



KAMUZU UNIVERSITY
OF HEALTH SCIENCES

Students' Rules and Regulations

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**Ignorance of the rules and regulations contained in this document is
no excuse**

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1 GENERAL INFORMATION

1.1 Preamble

Kamuzu University of Health Sciences (KUHeS), established under Act No. 20 of 2019 recognises the important role of students to achieve its objectives. The University is committed to enrolling high quality students in an equitable and transparent manner. The University will provide, within its ability and available resources, a conducive environment that enhances creativity, performance and compliance among its students in order to achieve its vision and mission. Equally, every student has a duty to contribute to that environment by, among other things familiarising themselves with the rules and regulations. The University shall make available the rules and regulations to its students. Ignorance will not be accepted as an excuse.

1.2 Vision Statement

A world class University and a Centre of Excellence in health education, research and innovation.

1.3 Mission Statement

To advance knowledge, professional competencies, skills and innovations in health sciences through high quality student-centred and innovative education and research that responds to and influences the global/national policy, health and development needs in an efficient, sustainable and result-oriented manner.

1.4 Core Values

- a. Care
- b. Entrepreneurship
- c. Excellence
- d. Freedom of thought and expression
- e. Innovativeness
- f. Integrity

- g. Life-long learning;
- h. Professionalism and Ethics;
- i. Respect for diversity;
- j. Teamwork.

1.5 Mandate

The mandate of the University is enshrined in its objects as stipulated in Section 5 (2) of the KUHeS Act No. 20 of 2019 as follows:

- a. To generate knowledge and evidence which will influence policy for advancement and development of better health care and related programmes at all levels;
- b. To develop qualified and skilled human resources for health and related disciplines committed to addressing national health;
- c. To establish conducive teaching and learning environment for health-related disciplines wherein staff and students feel secure to work independently and collaboratively;
- d. To provide opportunity of acquiring higher education to all persons without discrimination;
- e. To contribute towards national development through research-based community outreach and engagement activities;
- f. To promote and nurture culture of entrepreneurship, invention and innovation in health service delivery;
- g. To develop partnership with industries and other stakeholders for the generation, transfer, adoption and application of health-related technologies;
- h. To foster capacity for independent critical thinking and informed intellectual discourse among students.

1.6 Statement on Discrimination

The University shall, in the application of these Rules and Regulations, ensure that no student is discriminated against on the basis of race,

colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, disability, property, birth, marital status or family responsibilities or anything that is deemed discriminatory under the laws of Malawi or any other international laws of which Malawi is a signatory.

1.7 Objective of the Rules and Regulations

The objective of the Students' Rules and Regulations is to provide an atmosphere conducive to teaching, learning, research, community engagement and governance by promoting a harmonious relationship between Council and its employees.

1.8 Scope of the Rules and Regulations

These Rules and Regulations shall apply to all types of students enrolled by the University including international, part-time, mature, post-basic, and postgraduate.

1.9 General Guiding Principles

The University officers charged with the administration of these rules and regulations shall always seek to implement them in accordance with the University Act, the statutes and other relevant policy documents and will have regard to the following principles:

- a. The University is a society in which high standards of communal life must be established and maintained for the benefit of both present and future members of the University.
- b. A high level of personal integrity and a developed sense of responsibility towards others are as important to the University as outstanding scholastic achievements.
- c. A proper concern for the reputation of the University and what it stands for makes it incumbent upon its members to live decent and orderly lives.
- d. Individual or collective actions by members of the University that constitute a breach of these rules shall be subject to

disciplinary action notwithstanding that the motive or goal of such action was justifiable in the belief of such members.

- e. A School of the University may prescribe rules that apply to students at that School but where there is conflict between any such rule or regulation and any regulation prescribed by the University, the latter shall prevail.
- f. Any student or group of students who violates any rule or regulation prescribed by the University or, where applicable, by any School of the University shall be liable to disciplinary action and, where appropriate, criminal prosecution.

2 AMENDMENT

- a. The Rules and Regulations may be amended from time to time at the discretion of the University.
- b. Any amendment of these rules and regulations shall be officially communicated to all students and University officers concerned.

3 REGISTRATION

- a. Every student of the University, without exception, must complete registration at the beginning of each semester and pay the fees appropriate to their program of study or research to maintain their status as a student in the University.
- b. Registration period shall be the first two weeks of each academic semester.
- c. For new students, registration shall run concurrently with orientation, which shall be held within the first two weeks of each academic year.
- d. After the expiry of the registration period, the University may extend the period for a maximum of two weeks period.
- e. Any student, who fails to register within the first two weeks, may register upon paying a late registration fee prescribed by the

University from time to time, provided the registration is done within the two weeks extension.

- f. A student remains registered until the day before the start of the next semester unless he/she is expelled or withdrawn on academic grounds.
- g. Students may be required to register with regulatory bodies in line with their program requirements.
- h. The University has the right to deregister students at any point in time upon finding proof of failure to abide by the stipulated registration requirements.
- i. Any student who fails to pay his or her financial contribution, tuition fees or any other fees as prescribed under Financial Contribution Section of these Regulations shall not be permitted to register.
- j. Every student whose financial contributions or fees are paid through any loan schemes or scholarship approved by the University shall be required to provide proof of the loan or scholarship approval to the University before registration.
- k. Any new student who, for valid reasons, is unable to take up his or her place at the University in a particular year may request to reserve a place in the University by submitting the request to the Registrar within the registration period of their first semester of the academic year in which they are expected to register.
- l. A place reserved under these regulations shall be reserved for a maximum period of one Academic Year. The period may be extended by the University due to exceptional circumstances as approved by the Vice Chancellor.
- m. A student shall not be permitted to transfer to another program from the one that he or she was admitted into unless on special circumstances as stipulated in the KUHeS Admissions Policy and upon approval from the Vice Chancellor.

- n. Students with special needs shall be expected to register their case with the University upon registration or at a time that the special need arises during the course of the program and shall be considered in accordance with the KUHeS Special Needs Policy.

4 CHANGE OF NAME

- a. A student shall not change their names during initial registration by which he or she was selected unless they provide official written documentation indicating that the change of name was effected in accordance with the law governing change of names in Malawi.
- b. If a student's name was erroneously captured within the selection system, the bearer of the name shall be required to provide relevant legal documentation to authenticate their identity.
- c. The University reserves the right to withhold registration of any student if it has reason to believe that the identity of such a student cannot be legally verified or they provided false information.
- d. Every student shall, upon registration, be issued with a registration number and identification card, which they shall use for identification for the duration of their studies in the University.
- e. Unregistered students shall not be permitted to access academic related services provided by the University.

