



# **ALUPE UNIVERSITY COLLEGE**

*(Constituent College of Moi University)*

## **STUDENT JOINING INSTRUCTIONS**

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# ALUPE UNIVERSITY COLLEGE

## 1. TRAVELING TO ALUPE UNIVERSITY COLLEGE

### **Background**

Alupe University College (AUC), which is a Constituent College of Moi University, is one of the newest University Colleges in the Country. It was established through the Alupe Legal Order Gazette Notice No 163 of 24<sup>th</sup> July 2015. Its Council was constituted vide special gazette notice No.136 of 7th November 2016. It was started following a request by the then Busia North community to the then President of Kenya H.E Hon Mwai Kibaki when he visited the area on 18th September 2007. Subsequently it started as the Alupe Campus of Moi University in 2008.

The University College has 200 acres of land in Busia County. It is located 7 kilometres from Busia town on the Busia-Malaba Road. It is 23 kilometres from Malaba town. It is situated in Teso South constituency of Busia County and is the only Public University in the Busia County. It neighbours Uganda and therefore will expand the international student exchange programs including cross border training and research in the East African region.

The Alupe University College aspires to be a centre of excellence in integrated training and research in the health, biological, agricultural, animal, information and engineering sciences. Its goal is to harness the strengths of this integrated approach to enable the Country attain vision 2030. It will work with the neighbouring KEMRI, KALRO and LBDA scientists in teaching, research and service provision to the Kenyan population and in the region. Alupe University College aims to be the *Bastion of Knowledge* in the sciences and in education, business studies, economics, social sciences, human resource development and hospitality.

The University College is served by Public transport, which operates, from Busia Town and Malaba Town. Students reporting from Busia town can board the matatus at the matatus terminus or main stage, while those reporting from Malaba can take a Matatu or any other Public Conveyance.

## 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 Alupe University College. Any student arriving after 5.00p.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 College.

#### 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: **website [www.auc.ac.ke](http://www.auc.ac.ke)**.

#### 5. STUDENTS' PERSONAL DETAILS FORM AUCJI/2

You are required to complete the AUCJI/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 (AUCJI/2) together with the acceptance letter AUCJI/1A to the Deputy Principal (Academic, Student Affairs and Research) 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 Bankers 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 College 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 College. **Form AUCJI/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 COLLEGE

A health clinic is opened to all students. Please note that the University College; does not provide health services as detailed in **9** and **10** below. The University College is not responsible for expenses incurred with hospitals, physicians or pharmacists without prior referral. All students **MUST** register and pay annual subscription to NHIF.

#### 9. NON-RESIDENT STUDENTS

Students not residing in the University College identified Hostels are expected to make their own arrangements for medical attention. However, when on campus, services of the University College Clinic will be open to them.

## 10. DENTAL AND OPTICAL TREATMENT

The University College 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 College. Students with dental and eye problems will be directed to the Alupe Sub-County Referral Hospital for treatment.

## 11. GAMES AND SPORTS

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

The University College 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. 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 College 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                               |

The University College 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.

## 12. CONDITIONS FOR REGISTRATION

No student will be registered without producing the following:-

- The admission letter
- Original result slip/certificate (which will be returned to the student after verification of its authenticity)
- Two photocopies of the Result slip/certificates
- Four 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) Two copies of passport size photographs taken against a sky blue background

### 13. REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS

13.1 All University College students are expected to observe regulations governing the conduct and discipline of students while in the University. The regulations are outlined for your information and compliance.

