Aiding Suicide and attempted suicide.
- xxv. Concealing birth, killing of unborn child and abortion.
- xxvi. Abandonment of a minor
- xxvii. Subversion/Treason.
- xxviii. Murder, Manslaughter.
- xxix. Illegal assembly (Terror gang, Cults)
- xxx. Use of abusive or profane language
- xxxi. Inviting unauthorized guests/dignitaries without permission
- xxxii. Threats to endanger one's life or property
- xxxiii. Any other act that shall be deemed as a crime from time to time.

8.4.2. Civil Crimes

- (a) Failure to pay fines
- (b) Failure to honour summons
- (c) Failure to settle debts
- (d) Deviant behaviour such as wilful breakage of bottles etc.

8.4.3. Cyber Crimes

Misuse of internet or management information systems or electronic devices to:

- (a) Hack examination questions and manipulate of examination results
- (b) Defame others in the social media or send abusive text messages
- (c) Falsify admission records
- (d) Promote ethnic hatred/incitement
- (e) Transfer unauthorised information/materials
- (f) Access unauthorised information
- (g) Steal cash from ATMs

(h) Manipulate fee balances

8.4.4. Miscellaneous Offences

- (a) A student shall not threaten or hold hostage or extort or strike or physically harm any other student, or a member of staff or other employee of the University, or a member of public.
- (b) It shall be an offence for a student to interfere with the movement of University vehicles or cause traffic obstruction in or outside the campus.
- (c) Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University campus in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.
- (d) University facilities like halls, lecture theatres and common rooms may not be used by students for business, meetings and parties without written approval from the Dean of Students.
- (e) Students shall not be permitted to enter places on campus designated as 'Out of Bounds' or 'No through Way', such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works and other such areas as notified from time to time.
- (f) Students are not allowed to uproot/damage flowers/plants, deface buildings, harm/kill pets and domestic animals within the University precincts.
- (g) Students shall not be allowed to keep any kind of domestic animals and pets within the University precincts.

IV. Academic Matters

9.1. Leave of Absence

The University shall grant leave of absence from the University on the Following grounds only:

- (a) Sick leave up to 21 days
- (b) Maternity leave up to 21 days
- (c) Compassionate leave up to 10 days
- (d) Special leave up to 7 days

The request for leave shall **normally** be supported by documentary evidence. Where the leave exceeds 21 days, the student shall be required to defer studies.

9.2 Deferment and Withdrawal

Students who wish to defer and or withdraw from the University shall be required to fill deferment/withdrawal form obtained from Dean of Students or www.mu.ac.ke. The forms should be duly signed by the student, Dean of the School and approved by the Dean of Students, Deputy Vice Chancellor, Student Affairs and copied to Deputy Vice Chancellor, Academics, Research and Extension, Dean of School, Director of a Campus, Dean of Students and the student to retain a copy for their record.

The deferment period is allowed for one academic year. The student can subsequently re-apply for deferment of up to one academic year. Beyond that the studentship ceases.

9.3. Re-admission

Student seeking re-admission after the lapse of deferment period, shall submit the request to the Deputy Vice Chancellor (Academics, Research & Extension) through the Dean of Students. On the

recommendation of the Dean of Students to the Deputy Vice Chancellor (Academics, Research and Extension) the student shall be granted re-admission.

9.4 Violation of these procedures constitutes an offence

- (a) In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or any certified Medical Practitioner to the Dean of relevant School and the office of the Dean of Students. Where a private practitioner has treated a student the medical certificate shall be submitted to the University Medical Officer for record. The university is not responsible for student treatment outside its authorized medical facilities.
- (b) Leave Application Form (No. MU/SWO/502) is available at the Dean of Students' Office or online www.mu.ac.ke. The form must be filled by the applicant and approved by the Dean of Students **at least one day before** the leave begins. The University shall not entertain any claims where a student leaves without prior official permission.

9.5 Processions, Demonstrations and Ceremonies

- 9.5.1** It shall be an offence for any student while on campus to organize or participate in demonstrations, processions, ceremonies, or any other meetings for which permission has not been granted by the University or a government authority.
- 9.5.2** In addition to any other permits which may be required by the law, permission to hold meetings in the University precincts shall be given by the Dean of Students and a report made to Head of University Security Services.
- 9.5.3** Where such processions, demonstrations and ceremonies have been organised unlawfully, the organizers shall be subject to appropriate disciplinary action.

9.6 Correspondence

- 9.6.1** Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear the individual names and signatures.
- 9.6.2** It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students Organization.
- 9.6.3** Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- 9.6.4** Advertising notices must be in approved designated notice boards and shall be subject to approval by the Dean of Students office. However, those who are responsible shall remove such notices within one week after the advertised event takes place.
- 9.6.4** Correspondence through letters by individual students or by officials of the Students organizations (including student societies) to the following in matters pertaining to the university shall be sent through the office Deputy Vice Chancellor, (Student Affairs) and the Dean of Student who will forward as may be appropriate:
 - (a) Government officers
 - (b) Foreign governments
 - (c) Ministers and members of Parliament or other dignitaries
 - (d) Political parties
 - (e) Sponsoring bodies

(f) Other such bodies

9.6.5 Invitations to Government, Ministers, Government Officials, Politicians, Representatives of foreign governments or any other important persons to visit the University in their official capacities shall be notified within adequate time to the Vice Chancellor, through the Dean of Students and Deputy Vice Chancellor (Students Affairs).

