



KAIMOSI FRIENDS UNIVERSITY

STUDENT CODE OF CONDUCT: RULES AND REGULATIONS

Augsut, 2022

DOCUMENT CONTROL

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POLICY APPROVAL

The date that this **Student Code of Conduct: Rules and Regulations** is approved is the **2nd August, 2022**.

DR JOSEPHINE WANDO

Name

CHAIRMAN OF COUNCIL

[Signature]

Signature

Prof. Oluwole M. J. NABU

Name

VICE CHANCELLOR

[Signature]

Signature

Vision

A centre of excellence in teaching, innovation and holistic development

Mission

To provide quality education and training, research and innovation to meet the needs of a dynamic Society.

Philosophy

The University endeavors to be ranked amongst the world-class universities based on academic excellence and research that impact on societal needs.

Core Values

Accountability

Customer focus

Excellence

Equity

Professionalism

Teamwork

Friendship

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LIST OF ACRONYMS & ABBREVIATIONS

DoS: Dean of Students

KAFU: Kaimosi Friends University

DVC (ASA&R): Deputy Vice Chancellor (Academic, Student Affairs and Research)

DVC (AFP&D): Deputy Vice Chancellor (Administration, Finance, Planning and Development)

UMB: University Management Board

VC: Vice Chancellor

1.0 INTRODUCTION

Subject to the Provisions in the Universities Act 2012 (and Amendment 2016), Kaimosi Friends University Charter 2022, KAFU Statutes 2022 and any other governing laws, Kaimosi Friends University hereby establishes what is to be referred to as the Student Code of Conduct: Rules and Regulations.

The Rules and Regulations governing the conduct and discipline of students of Kaimosi Friends University is a valuable resource manual to students of Kaimosi Friends University and contains information that guides students on their social and academic life at the University. It communicates policies that direct student life in a vibrant community of scholars and contains the University Rules and Regulations governing the conduct and discipline of students socially and academically. All students should read and familiarize themselves with these Rules and Regulations and individually append their signature as a commitment to these ordinances that govern student communal association and student academic discipline.

The University expects its students to exemplify a life of honorable character, dignity and self-worth both on and off the University Campus. If in need of help about the Rules and Regulations the offices of the Registrar (Academic Affairs), the Dean of Students, Deans of Faculty/Schools and Heads of Department are available for consultation.

These Rules and Regulations are expected to promote excellence and provide knowledge as a way of nurturing students on virtue, professionalism, intelligence, integrity and soft skills adaptive to harmonious interaction in a dynamic society. It is in this way that all stakeholders will be confident of our products exemplified by quality graduates. Senate as deemed necessary may amend these Rules and Regulations from time to time.

2.0 PURPOSE

Kaimosi Friends University Student Code of Conduct serves to establish expectations of the students in the University. The guidelines in the code of student conduct generally are established to regulate student behavior. In addition, the code ensures the safety and protection of students, lectures, and University authority. It establishes a conducive atmosphere in the University to allow the University achieve its mission.

3.0 SCOPE

The Code of Conduct establishes the rules and regulation necessary for students to live within the University without conflict with the University authorities.

4.0 POLICY STATEMENT

The Student Code of Conduct sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions within the University.

5.0 POLICY OBJECTIVES

- a) To maintain law and order within the Students fraternity.
- b) To provide procedure on how Students should conduct themselves and express their views.
- c) To promote effective and efficient chain of Communication between the Students and the University Management.
- d) Promote comfortable stay of the students in the University and hence help them achieve their educational objectives.

6.0 RATIONALE

These rules and regulations enable discipline for students within and outside the University, make the University orderly, and maintain the quality of the University.

7.0 GUIDING PRINCIPLES

- a) The University strives to protect the rights of its students and employees (including faculty members) to publicize opinions through written and oral communications; to organize and join political associations; to convene and conduct meetings; and to advocate, demonstrate and picket in an orderly fashion. Further, members of the University community are responsible for fostering and maintaining respect for the dignity and uniqueness of one another.
- b) In order to preserve an atmosphere in which a free exchange of ideas may flourish, and to ensure the dignity and safety of all members of the University community as well as the unimpeded operation of the University, the University has adopted the Guiding Principles of Conduct.
- c) The Guiding Principles of Conduct applies to all members of the University community including, among others, employees, faculty members, students, applicants for academic admission while they are on University premises or at University-sponsored activities. References to "University premises" in these Guiding Principles of Conduct apply to premises either owned or leased by the University.

8.0 POLICY ISSUES

8.1 CONDITIONS FOR REGISTRATION

8.1.1 No student will be registered without producing the following documents: -

- (a) Original and a copy of Admission Letter.
- (b) Receipts for requisite fees from the Finance Department.
- (c) Original and a copy of KCSE Certificate/Result Slip or its equivalent. The original document will be returned to the student after verification of its authenticity.
- (d) Students acceptance of admission offer form - KAFU/1
- (e) Signed Students Regulation Declaration - KAFU/2
- (f) One copy of the completed Student Personal Details Form- KAFU/3
- (g) The Entrance Medical Examination Form- KAFU/4.
- (h) A copy of the N.H.I.F. Card of Self or parent/guardian.