13.2 Students are required to sign a form No. AUCJI/1A 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.”

#### 13.3 Definitions

- a) ‘*Student*’ means a person registered by the University College for the purpose of receiving instructions in a particular area of study with a view to obtaining a qualification of the University College or any other person who is determined by the Alupe University College Academic Board (CAcB) to be a student.
- b) *Dismiss the case* means officially that an allegation that a student violated an article of this regulations was not supported or upheld by convincing and reliable evidence.
- c) *Warn or to caution* means to reprimand in writing a student who has committed a light offence and to require of him/her to desist from such an offence in the future.
- d) *Making good on any loss or damage* means paying in monetary terms an amount equivalent to the value of the item lost or damaged.
- e) *Suspension* means the withdrawal of some or all University College privileges accorded to a student for a specified period of time.
- f) *Exclusion from halls of residence* means the withdrawal of some or all privileges relating to the student’s use of or access to the University College’s residences.
- g) *Expulsion from the University College* means termination of all student’s rights and privileges in the University College, with no possibility of re-admission.
- h) *Pirating* means use of University College hostel rooms and other hostel facilities by a student without having paid the requisite accommodation fees or without authority.
- i) *Cohabiting* means students of the opposite sex living together in a University College hostel room without authority and maintaining a husband-wife like relationship without being legally married.
- j) *Leave of absence* means permission granted to a student by the relevant University College authorities to be away from the institution for a specified period of time, usually not exceeding 21 days, on compassionate grounds or to allow her or him attend to some important function/assignment.
- k) *Deferment* means postponement of studies by a student for one or more academic years on financial grounds or for other reasons with authority from the University College.
- l) *Withdrawal from the University College* means to officially leave the University College by a student without the possibility of coming back to continue with studies.
- m) *Re-admission* means the act of allowing a student who had deferred studies to return to the University College to continue with studies.
- n) *Expel to show cause* means to formally inform a student that his/her studentship is terminated unless convincing or justifiable reasons as to why these should not be affected are given.
- o) “*Ten to ten rule*” means the period between 10pm and 10am when students resident in University College hostels are prohibited from receiving or entertaining visitors or members of the opposite sex in their rooms.

p) *Dress Code* means appropriate attire not revealing or exposing the self

## **I PRELIMINARY**

- 1.1 These regulations are made by the University College Council and CAcB in accordance with the provisions of Universities Act 2012 and Statutes XXVIII whose objective and purpose are, among others, to provide for the control, governance and administration of the University College.
- 1.2 The Principal, as per the Universities Act 2012 and Statute XXVIII on Student Matters, shall be responsible to the University College Council for the general conduct and discipline of the students.
- 1.3 These regulations shall apply to **ALL** students of Alupe University College and its Campuses subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with statutes in general and particularly Statute XXVIII.
- 1.4 These regulations shall not preclude the University College from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University College.
- 1.5 Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

## **II DISCIPLINARY AUTHORITY**

For purposes of these regulations the Principal, acting on behalf of Council, is the disciplinary authority of the University College and may in that capacity:

- a) Vary or add to the list of disciplinary offenses specified herein.
- b) Suspend any student(s), suspected of committing an offence under these regulations, from the University College pending further disciplinary measures.
- c) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

## **III THE CONDUCT OF STUDENTS**

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

### **3.1 Bill of Rights**

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

### **3.2 General Conduct**

- a) Respect and adhere to the administrative and academic rules, procedures and structures established by the University College Legal order 2015 and the Statutes for the control, governance and operations of the University College.

- b) Respect the rights and privileges of the members of the University College community at all times.
- c) Refrain from any conduct that might bring the University College 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) Be in the acceptable Dress Code at all times and in particular while attending lectures, practical sessions, Clinical rounds, industrial/field attachment or at any other University College function.

### 3.3 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, Chair of Departments, Deans of Schools and Deputy Principal (ASAR) .
- b) **Residential matters:** Housekeepers/Janitors, Hostel Officers, Wardens, Catering and Hostels Manager, Dean of Students, Registrar (Student Affairs) and Deputy Principal (ASAR) in that order.
- c) **Community Matters:** 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 College regulations.

## IV RULES – COMMUNITY LIVING

### 4.1 Residential Conduct

- a) All students shall conduct themselves with responsibility and maturity while in residence at the University College and in particular shall **Book rooms online for University residence OR Fill in Non – Residence Forms online one (1) month before the opening date. In addition shall** strictly observe the following:
  - b) Share rooms in addition to other facilities of common use. However, it shall be an offence to ‘pirate’ in the University College hostels.
  - c) Only allow visitors/students to their rooms from 10.00 a.m. up to 10.00 p.m. and in so doing shall pay due consideration and respect to their roommates.
  - d) Not remove or damage any facilities or equipment in their rooms or any other part of the hostels.
  - e) No cooking or selling of food in the hostels whatsoever.
  - f) Not conduct any business in the hostels.