5 FINANCIAL CONTRIBUTION AND OTHER PAYMENTS

- a. All students shall pay non-refundable financial contribution, tuition and other fees, within the stipulated payment plan as prescribed by the University from time to time.
- b. Financial contribution and tuition fees may include contribution towards medical insurance and whose amount the University shall prescribe from time to time.
- c. All students shall pay an annual SRC membership fee as may be prescribed by the University from time to time.

- d. Overpaid fees by a sponsor shall attract prevailing 1% transaction and administrative costs as determined by the University and shall only be paid to the sponsor at the end of the program or when the student is permanently withdrawn from the University.
- e. Overpaid fees by a student shall be refunded at the end of the academic year.
- f. No student allowance shall be paid into the University account unless prior arrangements are agreed upon with the University Management.
- g. Every student has a personal responsibility to seek and secure his or her own sponsorship and the University is not obliged to assist the student in that regard.
- h. The Director of Students Affairs shall provide guidance on other costs not prescribed by the University.

6 DURATION OF PROGRAMMES

- a. All University programs shall be completed within a specified period prescribed by their curriculum documents.
- b. The Vice Chancellor shall authorize the de-registration of any student who fails to complete their programme of study within the period prescribed in Regulation 5.1 or permit the student to restart the programme.

7 DIRECTORATE OF STUDENTS AFFAIRS

The Director of Students Affairs has the mandate to promote and oversee the welfare of students in the University in coordination and liaison with other officers of the University. In accordance with the KUHeS Act and Statutes, the Directorate of Students Affairs shall:

- a. Provide support in psychosocial services, health, career guidance, faith, special needs, accommodation, catering, sports, and recreation.

- b. Coordinate activities and programs associated with students' orientation, internships, exchange programs, industry attachment and career guidance.
- c. Serve as a patron of the Student Representative Council.
- d. Maintain alumni relationships with the University.
- e. Attend to students' complaints and grievances.
- f. Ensure orderly organization of student activities within the University.
- g. Encourage the participation of students in the activities that promote personal growth and development.
- h. Ensure that any disciplinary action imposed on any student(s) by the recognized authority of the University is complied with.
- i. Facilitate the integration of international students.
- j. Advise students on available financial aid schemes.

8 RESIDENCE IN THE UNIVERSITY

- a. The University has limited number of halls of residence that it uses to accommodate its students.
- b. The University is not obliged to accommodate all students due to limited space; as such students shall identify their own accommodation where space has not been provided.
- c. All halls of residence are the property of the University, which has the prerogative to allocate any room to any student as it sees fit.
- d. All students are eligible for accommodation in the halls of residence. Priority may however be given to special groups of students as prescribed by the Accommodation Allocation Guidelines.
- e. The University reserves the right of admission to the halls of residence and may inspect them at any time.
- f. Every student shall complete a residency agreement form before occupying a room in the hall of residence and the form shall also be used as a basis for clearance at the end of each academic year.

- g. Keys to the allocated room shall be issued on production of proof of payment in accordance with the payment plan as prescribed by the University.
- h. If a student is transferred to another room or facility of the University, the condition stipulated above, shall apply.
- i. The University has the right to expel from his/her room any student who is in breach of the University Residency Agreement.
- j. Any student who suffers injury, loss, discomfort, or any other adverse consequence resulting from the conduct of any other student which infringes on these Regulations shall report the matter to the hall representative and, if the problem persists, the Warden, or the Students Affairs Officer in charge of residence.
- k. Any student who is allocated University accommodation shall not be permitted to accommodate any other person in the allocated accommodation or to sublet the whole or any part of the students' halls of residence for financial consideration or otherwise.
- l. No student shall be permitted to store or use any illegal drugs in the hall of residence
- m. No student shall be permitted to store or use any weapons, including firearms in the halls of residence or University premises.
- n. No student shall consume any liquor in any hall of residence.

9 CARE FOR PROPERTY IN HALLS OF RESIDENCE

- a. All students have an obligation to keep clean and to care for all University facilities in their rooms in the halls of residence and shall be liable to compensate the University in full for any damage or loss caused to the University property.
- b. Cleaning of rooms in halls of residence is the responsibility of the student occupying that room.

- c. Damage caused to rooms or facilities in the room, whether reported or not, shall be presumed to have been caused by the resident (s) to whom such a room has been allocated unless the contrary is proven.
- d. Where two or more students share a room, responsibility for any damage or loss caused shall be shared equally between the two unless there is clear evidence that only one of them caused the damage or loss.
- e. No student shall hold parties in any hall of residence or within the University premises without prior authorization.

10 VISITORS TO HALLS OF RESIDENCE

- a. Visitors in a room in halls of residence are not allowed after 10.00 pm and before 10.00 am.
- b. No person other than University official visitors and students from the other University campuses for whom prior permission from the DSA has been granted may spend a night in any hall of residence.
- c. Every student shall be responsible for informing his or her visitors of the University Rules and Regulations and will be held accountable for any breach of the regulations or other inappropriate conduct by their visitor(s).

11 RESIDENCES DURING VACATION

- a. No student shall be permitted to reside in halls of residence of the University during the period between the end of one semester and the beginning of the next, unless such residence is required to enable the student, as part of the academic program for which he or she is registered, to carry out or take part in specific tasks recommended by the relevant Head of Department and approved by the Executive Dean of the School in question or his nominee who will submit names to the DSA for final approval.

- b. A student permitted to stay in a residence during a vacation shall pay the University in advance for the services at an accommodation economic fee as determined by the University.
- c. International students shall be allowed to stay during vacations and will be charged applicable international accommodation fees.
- d. Students are not allowed to leave their personal belongings behind after their accommodation periods have expired or when going for vacation.
- e. Any student who is permitted to reside in a hall of residence in the period between semesters, in accordance with Regulation 7.19 and 7.20, shall be bound by these students' rules and regulations.