9.7 Academic Responsibility

9.7.1 Senate considers attendance of lectures, tutorials, seminars, practical sessions, field courses, University examinations and other such scheduled courses of instruction as compulsory.

9.7.2 It is therefore an offence for a group or class to boycott lectures/practical/fieldwork for more than 48 hours consecutively. Such an offence may lead the whole group to be suspended from the University for a specified period.

9.7.3 It is an offence to interfere with or block scheduled activities.

9.7.4 Students who have missed more than 20% of scheduled lectures, tutorials, seminars, practical sessions and other instruction shall **NOT** be allowed to sit end of semester examinations and subsequently shall repeat the year or semester as shall be recommended by the Senate.

9.7.5 Absence from class for more than 20% contact period without permission is treated as absconding and shall lead to de-registration of one's studentship.

9.7.6 Students shall be expected to comply with all other regulations laid out by Departments, Schools, Institutes, Directorates, Campuses and Colleges or any other such units of the University.

9.8 Leadership

9.8.1

(a) Student who intends to contest for any elective position should meet the minimum academic requirements as follows:

- i. To contest, a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous University examinations.
- ii. A First year student intending to contest should have obtained credit pass (60%) average of C.A.T. marks.
- iii. Eligible candidates for elective posts in Students Governing Council (SGC) shall be limited to bona fide students who have cleared payments of **ALL** University fees that are due at that time as shall be confirmed by the Finance Officer.

The fulfillment of the above requirements shall be confirmed by the Dean of the respective school.

(b) No student shall be allowed to contest if one:

- i. Has been suspended from the University at any one time.
- ii. Has suffered from mental sickness/temporary insanity or any other
- iii. Infirmary that may hinder academic performance and leadership.
- iv. Has been involved in any criminal offence, convicted and reported to the University.

9.8.2 A member of the student council shall hold office for a term of one year and may be eligible for re-election for one final term. No such student shall be eligible to serve in any other capacity thereafter.

9.8.3 A person who has held office as a member of the student council of a University for two terms is disqualified from election as a member of the student council of any other University or constituent college in Kenya.

9.8.4 MUSO shall be governed by a students' council comprising of a Chairperson, a Vice Chairperson who shall be of opposite gender with the Chairperson, a Treasurer, a Secretary-General

who shall be the secretary to the Council and three other members to represent special interests of students.

9.8.5 Representation in Senate will be restricted to two elected students as prescribed in the statutes who may not necessarily be the Chairperson of MUSO.

9.8.6 Representation in Student Disciplinary Committee meetings shall be restricted to two members of Student Governing Council from the respective campus where the meeting is being held.

V. Disciplinary Actions

The discipline of students will be as follows;

10.1 Jurisdiction

The following provisions shall apply to all disciplinary action taken against students in respect of the disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

- (a) The responsibility of maintaining discipline in the University is vested with the Vice Chancellor who has delegated such powers on discipline of students to the Deputy Vice Chancellor (Student Affairs) for enforcement.
- (b) Administrative and Academic staffs of the University have authority to ensure that the rules and regulations are adhered to by all students.
- (c) Students on field/ industrial attachments and teaching practice shall be subject to the supervision of the officers under whom the University places them.
- (d) Any breach of the rules and regulations during the field/industrial and teaching practice shall be subjected to disciplinary action.

10.2 Enforcement of Regulations

In the event of breach of the regulations, and depending on the nature of the offence the officers referred to above shall adopt the following procedures:-

- (a) Shall require the student to make a written statement in response to the charges **within two (2) days**.
- (b) Shall warn or caution the student either verbally or in writing **within two (2) days**.
- (c) Shall report the student to the office of the Dean of Students in writing enclosing all documentary evidence for further processing **within 10 days of reporting the offence**. The Dean of Students shall:
 - (i) Investigate and establish whether there is a case to answer. In this respect, the Dean of Students may warn or caution the accused **within seven (7) days**.
 - (ii) Process the disciplinary offence and forward to the Deputy Vice Chancellor, Student Affairs **within fourteen (14) days**.
 - (iii) Or take any other action that may be deemed appropriate at that time.
- (d) The Student Disciplinary Committee is convened at least twice in a semester to deal with pending disciplinary cases.

10.3 Disciplinary Procedures

(a) There shall be a Students Disciplinary Committee of the Senate constituted as per Statute XXX as follows:

- i. Deputy Vice Chancellor Student Affairs (Chairperson)
- ii. Registrar Student Affairs (Secretary)
- iii. Three (3) Members of Academic staff approved by Senate
- iv. Two (2) Students nominated by Students Organisation
- v. Dean of Students
- vi. Legal Officer

(b) Meeting of the Disciplinary Committee

Except in cases dealt with under statute XXX, the Chairperson shall convene a meeting of the Disciplinary Committee at least twice per Semester after the report being received.