- g) 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 College Hostels.
- h) Not reside with a member of the family in the University College Hostels, e.g. child, mother, father or any other unauthorized persons unless in specified areas as may be identified by the University College.
- i) Not cohabit in the University College hostels or any other official residence.
- j) Not enter or remain in the opposite sex' hostels between 10.00 p.m. and 10 a.m.
- k) Not sublet University College hostel rooms.

#### **4.2 Keys**

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

#### **4.3 Vacational Residence**

**4.3.1** All students shall leave the University College 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.

**4.3.2** Vacational residence shall be in specified hostels and paid for in advance at least two weeks before the start of the vacation.

**4.3.3** Students shall vacate University College premises immediately they are asked to on disciplinary grounds.

#### **5.0 UNIVERSITY COLLEGE PROPERTY**

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

#### **6.0 MUSIC AND MUSICAL INSTRUMENTS**

6.1 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. Pursuant to NEMA Legal Notice No. 61 which states, Sound level dB 60 DAY; 6am – 10pm; NIGHT 10pm – 6am dB 35.

6.2 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.

6.3 Discos and other dances shall be held on Friday and Saturday evenings only.

#### **7.0 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 College premises.

## **8.0 GENERAL RULES**

### **8.1 Fire-fighting Appliances**

It is an offence against University College regulations to interfere with, damage or remove any of the fire-fighting appliances other than for fire fighting 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 College is not liable for losses of or damage to students' personal property while on University College premises.

### **8.3 Motor Vehicles/Motor Cycles**

A student shall not keep a Motor vehicle and Motor cycles on University College premises without prior written permission from the Deputy Principal Administration Finance, and Development (AFD) through the Dean of Students. The Chief Security Officer will authenticate the validity of Insurance cover, current driving licence and road worthiness of the vehicle before permission is granted. Permission may be refused or withdrawn at the discretion of the Deputy Principal (AFD), The offence shall be treated as trespass to property.

## **9.0 OFFENCES**

### **9.1 Criminal Offences**

The University College 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 College will take independent disciplinary measures.

These crimes shall include the following:

- i. Being drunk and disorderly
- ii. Drug abuse
- iii. Possession of alcohol drinks
- 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
- xviii. Sexual harassment, indecent assaults, defilement
- xix. Indecent exposure/exhibition
- xx. Impersonation and false pretences
- 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

## **10.0 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.

## **11.0 CYBER CRIMES**

- a) Hacking Examinations and manipulation of examination results
- b) Misuse of social media e.g. defamation or sending abusive text messages, hate speech, photo-shopping with malicious intent
- c) Falsifying admission documents
- d) Promoting ethnic hatred/incitement
- e) Transferring unauthorised information/materials/Examination
- f) Accessing unauthorised information
- g) Cyber theft of cash
- h) Manipulation of fees balances
- i) Possessing and/or distributing pornographic material

## **12.0 MISCELLENOUS OFFENCES**

- 12.1 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 College, or a member of public.
- 12.2 It shall be an offence for a student to interfere with the movement of University College vehicles or cause traffic obstruction in or outside the campus.
- 12.3 Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University College campus in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.
- 12.4 University College 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.
- 12.5 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.
- 12.6 Students are not allowed to uproot/damage flowers/plants, deface university property, harm/kill pets and domestic animals within the University College precincts.
- 12.7 Students shall not be allowed to keep any kind of domestic animals and pets within the University College precincts.

## **V ACADEMIC MATTERS**

### **13.0 LEAVE OF ABSENCE**

13.1 The University College 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.

### **13.2 Deferment and Withdrawal**

Students who wish to defer and or withdraw from the University College shall be required to fill deferment/withdrawal form obtained from Dean of Students or [www.auc.ac.ke](http://www.auc.ac.ke). The form should be duly signed by the student, Dean of the School and approved by the Dean of Students and the Deputy Principal (ASAR) and copied to Deputy Principal (ASAR), Dean of School, 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.

### **13.3 Re-admission**

Student seeking re-admission after the lapse of deferment period, shall submit the request to the Deputy Principal (ASAR) through a recommendation by the Dean of Students to the Deputy Principal (ASAR) the student shall be granted re-admission.