12 HEALTH AND SAFETY IN HALLS OF RESIDENCE

- a. Students shall only use designated areas for cooking and ironing whenever such space for such purpose is available.
- b. Every student, member of staff, visitor or any other person is prohibited from undertaking any action that would endanger the health, safety, or personal security of other people in or around any hall of residence of the University including:
 - i. Possession of dangerous materials such as, but not limited to, firearms, fireworks, chemicals, explosives, or potentially lethal weapons.
 - ii. Unauthorized entry by any person or student into a room other than the room to which he or she is allocated.
 - iii. Unauthorized possession of keys or campus identification cards or misuse of any campus locking or identification systems.
 - iv. Accessing the unauthorized parts of the hall of residence.
 - v. Connection of any equipment or appliance to an electrical supply in contravention of normal and reasonable safety standards.
 - vi. Use of immersion heaters.

- vii. No student or any other person may cook in the halls of residence except where facilities for the same have been provided by the University.
- viii. Every student shall always ensure that lights, pressing irons and any device or substance that may reasonably be expected to pose a fire hazard is switched off, extinguished, or otherwise disabled immediately after use and not left unattended at any time.
- ix. Candles shall not be used in halls of residence

13 HALLS OF RESIDENCE

- a. Every hall of residence of the University shall have Hall Representative (s) duly elected as guided by SRC.
- b. Hall Representatives shall coordinate activities pertaining to the general welfare, domestic relations, and discipline among students in the Halls of Residence and to represent the residents in their contact with the University administration.

14 THE WARDENS

- a. Halls of residence of every University campus shall have Wardens whose mandate shall include, but not be limited to those related to the following areas of student life:
 - i. General welfare
 - ii. Discipline
 - iii. Domestic relations between and among students in the hall
 - iv. Facilitating security and safety of students

15 SICK OR PREGNANT STUDENTS IN THE HALLS OF RESIDENCE

- a. Students are responsible for making arrangements for their medical treatment, ante-natal and/or delivery services when residing in halls of residence.
- b. A pregnant student will be allowed to remain in the hall of residence not longer than 4 weeks before her expected date of delivery or as may be determined by the DSA.

- c. Pregnancies of students under the age of 18 shall be investigated and handled in accordance with the laws of Malawi.
- d. In case of outbreaks or pandemics, the affected student (s) shall be required to relocate to designated isolation facilities.

16 SECURITY

- a. The University shall endeavor to provide security for its various campuses using various security structures.
- b. Security within the University premises is as much a responsibility of the students as it is of the University.
- c. The University has a right to undertake routine security checks to students and all visitors within the University premises.
- d. Students, members of staff of the University, visitors and any person performing services for the University on the premises of the University shall wear University Identity Cards and be required to present the University Identity Card to the security checks at all the times when on the University campuses.
- e. If there is a security threat or breach, students must notify the Security Liaison Officer as soon as practicable.
- f. Personal property left unattended and unclaimed for a period of 14 days in any common area of the campuses of the University shall be removed and destroyed and the University shall not be made liable.
- g. Any property left in any campus hall of residence during the period between the end and the beginning of one semester without permission and prior arrangement shall be removed and discarded.
- h. They University is at liberty to install security surveillance cameras on its premises at strategic points.

17 CAFETERIA

- a. The University may have a cafeteria or any designated place for taking meals.

- b. Food, crockery, and other items issued to any person by the University and furniture or any equipment belonging to the cafeteria shall not be taken out of the cafeteria except where prior permission has been obtained from the office of the DSA.
- c. The University shall outsource catering services in accordance with the PPDA Act.
- d. Two student representatives shall form part of the evaluation team to select catering providers.
- e. Every campus shall have a Catering Committee responsible for discussing matters relating to students' catering. The Committee shall comprise the campus SAM or their Representative, the campus accountant, the provider of catering services, procurement officer and two representatives of the SRC.
- f. Consumption of alcohol or smoking inside the cafeteria by a student or any other person is prohibited.
- g. Students, staff, or any other person shall be required to seek permission from the Assistant Registrar Administration to use the cafeteria for any other use other than its intended purpose.
- h. Students are not allowed to enter the kitchen, stores or any other restricted areas of the Cafeteria

18 CLASSROOMS

- a. All users of lecture rooms and such other places shall leave the rooms in good order after use.
- b. Students are not allowed to remove furniture or any other University property from lecture rooms, laboratory, library, lecture theatres or any like places without permission.
- c. No student shall cause any disturbances by use of mobile phones, tablets, laptops, or other electronic devices during lectures, laboratory sessions, seminars, tutorials, clinical sessions, or other academic activity.

- d. Use of mobile devices shall not be allowed in clinical premises during clinical placements or sessions.
- e. No students shall use any specialized rooms, including laboratories, audiovisual rooms, dissection rooms, mortuary, and any like rooms without prior permission from the relevant Head of Department.
- f. No student or group of students shall use any University rooms or facilities without prior permission from the Assistant Registrar Administration or the relevant Head of Department.
- g. Food and beverages shall not be consumed in the classrooms.
- h. Students shall ensure that lights, fans and any electronic equipment or device is switched off after using the rooms prior to leaving the room.

19 ABSENCE FROM UNIVERSITY

- a. Every student who is unable to attend classes shall obtain prior permission in writing from the responsible Head of Department.
- b. The Head of Department responsible shall issue such permission only if he/she is satisfied that the purpose of such absence is a reasonable one and that the student's work will not be adversely affected by their absence
- c. A student granted absence from the University must report in writing to the Registrar's office as soon as they return and physically present themselves to the Head of Department.
- d. The period of absence shall not exceed 10 consecutive working days within any given semester.

20 GENERAL HEALTH AND SAFETY

- a. The University Health and Safety Policy shall apply to all students.
- b. In addition to the foregoing:
 - i. All students registering for a programme for the first time shall undergo medical examination/screening at the University clinics

as arranged by the office of the DSA at the beginning of the Academic Year.

- ii. Depending on the outcome of the screening, the University will take necessary action to manage the condition.
- iii. Students found with Hepatitis B shall be referred for an appropriate medical action.
- iv. Registered students shall be required to have health insurance and their premium shall be indicated in their admission letter determined by the University from time to time.
- v. The conditions of the health insurance policy including all exclusions of the policy shall apply in which case the student may cover the costs not included in the medical insurance policy.
- vi. Every student can, during the semester, seek medical assistance from the University clinics or any other medical facility as guided by the applicable medical aid scheme.
- vii. Hospitalisation of any student shall be done according to the cover provided by the medical aid scheme.
- viii. The responsibility for seeking medical assistance lies on the students and therefore the University shall not be held liable for failure to seek medical attention by the student.
- ix. Where possible and necessary, the University may assist in transportation of a student to the hospital subject to availability of fuel and vehicles.
- x. All students shall be required to be vaccinated for Hepatitis B before embarking on clinical practice or interacting with human subjects.