- (i) Original and a copy of National Identity Card or Birth Certificate for those who are under 18 years.

8.1.2 Foreign/International students shall comply with the following additional requirements for admission: -

- (a) Clearance with the Immigration Office.
- (b) Get students permit/Students Pass.
- (c) Equation of certificates by the Kenya National Qualifications Authority, Commission for University Education and Kenya National Examination Council.
- (d) Any other documents as may be prescribed from time to time by the Government of Kenya.

8.2 STUDENT CODE OF CONDUCT: RULES AND REGULATIONS

The Code of Conduct governs the conduct and discipline of students of Kaimosi Friends University. This refers to all matters affecting education, welfare and discipline of the students.

8.2.1 The Code of Conduct is meant to help the University function effectively for all its students. Students are required to sign a form referred to as KAFU/2 to confirm that they have read and understood and will abide by the rules and regulations as stipulated.

8.2.2 (a) These regulations shall not preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/ her stay in the University.

- (b) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

8.3 DISCIPLINARY AUTHORITY

8.3.1 For the purposes of these regulations the Vice Chancellor, acting on behalf of Council, is the disciplinary authority of the University 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 pending further disciplinary measures.

- (c) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

8.3.2 DEFINITION OF STUDENT

In these regulations, the term student means a person who is registered as a student of the University during a current academic year for a first or higher degree, diploma, certificate or such other qualifications or courses of the University approved by the Senate as qualifying a person for status of a student. The term student includes a student of an affiliated institution who is registered for examinations leading to degrees or other academic awards of the University.

8.4 THE CONDUCT OF STUDENTS

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

8.4.1 General Conduct

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

(g) Adhere to all Rules and Regulations by various sections of the University at all times.

(h) Students are advised not to use social media to insult or intimidate others.

8.5 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, Course Lecturer, Academic Advisors, Chairpersons of Departments, Deans of Faculties/Schools, Registrar (Academic Affairs), Deputy Vice Chancellor (Academic and Students Affairs) and the Vice Chancellor in that order.

(b) Non Academic Matters

i) Resident Students Matters

Student leadership, Housekeepers/Janitor, Hostel Officers/Catering Officer/Wardens, Dean of Students, Deputy Vice Chancellor (Academic and Students Affairs) and the Vice Chancellor in that order.

ii) Non Resident Students Matters

Student leadership, Wardens, Dean of Students, Deputy Vice Chancellor (Academic and Students Affairs) and the Vice Chancellor in that order.

iii) Welfare Matters:

Students Leadership, Warden/Games & Sports Tutor, Dean of Students, Deputy Vice-Chancellor (Academic, Students Affairs and Research) and the Vice Chancellor in that order.

iv) Security Matters on Emergency

Student Leadership, any Sectional/Departmental/Divisional Complainant, Internal Security Officer, Security Officer and the Vice Chancellor in that order.

8.6 COMMUNITY LIVING

8.6.1 Residential Conduct.

All students shall comply with the rules and regulations of their conduct in the hostels and conduct themselves with responsibility and maturity while in residence at the University and in particular shall strictly observe the following;

- (a) Share rooms in addition to other facilities of common use. However, it shall be an offence to illegally stay in a room in the University Hostels.
- (b) Adhere to the list of allocation of rooms determined by the Hostels Officer, change of rooms, halls or hostels once allocation had been made shall not be allowed without written permission of the Hostels Officer.
- (c) Admit visitors/students to their rooms only between the hours of 10.00 a.m. and 10.00 p.m. and in so doing shall pay due consideration and regard to the conveniences of their roommates.
- (d) Report any absence from the halls of residence to the Hostels Officer responsible for that particular hall.
- (e) Not remove or damage any facility or equipment in their rooms or any other part of the halls.
- (f) Not cook or sell food in the hostels
- (g) Not conduct business or trade in the halls of residence.
- (h) Not cohabit or accommodate an illegitimate member of the room while in the University halls of residence
- (i) Not enter / remain in opposite sex halls of residence / rooms between 10.00 p.m. and 10.00 a.m.
- (j) Not keep pets.

8.6.2 Clearance from Halls of Residence

Each student shall be required to clear with the respective Housekeepers and to surrender room keys at the end of the semester promptly when required.

8.6.3 Vacation of Residence

All students shall leave the University premises at the end of every academic semester. Permission for vacation residence shall only be granted by the Dean of Students on the advice from the Dean of Faculty/School that residence shall be required for carrying out an academic assignment or for other reasons approved by the Dean of Students.