### **13.4 Violation of these procedures constitutes an offence**

13.4.1 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 College 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 College Medical Officer for record. The University College is not responsible for student treatment outside its authorized medical facilities.

13.4.2 Leave Application Form (No. AUC/SLOA) is available at the Dean of Students' Office or online [www.auc.ac.ke](http://www.auc.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 College shall not entertain any claims where a student leaves without prior official permission.

### **14.0 PROCESSIONS, DEMONSTRATIONS AND CEREMONIES**

14.1 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 College or a government authority.

- 14.2 In addition to any other permits which may be required by the law, permission to hold meetings in the University College precincts shall be given by the Dean of Students and a report made to Head of University College Security Services.
- 14.3 Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

## **15.0 CORRESPONDENCE**

- 15.1 Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear the individual names and signatures.
- 15.2 It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University College or Students Organization.
- 15.3 Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- 15.4 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.
- 15.5 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 College shall be sent through the office Deputy Principal, (ASAR) 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
- 15.6 Invitations to Government, Ministers, Government Officials, Politicians, Representatives of foreign governments or any other important persons to visit the University College in their official capacities shall be notified within adequate time to the Principal, through the Dean of Students and Deputy Principal, (ASAR).

## **16.0 ACADEMIC RESPONSIBILITY**

- 16.1 The CAcB considers attendance of lectures, tutorials, seminars, practical sessions, field courses, University College examinations and other such scheduled courses of instruction as compulsory.
- 16.2 It is therefore an offence for a group or class to boycott lectures/practicals/fieldwork for more than 48 hours consecutively. Such an offence may lead to whole group to be suspended from the University College for a specified period.
- 16.3 It is an offence to interfere with or block scheduled activities.
- 16.4 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/term examinations and subsequently shall repeat the year or semester/term as shall be recommended by the CAcB.
- 16.5 Abscondment**  
Absence from class for more than 20% contact period (semester/term) without permission is treated as Abscondment and shall lead to de-registration of one's studentship.
- 16.6 Students shall be expected to comply with all other regulations laid out by Departments, Institutes, Directorates, Schools, Campuses, or any other such units of the University College.

## **17.0 LEADERSHIP**

- a) No student shall be allowed:
- i. To contest for any elective post in the Students Governing Council (S.G.C) of the Alupe University College Students Organization (A.U.C.S.O), if by so doing it will compromise academic performance.
  - ii. Elections will be by delegate system and each School shall provide a number of delegates as determined by the office of the Dean of students from time to time.
  - iii. 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 College examinations.
  - iv. A First year student intending to contest should have obtained credit pass (60%) average of C.A.T. marks.

The fulfilment of the above requirements shall be confirmed by the Dean of the respective Schools.

- 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 infirmity that may hinder academic performance and leadership.
  - iii. Has been involved in any criminal offence, convicted and reported to the University College.
- 17.1 Eligible candidates for elective posts in Students Governing Council (SGC) shall be limited to bona fide students who have cleared payments of ALL University College fees that is due at that time as shall be confirmed by the Finance Officer.

- 17.2 The tenure of service in the Students Governing Council shall be restricted to **one term of one academic year only** and no such student shall be eligible to serve in any other capacity thereafter.
- 17.3 A student who has completed undergraduate degree and enrolls for any other programme in the University College shall not be eligible to contest for union election.
- 17.4 Representation in the CAcB will be restricted to two elected students as prescribed in the statutes who may not necessarily be the Chairperson of AUCSO.
- 17.5 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.

## **VI DISCIPLINARY ACTIONS**

### **18.0 THE DISCIPLINE OF STUDENTS**

#### **18.1 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 College precincts.

#### **19.0 OFFICER IN CHARGE**

- 19.1 The responsibility of maintaining discipline in the University College is vested with the Principal who has delegated such powers on discipline of students to the Deputy Principal (ASAR) for enforcement.
- 19.2 Administrative and Academic staff of the University College have authority to ensure that the rules and regulations are adhered to by all students.
- 19.3 Students on field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the University College places them.