21 INSURANCE FOR STUDENTS

- a. The University Insurance Policy shall apply to all students;
- b. Personal property kept within the University premises is at the owner's risk and the University and any of its security service

providers shall not be liable for such damage or loss to personal property;

- c. The University shall provide insurance cover for students traveling on University official trips.

22 DEATH OF A STUDENT OR STUDENT RELATION

- a. The provisions contained in this section are not entitlements.
- b. All funeral arrangements relating to the death of a student during the academic session shall be made in liaison with the family of the deceased.
- c. In the event of death of a student during the academic session, the University in liaison with the family may provide a standard coffin and one vehicle to carry the remains of the deceased to his or her home village as indicated on his or her student registration form.
- d. All lectures, seminars, tutorials, laboratory sessions and other academic activities on the University campus where the deceased was registered may be suspended for the day on which the death occurs as determined by the DSA.
- e. In the event of death of a student while in academic session, the University may, at the discretion of the University administration, provide transport to a limited number of students and a University representative to accompany the body of the deceased on its repatriation to his or her home.
- f. If a student dies during the period for examinations, the University administration may, at its discretion, postpone some examinations to a later date to enable students who wish to attend the funeral to do so.
- g. When a student dies during recess, the University shall not bear any responsibility for any arrangements or costs in relation to the funeral of the deceased student.

- h. The University may organize a memorial ceremony for a deceased student provided that such ceremony shall be held in liaison with the family of the deceased.
- i. Every student escorting the remains of a deceased student or attending the funeral of a deceased student engaging in any conduct that brings the University into disrepute shall be liable for disciplinary action.
- j. If a student relation dies, the student shall be allowed to leave campus to attend the funeral and shall be allowed three days of mourning.
- k. The University shall not provide any support for funeral arrangement for the death of a student relation.
- l. International students shall be required to pay repatriation fees as determined by the University from time to time to cover repatriation costs;

23 INTOXICATING LIQUOR AND HABIT-FORMING DRUGS

Students must maintain responsibility for their own decisions and actions regarding the use of intoxicating liquor and habit-forming drugs and should be prepared to accept the consequences associated with any violation of institutional policies or state and local laws.

- a. University campuses may have designated places for the selling and consumption of alcohol. These may be in the form of bars, tuck shops or mobile liquor outlets.
- b. Alcoholic drinks and drugs classified as dangerous by regulatory authorities shall not be allowed to be sold on campus.
- c. No person or group of persons shall sell, serve or assist any other person to sell or serve liquor on the University campus unless the requirements of all applicable laws on selling and consumption of alcohol have been complied with; and permission to sell or serve, as

the case may be, has been granted by the Vice Chancellor or his nominee.

- d. University campus bars shall be required to operate within a specified number of hours per day as prescribed by the respective campus from time to time.
- e. A student or staff member shall not willfully cause or attempt to cause another student to be intoxicated.
- f. A student shall not be in possession of any alcoholic drink and habit-forming drug at any event where the University, or an authorized agent of the University, has prohibited the sale or serving of alcoholic drink and habit-forming drugs.
- g. No minor shall possess or consume alcohol on any premises under the control of the University.
- h. The University shall provide educational resources to assure that students understand the effect of alcohol and habit-forming drug misuse and know how to respond when they perceive others to be engaged in dangerous behavior.

24 HARASSMENT

Harassment comes in a variety of forms, which may include the following: sexual, physical or verbal bullying, cyber bullying, discrimination, hazing and retaliation.

- a. The University shall not tolerate any form of harassment and expects all members of the University community to treat each other with respect, courtesy and consideration.
- b. The University shall take action under its policy and procedures to protect its staff and students from harassment.

25 CHANNELS OF COMMUNICATION

- a. All official communication made by a student to an institution or an individual within or outside the University on behalf of societies,

- clubs and other groups operating in the University shall be made through the office of the Director of Students Affairs.
- b. All communication from a student in his or her personal capacity to outsiders should be clearly stated that the views expressed therein are not of the University.
 - c. The office of the Registrar is the authorized office to communicate to students and outsiders on academic and general University matters. Responsible directorates or offices within their area of jurisdiction can make specific communication.
 - d. University official emails and written letters shall be recognized as official channels of communication.
 - e. Students are expected to use the official channels of communication as provided during registration.
 - f. In case of emergencies the easiest form of communication can be used.

26 PUBLICATIONS

While the Malawi constitution allows for freedom of expression and the press, every individual's freedom is constrained by legal and ethical considerations. Publications must therefore observe the following Code of Ethics so that they inform the community fairly and truthfully.

- a. All student publications shall expressly state on their editorial page that the opinions therein expressed are not those of the University.
- b. All publications shall disclose the authentic names of their editors and authors.
- c. A patron, who shall be a member of staff, shall before it is printed, published or distributed approve any publication originating from any campus of the University.
- d. In the presentation of news and comments in any publication originating from any campus of the University, there shall be no

- willful departure from facts through distortion, significant omissions, undue summarization or exaggeration.
- e. Rumour, unconfirmed news and comments in any publication originating from any campus of the University shall be clearly identified, distinguished and presented as such.
 - f. Any publication originating from the University or any of its campuses shall publish as facts only that which is reasonably believed to be true, having regard to the source, and such facts shall be published fairly with due regard to their context and importance.
 - g. Headlines shall reflect fairly the content of the news report or article over which they appear.
 - h. No publication originating from the University or any of its campuses shall publish obscene, defamatory, salacious or pornographic content.
 - i. No person shall post or remove any official notice from any notice boards at any premises controlled by the University without the permission of the authority in charge of the notice board in question.

27 REQUEST AND USE OF UNIVERSITY TRANSPORT

- a. University transport may be used for approved trips by the organizers of any student association or organization affiliated to the Students Representative Council at such charge as the Assistant Registrar Administration of the relevant campus may determine from time to time.
- b. The patron of any student association or organization or their appointee shall accompany members of the association or organization on all trips.
- c. All requests for use of transport must be submitted in writing to the Campus Manager through the Transport Officer at least five (5) working days before the date of the proposed travel.