(c) Notice of Meeting

The Secretary shall notify both the student and the complainant within 14 (fourteen) days of the date, time and venue of the meeting and inform them of the requirement to attend and their right to call witnesses.

(d) The student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other commitments.

(e) Accused students are required to be accompanied by their parents/guardians whose names appear in Moi university records during the meeting. If a student appears with a person not in the records without any evidence of representing the guardian/parent will be expelled to show cause.

(f) Students who fail to appear before the Student Disciplinary Committee will be expelled to show cause for a period of not more than Thursday months.

(g) A student who has taken the University to court or has a pending court case shall be suspended from the University until the case is heard and determined. These shall also include students who intend to stop University activities for example Graduations, Examinations, Elections etc.

(h) In the event that such a student wants to be heard by the University Student Disciplinary Committee such a student shall be required to withdraw the case from the court.

(i) The Student shall be required to pay a disciplinary fee to be determined by the Committee from time to time.

(j) Students who have appeared before the disciplinary committee shall lose some privileges such as accommodation in the hostels.

(k) If a student is serving suspension and has another case to answer, he/she cannot appear before the disciplinary committee until the suspension period is over.

10.4 Procedure of the Committee

(a) All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of "Principles of Natural Justice" which are namely: That

- i. No one shall be a judge of his/her own case.
 - ii. Each party shall have the right to be heard and call witnesses.
 - iii. The accused has a right of appeal.
- (b) The Committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular the Committee shall ensure that both sides are heard and that persons required to be WITNESSES in the case do not sit as members of the Committee.
- (c) These proceedings are of management nature internal to the administration of the University and therefore shall not involve legal representation. However if a student wishes to be legally represented he/she must give notice to the secretariat to enable the University to instruct its lawyers appropriately.
- (d) The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

10.5 Powers of the Senate Students Disciplinary Committee

The Committee shall have powers to impose any one or more of the following measures, subject to ratification by the Senate. The Committee has powers to:

- a) Dismiss the case against the student.
- b) Warn or caution the student either verbally or in writing.
- c) Require the student to make good any loss or damages to commensurate with the nature and gravity of the offence committed.
- d) Require the student to pay a cash fine of such amount to be determined by the committee from time to time.
- e) Forfeit bursary or goods to the university.
- f) Exclude the student from the Halls of Residence for such a period as the Committee may deem fit.
- f) Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit.
- g) Suspend the student from the University for a specified period.
- h) Expel the student.

10.6 Executive Orders of the Vice Chancellor

- (a) For the purpose of expediting disciplinary processes, the Vice Chancellor shall have authority to take appropriate action against the breach of these regulations upon recommendations by the Dean of Students and the Deputy Vice Chancellor, Students Affairs, pending appearance before the Students Disciplinary Committee

- (b). Such an action shall be ratified during the regular Student Disciplinary Committee meeting.

10.7 Communication of Disciplinary Decisions

Subject to Statute XXX (k) the Deputy Vice Chancellor Students Affairs shall communicate the Committee's decision to the student; and such decisions shall take effect within three (3) working days.

10.8 Appeal

10.8.1 The student shall have the right to appeal to the Vice Chancellor against the decisions of the Students Disciplinary Committee and to Council against the decision of Senate within 14 (fourteen) days after official communication through a letter, email and text messages.

10.8.2. Procedure of Appeal

- (a) Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed to the Vice Chancellor within fourteen (14) days of the communication of Committee's decision.
- (b) Notice of appeal against Senate decision must be given in writing to the Chairman of Council through the Vice Chancellor within fourteen (14) days of the date of communication of the Senate decision.
- (c) On receipt of a copy of notice of appeal, the Secretary to the Disciplinary Committee shall send to the Vice Chancellor a copy of all the relevant minutes and documents pertaining to the hearing of the case.
- (d) On receipt of a copy of notice of appeal the Secretary of Council shall send to the Chairman of Council a copy of all relevant minutes and documents pertaining to the case.

10.8.3 Saving Clause

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

10.9 Clubs and Societies

- (a) Clubs and Societies may be formed for the advancement of the functions and objectives of the University in accordance with Statute XXX.
- (b) Clubs and Societies shall be self-supporting in all financial matters.

10.9.1. Procedures for forming Clubs and Societies

- (a) The students proposing to form a club or a society shall prepare a draft proposal which must include the following:
 - (i) Justification
 - (ii) Objectives

- (iii) Interim office bearers and patron
 - (iv) An indication of likely membership
 - (v) Possible sources of funding
- (b) The students shall then:
- (i) Discuss the proposal with the Dean of Students
 - (ii) Draw up the proposed club or society's constitution
 - (iii) Seek approval for the club and society from the Deputy Vice Chancellor Students Affairs through the Dean of Students.

10.9.2. Management of Clubs and Societies

- (a) All clubs and societies shall be managed in accordance with their approved constitutions.
- (b) All scheduled activities must have prior approval of the Dean of Students. For these purposes a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.