#### **20.0 ENFORCEMENT OF REGULATIONS**

- 20.1 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 Principal (ASAR) within fourteen (14) days.
- iii. Or take any other action that may be deemed appropriate at that time.
- d) The Student Disciplinary Committee be convened at least once in a semester to deal with pending disciplinary cases.

## **21 DISCIPLINARY PROCEDURES**

21.1 There shall be a Students Disciplinary Committee of the CAcB constituted as per Statute XXVIII as follows:

- i. Deputy Principal (ASAR) (Chairperson)
- ii. Registrar (ASAR) (Secretary)
- iii. Three (3) Members of Academic staff approved by the CAcB
- iv. Two (2) Students nominated by Students Organisation
- v. Dean of Students
- vi. Legal Officer

### **21.2 Meeting of the Disciplinary Committee**

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

### **21.3 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.

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

- 21.4 Accused students are required to be accompanied by their parents/guardians whose names appear in Alupe University College records during the meeting.
- 21.5 Students who fail to appear before the Student Disciplinary Committee will be expelled to show cause.
- 21.6 A student who has taken the University College to court or has a pending court case shall be suspended from the University College until the case is heard and determined. These shall also include students who intend to stop University College activities e.g. Graduations, Examinations, Elections etc.
- 21.7 In the event that such a student wants to be heard by the University College Student Disciplinary Committee such a student shall be required to withdraw the case from the court.

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

## **22.0 PROCEDURE OF THE COMMITTEE**

22.1 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,

- a) No one shall be a judge of his/her own cause.
- b) Each party shall have the right to be heard and call witnesses.
- c) The accused has a right of appeal.

22.2 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.

22.3 These proceedings are of management nature internal to the administration of the University College 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 College to instruct its lawyers appropriately.

22.4 The Committee’s decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

## **22.5 POWERS OF THE ALUPE UNIVERSITY COLLEGE ACADEMIC BOARD STUDENTS DISCIPLINARY COMMITTEE**

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

- g) Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit.
- h) Suspend the student from the University College for a specified period.
- i) Expel the student.

## **24.0 EXECUTIVE ORDERS OF THE DEPUTY PRINCIPAL (ASAR)**

For the purpose of expediting disciplinary processes, the Deputy Principal (ASAR) shall have authority to take appropriate action against the breach of these regulations upon recommendations by the Dean of Students pending appearance before Student Disciplinary Committee.

Such an action shall be ratified during the regular Student Disciplinary Committee meeting.

### **24.1 Communication of Disciplinary Decisions**

Subject to Statute XXVIII (k) the Deputy Principal (ASAR) shall communicate the Committee's decision to the student; and such decisions shall take effect within three (3) working days.

### **24.2 Appeal**

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

### **24.3 Procedure of Appeal**

24.3.1 Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed to the Principal within fourteen (14) days of the communication of Committee's decision.

24.3.2 Notice of appeal against the CAcB decision must be given in writing to the Chairman of Council through the Principal within fourteen (14) days of the date of communication of the CAcB decision.

24.3.3 On receipt of a copy of notice of appeal, the Secretary to the Disciplinary Committee shall send to the Principal a copy of all the relevant minutes and documents pertaining to the hearing of the case.

24.3.4 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.

## **25.0 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.

## **VII RULES FOR CLUBS AND SOCIETIES**

### **26.0 CLUBS AND SOCIETIES**

#### **26.1**

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

### **26.2 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 Principal (ASAR) through the Dean of Students.

### **26.3 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.

### **26.4 General Conduct of Clubs and Societies**

- a) Topics of discussion by outside guests shall be approved by the Deputy Principal (ASAR) through the Dean of Students.
- b) University facilities may not be used for County 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 Principal (ASAR) through the Dean of Students.

## **26.5 Protection of Name**

Any individual, Students Organization, Club or Society may not use the name “Alupe University College” without the written approval of the Deputy Principal (ASAR) through the Dean of Students.

## **27.0 ACADEMIC OFFENCES AND DISCIPLINARY ACTIONS**

### **27.1 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 College 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.