- d. The Chairperson or President of the association or organization that requests for transport shall sign an undertaking to be held responsible for any damage or loss caused during the trip by any conduct of any member of the group and any act committed by any person on the trip which might bring the name of the University into disrepute.
- e. Members of the executive committee of any organization or association that is granted permission to use University transport shall ensure that the vehicle provided is not overloaded and no driver employed or hired by any campus shall drive any vehicle if it exceeds its prescribed maximum number of passengers.
- f. Patrons, in liaison with the organizers of any trip undertaken by students, shall ensure that the University vehicles are not vandalized.
- g. No passenger on any vehicle of the University shall ride on its top, any part of its windows or door or in any manner that is hazardous to the safety of the passenger or other passengers or contrary to the law.
- h. Any student who violates any law during the course of a trip shall bear personal responsibility for such violation; provided that the organizers of the trip may also bear responsibility as prescribed by the law.
- i. The Campus Manager shall not authorize the use of University vehicles for travel by students to political functions.
- j. No student shall consume alcohol in any vehicle owned or hired by the University.
- k. Students travelling on University business using public transport shall be required to travel by coach unless there are no coach services.

28 CONDUCT AND BEHAVIOUR

The University shall not condone any form of conduct that is likely to bring the University into disrepute or would discredit the good name or is prejudicial to the peace, good order and good governance of the University.

Such conduct within or outside the precincts of the University during the academic session will be considered a breach of discipline and will be punishable as such, whether or not it attracts the attention of the Police.

Acts of misconduct shall include, but shall not be limited to, the following:

- a. Any act which:
 - i. Constitutes a breach of the University Act and Statutes, regulations or rules.
 - ii. Interferes with the governance or proper administration of the University.
 - iii. Is an offence under Laws of Malawi (to be moved to 19.1)
- b. Playing of any musical instrument, radios, tape recorders, televisions, compact disc or cassette players, walkie-talkies or any other such instruments at loud volumes that may inconvenience others on the University campuses.
- c. Conduct that intentionally obstructs or disrupts teaching or freedom of movement or other lawful activities on the University campuses.
- d. Mobilising or inciting others to engage in any activity which leads directly to such unlawful conduct on any campus of the University.
- e. Malicious damage or misuse of property whether such property is located on or outside the campuses of the University, including, but not limited to vandalism, interference with electrical fittings, unauthorised use of telephones and unauthorised use of water and electricity in all campus facilities.
- f. Defacing of University buildings and premises by such acts as urination, defecating and graffiti.

- g. Theft and receiving or concealment of property with knowledge or reasonable suspicion that it has been stolen.
- h. Defamation of any member of the University or the public.
- i. Trespassing on University property or property that belongs to or is in the lawful possession or control of any other student, member of staff or visitor of the University.
- j. Physical abuse of any person, or conduct intended to threaten imminent bodily harm or to endanger the health or safety of any person on or outside the University campus.
- k. Unlawful conduct of a sexual nature including, but not limited to: rape, sexual assault, or sexual harassment, indecent exposure or behavior, production or distribution of pornography, and prostitution or loitering for the purpose of soliciting sexual favors or satisfaction.
- l. Conduct on the University campus constituting a sexual offence, whether forcible or non-forcible, explicit or implicit.
- m. Gaining unauthorised access to any electronically held data, or network, or programme, or any other form of computer hacking, or the deliberate transportation or creation of any form of computer virus, worm, Trojan or keystroke logger.
- n. Use of abusive language.
- o. All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, bribery, or facilitating academic dishonesty as may be further specified by the University Senate.
- p. Forgery, alteration, or misuse of any University document, record, key, electronic device or identification.
- q. Any form of corruption or exploitation against any member of the University, client or visitor.
- r. Failure to attend, without valid reasons, a meeting of the Students Disciplinary Committee when summoned to do so in writing by the Secretary of the Committee.

- s. Withholding information that would assist in the proceedings of any hearing by the Students Disciplinary Committee.
- t. Willful obstruction of the work or proceedings of the Student Disciplinary Committee or interference with witnesses or evidence.
- u. Failure to abide by the ruling, decision, and penalty made or imposed by the Student Disciplinary Committee or any other Committee of Senate.
- v. If a group of students with common intention commits any offence, each member of the group shall be held liable for such offence regardless of the fact that only one or more of the students in the group can be identified.

29 STUDENT GRIEVANCES

- a. Students may refer to the University Grievance Handling Policy and Student Handbook for grievance handling procedures.
- b. The University supports the rights of its students, faculty and staff to assemble and express their views. However, any protest or demonstration must be within the law and, must not block streets, right of way, or sidewalks; jeopardize the safety of individuals or the integrity of the University or other property; intimidate, harass, or threaten any member of the public.
- c. All students' demonstrations shall be conducted within the University premises;
- d. Every student has the right not to participate in student protests and demonstrations.
- e. The Student Representative Council shall inform the Registrar in writing of their intention to demonstrate at least three working days before the action.

30 STUDENTS' DISCIPLINARY COMMITTEE

- a. Every School of the University shall have a Students Disciplinary Committee which will be responsible for considering cases of

misconduct by students and making recommendations to the Executive Dean for a final decision after hearing the student or students against whom misconduct is alleged.

- b. The Students Disciplinary Committee of any School of the University shall comprise the following members:
 - i. Head of Department as Chairperson, appointed by the Executive Dean;
 - ii. One academic staff member of the School;
 - iii. Students Affairs Manager;
 - iv. Two representatives of the Executive Committee of the SRC; and
 - v. One member of staff of the University who shall be co-opted into the Committee from time to time on account of his or her special expertise or knowledge related to the subject matter of a disciplinary hearing.
 - vi. School administrator as Secretary;

31 PROCEDURE OF STUDENTS' DISCIPLINARY COMMITTEE

- a. The quorum for meetings of the Students' Disciplinary Committee of every school of the University shall be two thirds of the Committee including the two students' representatives.
- b. The Students' Disciplinary Committee of every school of the University shall have such procedural regulations for the running of its meetings as it deems fit provided that such regulations are consistent with the University Act and University Statutes.
- c. Decisions of the disciplinary hearing will be made based on a simple majority vote of the committee.
- d. The Students' Disciplinary Committee of every school of the University shall keep minutes of its meetings.