10.9.3. General Conduct of Clubs and Societies

- (a) Topics of discussion by outside guests shall be approved by the Deputy Vice Chancellor Student Affairs through the Dean of Students.
- (b) University facilities may not be used for district or national political campaigns.
- (c) Fund raising by students on campus shall not be allowed unless authorized by the appropriate Government authorities and approved by the Deputy Vice Chancellor Student Affairs through the Dean of Students.
- (d) Clubs and Societies must ensure that their activities are not for financial gains of their members.
- (e) Moi University shall not be responsible for any liabilities or debt incurred by a club or society. Should any debt or liability be incurred without the authority of the Dean of Students, the liability shall rest solely with the person(s) who incurred it.

10.10 Protection of Name

Any individual, Students Organization, Club or Society may not use the name "Moi University" without the written approval of the Deputy Vice Chancellor, Student Affairs through the Dean of Students.

VI. Irregularities in University Examinations

11.0 Examination irregularities during examination shall include:

- (i) Having unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, Jackets/overcoats, clipboards, writings on

adjacent walls, desks, tables, bags, electronic devices, such as mini computers, calculators, cell phones, pagers etc.

- (ii) Any writing or drawings or other work found with or on a candidate during an examination other than in his/her answer-book or supplementary answer book shall be regarded as an attempt to cheat.
- (iii) Reading answer scripts belonging to another candidate.
- (iv) Copying from or making references to unauthorized material(s) in the examination room.
- (v) Obtaining assistance from another candidate/non-candidate, and/or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- (vi) Destroying evidence which may be used as proof of an examination irregularity.
- (vii) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- (viii) Writing on examination question papers.
- (ix) Permitting another candidate to copy from or make use of one's papers.
- (x) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (xi) Attempting to copy from or make reference to unauthorized material in the examination room.
- (xii) Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body, or any other material.
- (xiii) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
- (xiv) Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examinations. The University shall provide security during examinations.
- (xv) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.
- (xvi) Being involved in examination leakage, by obtaining examination question papers before the date and time of the examination, either by stealing, buying or being aided by a member of staff, another student or any other person.

11.1 Procedure for Dealing with Examinations Irregularities

- (i) Invigilators shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.

- (ii) When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (iii) The Invigilator shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.
- (iv) The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Deputy Vice-Chancellor (Academics, Research and Extension) by the Main Invigilator.
- (v) Likewise, the invigilator shall at end of the examination make a report of the case to the Head of Department immediately after the examination by filling the incident form and in any case no later than 24 hours after the examination.
- (vi) The Head of Department shall report the case of examination irregularity to the DVC (A, R & E) within seven days of receipt of irregularity report.
- (vii) The Head of Department while reporting the case of the examination irregularity must submit the invigilator's report, candidate's statement and any unauthorized materials found with the student and the same recorded and signed for by an officer in the Examinations Centre receiving the materials.
- (viii) The Chairman of the Standing Committee of Senate on Examination Irregularities shall set a date for hearing of examination irregularity cases occurring in the semester/term within three weeks after the end of the examination period for the affected case.
- (ix) The Chairman of the Standing Committee of Senate on Examination Irregularities shall communicate the date of the examination irregularity disciplinary meeting to the affected student and parents/guardians, members of the Standing Committee of Senate on Examination Irregularities and witnesses (invigilators) who detected the alleged offenders at least 14 days before the case date.
- (x) A student appearing before the Standing Committee of Senate on Examination Irregularities shall pay a disciplinary fee of Ksh.3000.00 or as may be determined by Senate from time to time.
- (xi) A student who is alleged to have committed an examination irregularity shall be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.
- (xii) Those giving evidence shall not be members of the Committee.
- (xiii) The Standing Committee of Senate on Examination Irregularities shall meet; interview the affected student and witnesses to reach verdicts which are then communicated to the affected student within 7 days of hearing of the case by the DVC (A, R & E).
- (xiv) In the event that the Committee is unable to reach a verdict by consensus, a vote shall be taken by the three members of Senate, the Dean of the School, and the Dean of Students. If a tie is registered during voting, the chairman shall take a vote to unlock the tie;
- (xv) The Deputy Vice Chairman (A, R & E) shall present the report and recommendations of the Standing Committee of Senate on Examination Irregularities to Senate within one month of sitting for noting and ratification.

(xvi) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Head of Department considers that an examination irregularity has occurred, a full report shall be made to the Chairman of the Standing Committee and the Deputy Vice-Chancellor (Academics, Research and Extension), through the Dean.

11.2 Examination Irregularities shall be classified as Follows:

Group I

- (i) Being found in the examination room in possession of the prohibited items stated in section 12(6) of this document.
- (ii) Writing on the question paper.
- (iii) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.

Group II

- (i) Having unauthorized material in an examination room written on paper or other materials.
- (ii) Having unauthorized material in an examination room in electronic devices such as mini computers, calculators and cell phones or any other device.
- (iii) Reading or attempting to read answer scripts belonging to another candidate.
- (iv) Forging an examination card and using it to sit an examination or sitting an examination when not authorized.
- (v) Refusing to write a statement

Group III

- (i) Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.
- (ii) Permitting another candidate to copy from or make use of one's papers to answer questions.
- (iii) Copying from the examination papers of another candidate.