## **27.2 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 Principal (ASAR).
- 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 Principal (ASAR) by the Main Invigilator.
- v. Likewise, the invigilator shall at end of the examination make a report of the case to the Chair 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 Chair of Department shall report the case of examination irregularity to the Deputy Principal (ASAR) within seven days of receipt of irregularity report.
- vii. The Chair 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 CAcB 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 CAcB 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 CAcB 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 CAcB on Examination Irregularities shall pay a disciplinary fee of Kshs. 5000.00 or as may be determined by CAcB 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 CAcB on Examination Irregularities shall meet and 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 Deputy Principal (ASAR).
- 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 CAcB, 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 Principal (ASAR) shall present the report and recommendations of the Standing Committee of CAcB on Examination Irregularities to CAcB 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 Chair of Department. If the Chair of Department considers that an examination irregularity has occurred, a full report shall be made to the Chairperson of the Standing Committee and the Deputy Principal (ASAR), through the Dean of School.

### **27.3 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 27.1 (i) 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 Alupe University College, the University College 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 CACB 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 College.
- 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.

### **27.5 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**

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

### **Group III**

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

### **Group IV**

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

### **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 College.
- 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.

## **27.6 Appeals**

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

### **In attendance**

- a) The Registrar (ASAR)

- b) 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 Chairperson of CAcB who shall assess the appeal request and if in his/her opinion the appeal:
- a) Merits another hearing, s/he shall cause a meeting of the Committee to be convened within 21 days after receiving such a request.
  - b) 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 (ASAR) 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 CAcB for consideration within one month of hearing the appeal and the outcome communicated to the student by the Chairperson of CAcB within 5 working days after CAcB consideration.
- vii. No other appeal shall be entertained after CAcB has considered the report of the
- viii. Standing Examination Irregularities Appeals Board and pronounced its verdict.

**APPENDIX**



**DECLARATION**

I.....

ID No .....

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

Signed.....

Date.....

School Admitted to: .....

Campus admitted to.....

Registration No.....

Name of Witness (Parent/Guardian): .....

Signed.....

Date: .....

NB: This form should be signed and sent to the Dean of Students Alupe University College  
P.O Box 845 -50400 Busia  
Kenya

**OFFICE OF THE DEPUTY PRINCIPAL  
(ACADEMICS, STUDENT AFFAIRS & RESEARCH)**  
Tel +254741217185

P.O. Box 845 -50400  
BUSIA  
Kenya

REF: AUC/ACD/PAO/1

.....  
.....  
.....  
.....

Dear .....

**RE: PAYMENT OF FEES**

This is to further advise you that fees can be paid at any of the Kenya Commercial Bank branches countrywide to University College Account:

- KENYA COMMERCIAL BANK (A/C NO. 1201874084) BUSIA BRANCH

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

**DEPUTY PRINCIPAL (ACADEMICS, STUDENT AFFAIRS & RESEARCH)**



**ALUPE UNIVERSITY COLLEGE**

**LETTER OF ACCEPTANCE BY THE CANDIDATE**

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

Dear Sir,

Candidate's Name \_\_\_\_\_ (Surname /Last Name)

(Other Names) \_\_\_\_\_

Admission Ref. No \_\_\_\_\_ ID/Birth Cert. No. \_\_\_\_\_

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 Alupe University College and I hereby undertake to complete the course for which I have been accepted in Alupe University College unless I am requested to discontinue by the University College authorities.

I understand the change of School or Department will be permitted only by authority of the College Academic Board.

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

Yours faithfully,

Signature of Candidate

Date:

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



**ALUPE UNIVERSITY COLLEGE  
LETTER OF ACCEPTANCE BY THE CANDIDATE**

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

Dear Sir,

Candidate's Name \_\_\_\_\_

(Surname / Last Name) \_\_\_\_\_

Admission Ref. No. \_\_\_\_\_ ID/Birth Cert. No: \_\_\_\_\_

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 AUCJI/1B and return immediately to:

DEPUTY PRINCIPAL (ACADEMICS, STUDENT AFFAIRS & RESEARCH)

ALUPE UNIVERSITY COLLEGE

P.O. Box 845 -50400

BUSIA



## ALUPE UNIVERSITY COLLEGE APPLICATION FOR HOSTELS ACCOMMODATION

This application form should be completed by each student who wishes to be considered for Rental Accommodation available in the University College Hostels. The completed form should be sent to: THE DEPUTY PRINCIPAL (ASAR), ALUPE UNIVERSITY COLLEGE, P.O. BOX 845 -50400, BUSIA **Not** later than two weeks before the beginning of each semester.