32 PROCEDURES IN DISCIPLINARY PROCEEDINGS BEFORE THE STUDENT DISCIPLINARY COMMITTEE

- a. The Chairperson of the Students' Disciplinary Committee shall regulate proceedings in a manner as simple and informal as possible within the procedural regulations, which is best fitted to do substantial justice.
- b. The Students' Disciplinary Committee shall conduct all disciplinary hearings in accordance with the principles of natural justice and shall more particularly ensure that every student charged with misconduct or other breach of these regulations shall be:
 - i. Informed of the charge or charges that he or she has to answer and the details of the charge or charges not less than three working days before the commencement of the proceedings relating to the charge or charges;
 - ii. Furnished with a full and fair opportunity to respond to the allegations of misconduct or breach of regulations as are made against him;
 - iii. Permitted to present any relevant facts or call any competent witnesses to testify on his or her behalf;
 - iv. Permitted to be present at all stages of the proceedings save when the Committee is deliberating upon its decision on the matter;
 - v. Informed in writing of the verdict of the Executive Dean on the charges and the reasons for that verdict.
- c. A notice to a student summoning him/her to appear before the Committee shall be contained in a letter addressed to him/her and advising him/her of the hearing:
 - i. The place at which he/she is to attend the meeting.
 - ii. The date and time - provided that the date shall not be less than three working days from the date of such notice unless in the opinion of the Executive Dean the matter requires urgency and expediency to be dealt with.

- iii. Particulars of the alleged offence he/she has to answer.
- iv. His/her right to call witnesses to attend and give any relevant testimony on his/her behalf before the Committee.
- d. A member of the Committee, who has acquired, other than in the course of his duties, knowledge of evidence in an investigation of misconduct to be held before the Committee, shall not participate in the hearing.
- e. The Committee shall find a student to have breached the Rules on either the Student's own admission or when it has been proved so at the conclusion of the hearing.
- f. If the Committee determines that the student has violated the University rules, regulations, procedures, policies, standards of conduct or orders, it shall then determine the appropriate sanction to be imposed. When determining the appropriate sanction, the Committee shall review the evidence presented at the hearing and the students past record of conduct at the University.
- g. No litigation shall be commenced with respect to matters that are under consideration by the Students Disciplinary Committee.
- h. As soon as possible after the conclusion of a Students Disciplinary Committee hearing, the Secretary shall submit to the Executive Dean through the Chairman, a full report that includes the conclusions of the Committee on whether the charges relating to the hearing are proved and, where they are, recommendations on the penalty to be imposed on the offending student.
- i. In deciding on the disciplinary action, the Executive Dean will also among other relevant factors take into account past cases of misconduct.
- j. The final decision of the Executive Dean shall be communicated to the student and subsequently be published on the University official notice boards and sent to the parents or guardians of the student.

- k. The verdict of the disciplinary hearing and penalty thereof will be communicated to the student in writing within 48 hours from the last day of the hearing.
- l. The Executive Dean shall determine the penalty to be imposed on any student who is found guilty of misconduct or any other violation of these Regulations, taking into account the recommendations of the Students Disciplinary Committee, the gravity of the offence and the student's previous record.

33 DISCIPLINARY MEASURES

- a. Any student of the University who commits acts of misconduct or otherwise contravene any University rule, regulation, procedure, policy, standard of conduct or orders may be liable to one or more disciplinary measures which shall include, but shall not be limited to the following:

- i. Counselling**

- A recommendation to be counselled by the Students Affairs Officer or a professional identified by the University.

- ii. Warnings**

- A written warning which includes a statement that continuation or repetition of the specific misconduct or other contravention will result in one or more of the more serious disciplinary sanctions, including restitution, suspension or dismissal.

- iii. Restitution**

- Financial or other compensation for damage or other loss of property and for injury to persons or institutions.

- iv. Withdrawal from Halls of Residence**

- Eviction of the student from the halls of residence for a designated period.

- v. Forfeiture**

- Termination of any entitlement to a scholarship or other award for a specified period.

- vi. Suspension**

Compulsory withdrawal of a student from the University for such period and upon such conditions as the Executive Dean of the School may impose following a disciplinary hearing against the student.

vii. Expulsion from University

Termination of a student's enrolment in the University.

- b. Any student suspected of malicious damage of property, arson or attempted arson, threat to life and bodily harm by the Students' Disciplinary Committee shall be suspended immediately pending further disciplinary action.

34 RE-ADMISSION AFTER SUSPENSION:

- a. Any student who is suspended shall be re-admitted at the end of their suspension period and shall be required to report to Academic Registry upon their return.
- b. Students who are dismissed from the University shall not be re-admitted to pursue any studies within the University.

35 PROVISION FOR APPEAL

- a. Aggrieved students should, within three weeks from the date of communicating the decision of the Disciplinary Committee, lodge their appeal for review of the decision of the committee with the Vice Chancellor who shall set up an independent Appeals Committee.

36 APPEALS COMMITTEE

- a. The Students Appeals Committee of the University shall comprise the following members:
 - i. The Deputy Vice Chancellor as Chairperson
 - ii. Three executive Deans from schools not involved in the case;
 - iii. The DSA
 - iv. Registrar or their delegate as secretary
- b. The decision of the disciplinary appeals committee shall be final.

37 CONDITIONS FOR WITHDRAWAL AND RE-ADMISSIONS

- a. The University may permit a student to withdraw from the University only on the following grounds and taking into consideration the merits of each case and the maximum duration of the programme.

i. Medical Grounds

1. Any student of the University may withdraw from the University on medical grounds for one academic year only if they obtain a medical report from a University recognized medical practitioner or any official supporting documents certifying that they are unfit to continue with their studies for the time being.
2. Any student who falls ill for more than 10 consecutive working days shall be required to withdraw on medical grounds.

ii. Pregnancy

1. Any student of the University who becomes pregnant in the course of her studies shall report the pregnancy to the Students Affairs Manager who shall advise about medical check-ups and counselling if necessary.
2. Every pregnant student who opts to use medical services for her check-ups other than those provided by the University shall inform the Students Affairs Manager of that fact.
3. A student who becomes pregnant in the course of her programme shall be allowed to continue with her studies provided she is certified by a registered medical practitioner to be fit for the activities required by her academic programme.
4. A student may withdraw from the University in line with recommendations she receives from the campus Clinic, or any registered medical practitioner recognized by the University based on the medical check-ups but shall in any case withdraw from the University residence at least four weeks before the expected date of delivery.