Group IV

- (i) Carrying examination scripts/answer sheets, one's or another candidate's out of the examination room.
- (ii) Indicating conflicting registration numbers on the answer booklet and the examination attendance sheet.
- (iii) Obtaining or attempting to obtain assistance from another candidate, student or person (impersonation), and/or giving or attempting to give assistance to another candidate or student

(impersonation), directly in answering an examination paper. If the imposter is not a student of Moi University, the University shall be at liberty to file a criminal charge of impersonation in a court of law against the person.

- (iv) Accessing a question paper or questions of an examination before the date and time scheduled for the examination.
- (v) Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.
- (vi) Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.
- (vii) Destroying evidence which may be used as proof of an examination irregularity.
- (viii) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties and assaulting the invigilator or causing him or her actual bodily harm.
- (ix) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (x) Sitting for examinations at a time when one is on suspension or has been expelled to show cause.
- (xi) Committing a subsequent irregularity after being warned or suspended and readmitted.
- (xii) Failing to appear before the Senate Standing Committee on Examination Irregularities when one has been summoned to do so after a suspected examination irregularity. In this case, the candidate shall be expelled to show cause.
- (xiii) Any evidence of cheating in an examination that may be detected during or after marking.

Group V

- (i) Being involved in an examination leakage.

Group VI

- (i) Changing of marks in the mark sheet or transcript by a student or employee of the University.
- (ii) Any emerging evidence of cheating, plagiarism, falsification of examination results or having committed any of the offences in group I-IV above after the student has graduated.
- (iii) Forgery or falsification of academic testimonials and /or uttering of the same to derive benefit when one is still a student or after one has graduated.

11.3. Disciplinary Action

If it is evidently established that a candidate has committed an examination irregularity, disciplinary action shall be taken immediately. Although an attempt has been made to match an examination irregularity with a disciplinary action(s) by making them fall in the same group, disciplinary action may include either one or a combination of the following:

Group I

- (i) Issuance of a warning letter to the candidate.
- (ii) Cancellation of examination results in the affected course and issuance of a warning letter.

Group II

Cancellation of the examination results for the course and suspension of the candidate for one (1) academic year.

Group III

Cancellation of the examination results for the course and suspension of the candidate for a period of two (2) academic years.

Group IV

Cancellation of all examination results and expulsion of the candidate from the University.

Group V

- (i) Expulsion of the student from the University.
- (ii) Notifying the student's employer about the malpractice, if s/he is on employment.
- (iii) Having a member of staff involved in the leakage face disciplinary action as per the terms of service.**
- (iv) Preferring charges in a court of law on masterminds of examination leakage.

Group VI

- (i) Expulsion of the student from the University.
- (ii) Having a member of staff involved in changing of marks face disciplinary action as per the terms of service.
- (iii) Withdrawal or cancellation of the degree/diploma/certificate conferred on or awarded to the candidate.
- (iv) Preferring charges in a court of law.

11.4. Appeals

- (i) There shall be a Standing Examination Irregularities Appeals Board appointed by Senate to hear examination irregularity appeal cases whose membership shall be as follows:
 - Chairman - Chairman of Senate or Nominee
 - Members - 3 members of Senate and the Dean of the School, and Dean of Students.
 - Legal Officer

In attendance.

- The Registrar (Academics, Research and Extension)
- Deputy Registrar (Examinations) – secretariat

(ii) Any appeal shall be made in writing within 21 days of the decision of the Standing Committee on Examination Irregularities to the Chairman of Senate who shall assess the appeal request and if in his/her the opinion the appeal:

- Merits another hearing, s/he shall cause a meeting of the Committee to be convened within 21 days after receiving such a request.
- Does not merit another hearing, dismisses the case and informs the appellant accordingly within 14 days of receipt of such a request.

(iii) The Registrar (Academics, Research and Extension) shall invite the student who has appealed to appear before the Standing Committee on Examination Irregularities.

(iv) The Standing Examination Irregularities Appeals Board shall only consider the grounds of appeal presented by the student. There shall be no fresh hearing or presentation of new evidence during the hearing of the appeal.

(v) The Standing Examination Irregularities Appeals Board may make any of the following decisions: confirm the earlier decision of the Standing Committee, amend, vary or arrive at a new ruling on the case.

(vi) The Standing Examination Irregularities Appeals Board shall report its findings to Senate for consideration within one month of hearing the appeal and the outcome communicated to the student by the Chairman of Senate within 5 working days after Senate consideration.

(vii) No other appeal shall be entertained after Senate has considered the report of the Standing Examination Irregularities Appeals Board and pronounced its verdict.

DECLARATION

I.....

ID No.....

Declare that I have read the regulations governing the organization, conduct and discipline of students at Moi University, and understood their content and meaning, and undertake to abide by them.

Signed.....

Date.....

School

Admitted to:.....

Registration No.....



**OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMICS, RESEARCH & EXTENSION)**

Tel (053) 43001 – 8
(053) 43620
Fax: (053) 43047
Telex: (053) 35047

P.O. Box 3900 – 30100
Eldoret
Kenya

REF: MU/ACD/PAO/1

.....