### PART I: APPLICANTS DETAILS

Surname.....First name .....Middle.....  
 Admission No.....Year of Study.....  
 Degree Programme.....  
 Male/Female.....

### PART II: TABLE OF RENTAL HOSTEL ACCOMMODATION RATES

Please **note** that your request for accommodation will depend on availability of space. All students will be expected to pay Kshs. 5,500 per semester.

**Accommodation Fees should be deposited in Kenya Commercial Bank. Account No. 1201874084. Ensure NAME and Admission Number is written on the deposit slip**

### PART III: TERMS AND CONDITIONS OF OCCUPANCY

1. Bed space allocation will depend on availability of Accommodation.
2. The University College reserves the right of allocation.
3. This application request is not a guarantee for space applied for.
4. The allocation of bed space will be based on **First come First served basis**  
Students can book their rooms online at [www.auc.ac.ke](http://www.auc.ac.ke)
5. There is no guarantee of an applicant accommodation
6. 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 College assign keys and other items to the allottee.
7. 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 House Keeper and Senior Hostels Officer.



8. The occupant will be held responsible for any loss of property or damage to the facility including fittings in the room.
9. **Cooking and hawking/illegal trade are prohibited in the rooms and hostels premises**  
**Disciplinary action will be taken on those students found in violation of this condition.**
10. Any student found sub-letting the allocated room or hosting any other students or members of the public will face disciplinary action.
11. 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.
12. 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.
13. The Bed-space rates are subject to change from time to time.
14. The students are expected to adhere to the University Rules and Regulations as contained in the Students Handbook.
15. A refundable Room Deposit of Kshs.1000/= is paid by every student who is granted accommodation at the University College.

**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:**  
**TRAINING UNIT/CAMPUS HOSTELS**

1.	Clearance Certificates from Finance Officer No: .....
2.	Hostel Allocated.....Room No..... Category .....Receipt MR..... Room Deposit Paid K.shs..... Receipt MR. No..... Other payment K.shs.....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.....

Affix a passport photo here
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## ALUPE UNIVERSITY COLLEGE

### STUDENT'S PERSONAL DETAILS

Information provided in this Form is intended to help the Office of the Deputy Principal (Academics, Student Affairs & Research) understand the student better. It will be used for purposes of improving the student's welfare while at the University College. (To be completed in quadruple (4 copies) and **in capital letters**. Attach a colour passport size photograph taken on a **sky blue 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) \_\_\_\_\_ District \_\_\_\_\_
3. University College Admission Number \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Religion \_\_\_\_\_
6. Nationality \_\_\_\_\_
7. Home Contact Address \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Parent's/Guardian's 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. Occupation of Parents
- 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 \_\_\_\_\_
- Division \_\_\_\_\_ County \_\_\_\_\_ Region \_\_\_\_\_
14. Place of Permanent Residence: Village/Town \_\_\_\_\_
- Nearest Town \_\_\_\_\_ Location \_\_\_\_\_ Name of Chief \_\_\_\_\_
- Division \_\_\_\_\_ County \_\_\_\_\_ Province \_\_\_\_\_
- 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. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 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

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

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

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

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

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I certify that the information I have provided is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**ALUPE UNIVERSITY COLLEGE  
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, Alupe University College, P.O. Box 845-50400, BUSIA.

**PART I**

(a) Student's Surname \_\_\_\_\_

\_\_\_\_\_  
(Other Names)

Date and place of Birth \_\_\_\_\_

Nationality \_\_\_\_\_ Sex \_\_\_\_\_

Admission No: \_\_\_\_\_

School \_\_\_\_\_

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 Alupe University College Medical Doctor, after the student has registered with the University College)

Special Remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the student fit for University Education \_\_\_\_\_ Yes/No

Date \_\_\_\_\_

University College Doctor \_\_\_\_\_

(NAME)

Signature \_\_\_\_\_