5. A withdrawal on pregnancy grounds shall be for up to one academic year
6. Where there is a miscarriage or the baby is still born, a student will be allowed to return to her studies as soon as her health is certified as satisfactory in a medical report issued by a registered medical practitioner provided the time does not exceed 10 working days.
7. No student of the University shall terminate her pregnancy in contravention of the law.

iii. Financial Withdrawal

1. Any student of the University may withdraw from the University only once during the course of the program for which he or she is registered on financial grounds if such withdrawal is approved by the Executive Dean of the School.
2. Tuition fees that have been paid at the time of withdrawal shall not be refunded.
3. Students who seek to withdraw on financial grounds before registration shall be considered to have reserved a place and any tuition fees paid shall be brought forward to following academic year.

iv. Compassionate withdrawal

1. Any student of the University may withdraw on compassionate grounds when he/she has extraordinary personal reasons not related to the student's personal physical or mental health that prevent the student from continuing with classes.
2. It is the student's (or the family member's) responsibility to provide adequate documentation to support the compassionate withdrawal request. The documentation for compassionate withdrawal will vary according to the individual's circumstances and must be appropriate to the situation.

3. Compassionate withdrawals will be for one academic year and can be taken once during the duration of the program.

38 EXCHANGE VISIT/NATIONAL DUTY WITHDRAWAL

- a. Students shall be allowed a one-year exchange visit withdraw to a recognized academic or research institution subject to production of supporting documentation and approval from Executive Dean.

39 VOLUNTARY WITHDRAWAL

- a. Any student of the University who withdraws from the University for no valid reasons or contrary to the provisions of these Regulations shall be deemed to have withdrawn voluntarily and shall be de-registered as a student of the University.
- b. Any student who absents himself from academic activities with no approval from the Executive Dean for more than 10 consecutive working days shall be deemed as voluntarily withdrawn.

40 PROCEDURES FOR WITHDRAWAL

- a. Students shall be required to submit forms requesting withdrawal and get an approval from the Executive Dean before they leave.

41 RE-ADMISSION OF STUDENTS

- a. Every student who is permitted to withdraw from the University shall apply for re-admission to the University before resuming the programme for which he or she was registered prior to the withdrawal and shall not resume such programme without the approval of the Executive Dean of the School.
- b. Students who are re-admitted shall restart at the beginning of the academic year or semester depending on the program.

41.1 Re-Admission for Medical Grounds Withdrawal

- a. Any student who withdrew or was withdrawn from the University on medical grounds and would like to be re-admitted shall apply for re-admission to the Executive Dean of the School in which he or she is registered and shall be

required to submit a medical report from a registered medical practitioner in support of their application.

- b. In the event that medical withdraw exceeds one academic year, supporting medical reports from recognized medical practitioners shall be submitted in support of the extension application.

41.2 Re-Admission for Pregnancy Withdrawal

- a. A student who withdraws from the University on the grounds of her pregnancy shall be re-admitted to resume her programme of study.
- b. Any student who withdraws from the University on the grounds of her pregnancy shall bear all financial costs associated with the pregnancy and resultant maternity.

41.3 Re-Admission for Financial Withdrawal

- a. Every student who withdraws on financial grounds may be re-admitted by the University upon production of valid documents supporting their financial standing.
- b. In the event the withdrawal period exceeds one academic year, the student shall not be re admitted.

41.4 Re-Admission for Voluntary Withdrawal

- a. Any student of the University who voluntarily withdraws from the University shall not be re-admitted unless they submit a fresh application to be considered by the University selection process.

42 CLEARANCE

- a. Every student shall complete and submit a clearance form at the end of each academic year or when he/she is withdrawing temporarily or permanently from the program.

- b. Every student who, without reasonable cause, fails to submit a clearance form will be liable to a fine whose amount shall be prescribed by the University from time to time.
- c. Every student shall settle in full all his or her debts with the University and the Students Representative Council at the end of each academic year.
- d. Every student with outstanding University debt shall be liable to penalties, as the University may impose, in order to ensure repayment of the debt by the student.

43 STUDENTS' REPRESENTATIVE COUNCIL

- a. The University shall have a Students' Representative Council (SRC), which shall be governed by the Student Representative Council Constitution.
- b. Every registered student of the University shall be a member of the SRC and shall pay the applicable council subscription fee as prescribed by the SRC Constitution.
- c. Election of office bearers for the SRC of the University shall be conducted in consultation with the DSA.

44 CLUBS AND SOCIETIES

- a. Every student or group of students at the University shall have the right to form or join any club, society, or organization.
- b. All clubs, societies, associations, or organizations of students shall be registered with the office of the DSA through the SRC provided the application is accompanied by the following:
 - i. the constitution of the grouping,
 - ii. Names and signatures of interested registered students,
 - iii. SRC affiliation fee,
 - iv. Name and signature of a patron who shall be a member of staff.

- c. The DSA has the power to deny or cancel the registration of any students grouping whose activities are not in the best interest of the university.
- d. As much as the University appreciates the freedom of association, all political functions such as rallies should not be held on campus.
- e. No club, society, association, or organization shall be established, operate in the University, or obtain funds from the SRC or other source unless the DSA is satisfied that the club, society, association or organization exists for a lawful cause and has complied with the requirements of these Regulations regarding the registration of student groups.
- f. Any group of students that intends to organize a social or fund-raising event on or outside the campus of the University must seek approval and register the event and the name of the student group responsible for organizing the event with the DSA.
- g. The Patron or Advisor of the group or a member of staff or some responsible person approved by the DSA, shall accompany members of any group of students that is permitted to organize a social event outside the campus of the University to that event.

45 SPORTS REGULATIONS

University sports are guided by the Sports policy. This section should therefore be read with the Sports policy and where conflict exists, the Sports policy should be followed.

45.1 Eligibility

- a. Eligibility requirements for membership is open to all full-time students without respect to race, creed, sex, national origin, sexual orientation, or disabilities.
- b. Each Student shall be required to submit sports code registration form to the office of the Director of Students Affairs.

- c. Limitations to some sports codes may be imposed on membership due to lack of facilities, space and time, funding, requirements etc.
- d. Athletes of sports code competing may have to meet additional eligibility requirements as outlined in their respective sport's governing body.

45.2 Sports Discipline

- a. All athletes should be mindful that the public tends to judge the University by the conduct of its members.
- b. All athletes are expected to conduct themselves as responsible members of the University community and to respect the rights of their fellow athletes.
- c. Each sports code will be held responsible for the compliance of their group with the University regulations.
- d. When it is felt that any code or its athletes does not have the proper attitude and cannot represent the University in an outstanding manner, the Director of Students Affairs can withdraw that code authorization until such time as certain conditions are met.
- e. Misconducts during sporting activities shall be liable for disciplinary action.
- f. Sports administrators or SRC Sports officials are required to report any indiscipline warranting disciplinary action during sports.
- g. Sports code or organization found to be involved in hazing activities, shall face disciplinary actions by the Director of Students affairs.