.....

.....

.....

Dear

RE; PAYMENT OF FEES

This is to further advise you that fees can be paid at any of the following commercial bank branches countrywide:

GOVERNMENT SPONSORED STUDENTS

- STANDARD CHARTERED BANK(A/C NO.0102017899500) ELDORET BRANCH
- CO-OPERATIVE BANK OF KENYA (A/C NO.01129046897100) ELDORET BRANCH
- NATIONAL BANK OF KENYA (A/C NO. 01021029582000) ELDORET BRANCH
- KENYA COMMERCIAL BANK (A/C NO. 1102490296) ELDORET BRANCH

NOTE: The University does not accept Personal-Cheques, Money Orders, Postal or Cash.

DEPUTY VICE CHANCELLOR (ACADEMICS, RESEARCH & EXTENSION)

MOI UNIVERSITY
LETTER OF ACCEPTANCE BY THE CANDIDATE

(MUJI/1A to be completed by those accepting the offer)

Dear Sir,

Candidate's Name

(Surname /Last Name)

(Other Names)

Admission Ref. No. _____ Phone No. _____ ID/Birth Cert. No. _____

Email address _____

With reference to your letter offering me a place in the School of _____

for a course leading to the Degree / Diploma of _____

this is to confirm that I DO ACCEPT the offer and I PROMISE TO ABIDE by the rules and regulations governing the conduct and discipline of the students of Moi University and I hereby undertake to complete the course for which I have been accepted in Moi University unless I am requested to discontinue by the University authorities.

I understand the change of School or Department will be permitted only by authority of Senate.

I shall accept the regulations made from time to time for the good order and government of the University.

Yours faithfully,

Signature of Candidate:

Date:

NOTE: If you are not accepting this offer, please complete MUJI/1B.

MOI UNIVERSITY
LETTER OF ACCEPTANCE BY THE CANDIDATE

(MUJI/1B to be completed by those declining the offer)

Dear Sir,

Candidate's Name

(Surname / Last Name)

Admission Ref. No. _____ Phone No. _____ ID/Birth Cert. No. _____

Email address _____

with reference to your letter offering me a place in the School of _____

For a course leading to the Degree/Diploma of _____

This is to confirm that **I DO NOT ACCEPT** the offer

Yours faithfully,

Signature of Candidate:

Date:

NOTE: If you are not accepting this offer, please complete MUJI/B and return immediately to:

DVC (ACADEMICS, RESEARCH & EXTENSION)
MOI UNIVERSITY
P.O. BOX 3900 – 30100
ELDORET

A. BOOKING PROCEDURE

All rooms shall be booked online as outlined in the procedure below

1. Visit the University website <https://www.mu.ac.ke> scroll down that page under **ONLINE SERVICES** click **Room Booking Portal** or visit the portal directly by clicking <https://muhms.mu.ac.ke>
2. You will require your **registration number, ID number** and a **working email address**.
3. To use the system for the first time click **Home** then go to **Retain/Book room** then click on **register**
4. To book room:
 - i) Go to Retain/Book Room, :
 - ii) Enter your Username and Password and
 - iii) Click on login.

Follow the three steps outlined after logging in

5. After booking a room, wait for approval by relevant authorities and confirmation of booking status.
6. The booking form will be printed on the opening day by the School Accountant or assigned ICT staff upon confirmation of payment of requisite tuition fees.
7. The room booking form is to be presented to the Housekeeper alongside the copies of the accommodation banking in slip

B. PAYMENT PROCEDURE

1. All payments must be made to the Moi University Accommodation Deposit Account: **National Bank - 01021027999600**. Kindly be sure to indicate your **NAME** and **REG NO** on the deposit slip.
2. The payments must correspond to the rates of the Hostel/Room booked.
3. Any false information will be treated as a disciplinary case.

C. GENERAL INFORMATION

- Only bonafide Moi University Students are allowed to book rooms using this portal.
- Remember to visit the site for any latest communication.

D. NON-RESIDENT STUDENTS

1. Follow directions as indicated in No. 1& 2 of booking procedure above
2. Fill the Non-Resident form
3. See the School Accountant for confirmation of requisite tuition fees.

PART III:TERMS AND CONDITIONS OF OCCUPANCY

1. Students can book their rooms online at <https://muhms.mu.ac.ke> as stipulated in MUJI/1C
2. The University reserves the right of allocation.
3. There is no guarantee of an applicant accommodation
4. The allocation of Bed space is provisional and only confirmed on full payment of required rent for the full duration of the Semester. Only then will the University assign keys and other items to the allottee.
5. Once allocated a room, the allottee will not be allowed to transfer except on permission on medical or such other approved grounds. The transfer must be in writing and approved by the Warden and Senior Hostels Officers.
6. The occupant will be held responsible for any loss of property or damage to the facility including fittings in the room.
7. Cooking and hawking/illegal trade are prohibited in the rooms and hostels premises Disciplinary action will be taken on those residents found in violation of this condition.
8. Any student found sub-letting the allocated room or hosting any other students or members of the public will face disciplinary action.
9. Residents are warned not to create noise or disturb other students by playing loud music or engage in any unbecoming activities that will be detrimental to other users in the hostels. Disciplinary action will be taken on those that do not obey this rule.
10. At the end of each semester, the residents must clear and hand over the University property at their disposal to the respective House Keepers. Failure to hand-over will result to a penalty which will be decided from time to time.
11. The students are expected to adhere to the University Rules and Regulations as contained in the Students Handbook.

PART IV

Please read and study the Terms and Conditions of Occupancy and sign here below as your acceptance:

Name:.....Sign.....Date.....

PART V: FOR OFFICIAL USE ONLY: MAIN/COLLEGE OF HEALTH SCIENCES

1.	Clearance Certificates from Finance Officer No:.....
2.	Hostel Allocated.....Room No..... CategoryReceipt MR..... Room Deposit Paid Kshs.....Receipt MR. No..... Other payment Kshs.....Receipt MR. No.....
3.	Signed House/Keepers.....Date.....
4.	Signed: Hostels Officer.....Date.....
5.	Signed Senior Hostels Officer.....Date.....
6.	Approved: Catering & Hostels Manager.....Date.....

MOI UNIVERSITY

STUDENT'S PERSONAL DETAILS



Information provided in this Form is intended to help the Office of the Deputy Vice Chancellor (Academics, Research & Extension) understand the student better. It will be used for purposes of improving the student's welfare while at the University. (To be completed in quadruple (4 copies) and **in capital letters**. Attach a colored passport size photograph taken on a **yellow background** on each form. (**NOT FROM A "PHOTO ME" MACHINE**))

1. Full name: (Surname or last Name) _____ (Mr., Mrs., Miss)

 Other names) _____
2. National Identity Registration No.(ID) _____ Sub-County _____
3. University Admission Number _____
4. Date of Birth _____
5. Religion _____
6. Nationality _____
7. Home Contact Address _____
 Cell Phone _____ Parent/Guardian Cell Phone _____
8. _____
- (a) Marital Status _____
- (b) Name and Address of Spouse (if married) _____
- (c) Occupation of Spouse _____
- (d) Number of Children _____
9. Full name of father _____ Deceased/Alive
10. Full name of mother _____ Deceased/Alive
11. a) Occupation of Father _____ Date of birth _____
 b) Occupation of mother _____ Date of birth _____
12. Number of brothers and sisters _____
13. Place of birth: village/Town _____
 Location _____ Name of Chief _____
 Sub County _____ county _____ Region _____
14. Place of Permanent Residence: Village/Town _____
 Nearest Town _____ Location _____ Name of Chief _____
 Sub County _____ county _____ Region _____
 Nearest Police Station _____
15. Give names and address of two persons who can be contacted in case of an emergency.
 (a) Name _____ Relationship _____
 Address & Tel. No. _____

Email Address _____

(b) Name _____ Relationship _____
Address & Tel. No _____

16. Name and address of School attended for 'O' Level _____
_____ year completed _____

17. K.C.S.E Results (Subjects and Grades)

_____ Index Number _____

18. Any other instructions/Attended and qualifications attained

19. Games/Sports: Which games are you interested in?

20. Clubs, Societies and hobbies. Which clubs, societies and hobbies are you interested in?

21. Do you suffer from any physical impairment? If so give details

22. Please give any information you think is useful for you to communicate to the University

I certify that the information I have provided is correct.

Signature _____ Date _____

MOI UNIVERSITY

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- (c) Occupation of Spouse _____
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12. Number of brothers and sisters _____
13. Place of birth: village/Town _____
 Location _____ Name of Chief _____
 Sub County _____ county _____ Region _____
23. Place of Permanent Residence: Village/Town _____
 Nearest Town _____ Location _____ Name of Chief _____
 Sub County _____ county _____ Region _____
 Nearest Police Station _____
24. Give names and address of two persons who can be contacted in case of an emergency.
 (a) Name _____ Relationship _____
 Address & Tel. No. _____

Email Address _____

(b) Name _____ Relationship _____

Address & Tel. No _____

25. Name and address of School attended for 'O' Level _____
_____ year completed _____

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I certify that the information I have provided is correct.

Signature _____ Date _____

MOI UNIVERSITY

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33. Give names and address of two persons who can be contacted in case of an emergency.
 (a) Name _____ Relationship _____
 Address & Tel. No. _____

Email Address _____

(b) Name _____ Relationship _____

Address & Tel. No _____

34. Name and address of School attended for 'O' Level _____
_____ year completed _____

35. K.C.S.E Results (Subjects and Grades)

_____ Index Number _____

36. Any other instructions/Attended and qualifications attained

37. Games/Sports: Which games are you interested in?

38. Clubs, Societies and hobbies. Which clubs, societies and hobbies are you interested in?

39. Do you suffer from any physical impairment? If so give details

40. Please give any information you think is useful for you to communicate to the University

I certify that the information I have provided is correct.