45.3 Sporting Period

- a. Time for sporting activities shall be allocated each week;

- b. One afternoon each week shall be set apart for sporting activities;

45.4 Misconducts during Sports

- a. Consumption of alcoholic beverages, use of elicit and performance-enhancing drugs during training, competition or travel are strictly prohibited. Athletes contravening this policy shall be banned from sports performance.
- b. KUHeS is a smoke-free environment, therefore smoking is prohibited in all buildings owned and operated by the University including sports facilities.
- c. KUHeS applicable items (equipment) used in sports shall be documented and kept by the Director of Students affairs.
- d. Equipment shall be inventoried and reported at the close of each academic year. Athletes found to have lost equipment shall be billed for the same.

45.5 Medical Examination

- a. All athletes are required to undergo medical examination before participating in any sporting activity.
- b. All athletes are encouraged to have a yearly medical examination (at their own expense) prior to the participation in any sporting activity. All athletes are urged to carry health insurance and are responsible for all expenses related to injuries.
- c. Any participant under the age of eighteen (18) must have a completed Parental Permission (Consent) Form on-file with the Director of Student Affairs.
- d. All clubs should pick up first aid kits from the Director of Student Affairs sports office. The kit should be inspected on a regular basis to ensure adequate supplies.

- e. In the event that someone is injured, the coach or leader of the team/delegation must complete an Accident Report Form that should be turned into the Director of Student Affairs office, same day or latest following business day.
- f. Teams practicing off campus should check with facility managers/supervisors regarding the emergency procedures for that site.

45.6 Travel for Sports Outside Campus

- a. All external sporting activities shall be approved by the Directorate of Students Affairs at the beginning of the academic year;
- b. Before any travel can be made, application should be made to the Director of Students Affairs for approval. Such approval will be based on the academic calendar, availability of funds, availability of transport and safety of the students;
- c. All sports organization must complete and submit the Transport Booking Form to the Director of Student Affairs sports office no later than ten (10) business days before the scheduled trip. The Sports Administrator/Manager must approve the travel form before the trip can go forward.
- d. Only approved sports code athletes, coaches, administrators and may travel in KUHeS vehicles.
- e. Unauthorized passengers are identified as friends, siblings, and any other persons with no direct relationship to the sports organization.

45.7 University-Wide Sporting Events

- a. There shall be held the Vice Chancellor's Trophy once in an academic year which shall involve students from all campuses competing in all registered sports codes.

- b. There shall be inter-campus games held once in an academic year.
- c. The Vice Chancellor's Trophy shall attract prizes and awards while there shall be no awards and prizes during intercampus games

46 ICT REGULATIONS

Usage of University ICT facilities and resources by both staff and students is guided by the ICT policy. This section should be read with the ICT policy and where conflict exists, the ICT policy should be followed.

46.1 Authorized Email Use

- a. Access to University email is a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the user.
- b. The Department of ICT may institute scanning and/or blocking technologies to protect the University Information Technology assets.
- c. Students who have been withdrawn will be immediately restricted from accessing the email service unless expressly permitted by the Registrar or designee.
- d. Students who complete their studies will retain their email addresses until they graduate.

46.2 Privacy and Confidentiality

- a. Confidentiality and privacy of email messages cannot be guaranteed.
- b. Authorized users should review content and attachments of emails to ensure that the messages are not a source of embarrassment to the sender, recipient or the University.
- c. Authorized users should exercise extreme caution when using email service to communicate confidential or sensitive matters.
- d. Users should employ protections such as password protecting files, encrypting messages, etc.
- e. Users that are unsure how to protect content should contact the ICT help desk.

46.3 Prohibited use of Email

The following is a list of practices that are prohibited on the University email systems. This is not an all-inclusive list and the University may revise it as necessary.

- a. Auto forwarding of email to a system that is out of the University purview.
- b. Sending a harassing, intimidating, or threatening message.
- c. Accessing or distributing, obscene, sexually explicit, or abusive materials, including but not limited to racial slurs, gender-specific comments or any comment/material that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, or disability.
- d. Illegally distributing copyrighted materials.
- e. Initiating or forwarding chain email.
- f. Pursuing personal business interests not related to the University.
- g. Any purpose that is illegal, against guideline, or against the University mission.
- h. Deliberately sending large volumes of mail or attachments to purposely waste resources.
- i. Selling or soliciting the purchase of personal items.
- j. Obtaining access to email of others for the purpose of satisfying idle curiosity, with no substantial University purpose.
- k. Attempting unauthorized access to email, breaching of any security measures on email system and intercepting any email transmissions without proper authorization.
- l. Employing false identities or unauthorized sending of email on behalf of others.

46.4 Social Media

In using social networking sites, users should be mindful of the following:

- a. Users should not post offensive and inappropriate pictures or comments, or anything that might cause embarrassment to the University, its employees, students, partners, clients etc.
- b. Users will be held accountable for any comments in which the University is identified or identifiable, for any breaches of copyright or any defamatory postings.
- c. Staff in particular should avoid identifying themselves as working for the University unless they are representing it in some capacity. Where identification with the University is given (whether it be an employee or student), personal blogs or other personal posts should contain disclaimers making it clear that the opinions expressed are solely those of the author and do not represent the University's views.
- d. Students in particular should not give recommendations, endorsements or references for individuals, companies, partner organisations or products if they are identifying themselves with the University in any capacity.

46.5 Prohibited use of the Internet

- a. Accessing, downloading, storing, recording or bookmarking sites that are offensive, obscene, defamatory, abusive or otherwise unlawful including, but not limited to, pornography (including child pornography), obscene matter, race hate material, violence condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs unless a written clearance stating that this is a legitimate academic or work related activity has been obtained from the relevant

Dean or Head of Department or the Research Ethics Committee.

- b. Undertaking activities inconsistent with the University's objectives including, but not limited to, gambling, gaming, conducting a business or conducting other illegal activities.
- c. Uploading or downloading commercial software, games, or music videos or any copyrighted materials belonging to third parties, unless such downloads are covered or permitted under a commercial agreement or other such licence.
- d. Intentionally interfering with normal operation of the Internet, including propagation of computer viruses and sustained high volume Internet traffic that substantially hinders others in their use of the service.
- e. Hacking into unauthorised areas.
- f. Using the Internet for personal financial gain.

47 UNIVERSITY LIBRARY

Usage of University Library facilities and resources by students shall be guided by the University Library Rules and Regulations.