Signature _____ Date _____

MOI UNIVERSITY

STUDENT'S PERSONAL DETAILS



Information provided in this Form is intended to help the Office of the Deputy Vice Chancellor (Academics, Research & Extension) understand the student better. It will be used for purposes of improving the student's welfare while at the University. (To be completed in quadruple (4 copies) and **in capital letters**. Attach a colored passport size photograph taken on a **yellow background** on each form. **(NOT FROM A "PHOTO ME" MACHINE)**)

1. Full name: (Surname or last Name) _____ (Mr., Mrs., Miss)

Other names) _____

2. National Identity Registration No.(ID) _____ Sub-County _____

3. University Admission Number _____

4. Date of Birth _____

5. Religion _____

6. Nationality _____

7. Home Contact Address _____

Cell Phone _____ Parent/Guardian Cell Phone _____

8. _____

(a) Marital Status _____

(b) Name and Address of Spouse (if married) _____

(c) Occupation of Spouse _____

(d) Number of Children _____

9. Full name of father _____ Deceased/Alive

10. Full name of mother _____ Deceased/Alive

11. a) Occupation of Father _____ Date of birth _____

b) Occupation of mother _____ Date of birth _____

12. Number of brothers and sisters _____

13. Place of birth: village/Town _____

Location _____ Name of Chief _____

Sub County _____ county _____ Region _____

41. Place of Permanent Residence: Village/Town _____

Nearest Town _____ Location _____ Name of Chief _____

Sub County _____ county _____ Region _____

Nearest Police Station _____

42. Give names and address of two persons who can be contacted in case of an emergency.

(a) Name _____ Relationship _____

Address & Tel. No. _____

Email Address _____

(b) Name _____ Relationship _____

Address & Tel. No _____

43. Name and address of School attended for 'O' Level _____
_____ year completed _____

44. K.C.S.E Results (Subjects and Grades)

_____ Index Number _____

45. Any other instructions/Attended and qualifications attained

46. Games/Sports: Which games are you interested in?

47. Clubs, Societies and hobbies. Which clubs, societies and hobbies are you interested in?

48. Do you suffer from any physical impairment? If so give details

49. Please give any information you think is useful for you to communicate to the University

I certify that the information I have provided is correct.

Signature _____ Date _____

MOI UNIVERSITY

STUDENTS ENTRANCE MEDICAL EXAMINATION

IMPORTANT:

Student is requested to complete part I of this Form, part II should be completed by the Medical Officer examining the student. The completed form should be forwarded to the Medical Officer, Moi University, P.O. Box 3900, ELDORET.

PART I

(a) Student's Surname _____

 (Other Names) _____
 Date and place of Birth _____
 Nationality _____ Sex _____
 Admission No: _____ Phone No _____
 School _____ Email address _____
 Single/Married _____
 Name, Address and Telephone Number of Parent/Guardian/Next of Kin _____

(b) Have you ever been admitted into a hospital _____

 If so, state reason for admission and date _____

(c) Have you had any of the following illnesses? (Delete as necessary)

Tuberculosis or other chest infection?.....	Yes/No
Fits, Nervous disease or fainting attacks.....	Yes/No
Heart Disease or Rheumatic Fever.....	Yes/No
Any disease of the Digestive system.....	Yes/No
Allergies to food or drugs.....	Yes/No
Malaria.....	Yes/No
Sexually Transmitted diseases.....	Yes/No
Poliomyelitis.....	Yes/No

If the answer to any of the above is **Yes**, please give details with dates _____

If there are any other – relevant details of your medical history not covered by the above questions, please give particulars.

(d) Has any member of your family suffered from:

(i) Tuberculosis.....	Yes/No
(ii) Insanity or mental illness.....	Yes/No
(iii) Diabetes Mellitus.....	Yes/No
(iv) Heart Disease.....	Yes/No

- (e) Have you been immunized against any of the following diseases:-
- (i) Small pox.....Yes/No
 - (ii) Tetanus.....Yes/No
 - (iii) Poliomyelitis.....Yes/No

Signature of Student _____
 Date _____

PART II (To be completed by the Examining Medical Officer)

- (a) Height _____ weight _____
- (b) VISUAL ACUITY
- | | | |
|-----------------|-----|-----|
| Without glasses | | |
| With glasses | R.6 | L.6 |
| With glasses | R.6 | L.6 |
- (c) Hearing: Right Ear _____ Left Ear _____
- (d) Condition of:
- | | |
|-------------|------------------------|
| Teeth _____ | Throat _____ |
| Ears _____ | Lymphatic glands _____ |
| Nose _____ | |
- (e) Circulatory system:
- Pulse _____
- Heart _____
- Blood pressure: Systolic _____ Diastolic _____
- (f) Respiratory system
- Chest X-Ray (optional depending on Clinical findings)
-
- (g) Abdomen; any palpable masses – physiological or pathological?
- Liver _____
- Spleen _____
- Uterus _____ L.M.P. _____
- (h) Urine: Albumin _____ Sugar _____
- (i) Is the student on any treatment?
 - (ii) Any other observation of importance

Name of Medical Officer _____

PART III

(To be completed by MOI University Medical Doctor, after the student has registered with the University)

Special Remarks

Is the student fit for University Education _____ Yes/No

Date _____

University Doctor _____

(NAME)

Signature _____