8.6.4 Vacation residence

Vacation residence shall be in a specified hall and paid for in advance at least two weeks before the start of the vacation.

8.6.5 Non-Resident Students

Non-Resident students shall register with the Dean of Students at the beginning of every semester or when they relocate in the course of the semester by duly filling in a prescribed form.

8.7 UNIVERSITY PROPERTY

- (a) A student shall take reasonable care of properties of the University and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.
- (b) Where student(s)/club has/have rented University premises for business purposes, he/she/club is/are expected to pay the agreed rent/fee/charge in full.

8.8 MUSIC AND MUSICAL INSTRUMENTS

- (a) Radios, television sets, videos, musical instruments and percussion instruments may be used only between 5.00 a.m. and 11.00 p.m. and at no time should the sound be so loud as to cause disturbance to others.
- (b) Visual 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.

- (c) Discos, other dances and parties shall be held on Friday and Saturday evenings upon approval by the Dean of Students.

8.9 NOISE AND NUISANCE

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

8.10 GENERAL SECURITY OF STUDENTS

8.10.1 Personal Security

Students are advised to take full responsibility of their personal security and safety.

8.10.2 Fire-fighting Appliances

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

8.10.3 Student Property

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

8.10.4 Motor Vehicles/ Motor cycles and Bicycles

A student shall not keep a motor vehicle, motor cycles and bicycles on University premises without prior written permission from the Deputy Vice Chancellor (Administration, Finance, Planning and Development). Permission shall not be given without proof of a valid insurance cover, and a current driving license where applicable. Permission may be refused or withdrawn at the discretion of the Deputy Vice Chancellor (Administration, Finance, Planning and Development). Parking shall be only allowed at designated areas at the owners RISK. National Traffic rules and regulations shall apply.

8.11 CRIMINAL OFFENCES

- 8.11.1 The University has no exclusive jurisdiction over its students in criminal matters and other offences covered by law. All crimes and other offences under the Laws of Kenya,

the Penal Code CAP 63 shall be reported to the Police. These shall include but not limited to the following:

- (a) Being drunk and disorderly.
- (b) Drug abuse/possession of illegal brew.
- (c) Drug trafficking.
- (d) Fighting (Affray).
- (e) Possession of dangerous weapons e.g. daggers, arrows, guns, etc.
- (f) Assault causing bodily harm.
- (g) Arson attempts to commit arson or attempts to destroy or damage to property.
- (h) Theft and other related offences e.g. robbery and extortion.
- (i) Picketing, rioting, obstruction to perform duty.
- (j) Organizing unlawful demonstrations/ procession/ incitement.
- (k) Rape or attempted rape.
- (l) Kidnapping/ abduction, detentions.
- (m) Sexual harassment, indecent assaults, defilement.
- (n) Impersonation and false pretenses.
- (o) Forgery, fraud, counterfeiting.
- (p) Illegal/unlicensed trade e.g. hawking.
- (q) Trespass.
- (r) Aiding suicide and attempted suicide.
- (s) Concealing birth, induced abortion.
- (t) Subversion/treason.
- (u) Murder, manslaughter.
- (v) Terrorism activities support or accommodate terrorist.

8.11.2 Notwithstanding any action that may be taken by the Police under the foregoing paragraph, the University may take independent disciplinary measures.

8.12 LEAVE OF ABSENCE

8.12.1 The University shall grant a student(s) leave of absence from the University on the following grounds only:

- (a) Sick leave
- (b) Maternity leave
- (c) Compassionate leave
- (d) Special leave
- (e) Paternity leave
- (f) Deferment of studies e.g. on financial grounds etc.

8.12.2 The request for leave shall normally be supported by documentary evidence.

8.12.3 In all cases of absence from classes because of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer or any certified Medical Practitioner to the Dean of relevant faculty and the Office of the Dean of Students. Where private practitioner has treated a student the medical certificate shall be submitted to the University Medical Officer for record.

8.12.4 Leave application forms are available at the Dean of Students Office and the applicant shall fill the application form before leave begins.

8.12.5 A student who fails to attend 80 % of coursework shall be discontinued to show cause.

8.12.6. Please note that other regulations that govern studentship at the University shall be taken into account.

8.13 PROCESSIONS, DEMONSTRATIONS AND CEREMONIES

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

8.14 CORRESPONDENCE

- 8.14.1 Correspondence to the press or other mass media by an individual or officials of the student's organization shall bear the individual names and signature.
- 8.14.2 It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students Association.
- 8.14.3 Publishing, writing and/or distribution of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- 8.14.4 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.
- 8.14.5 Correspondence through letters by individual students or by officials of the Students Association (including Student Societies) to the following matters pertaining to the University shall be sent through the Office of the Dean of Students and Vice Chancellor who will forward as may be appropriate to:
 - a) Government Officers.
 - b) Foreign governments.
 - c) Cabinet Secretaries and Members of Parliament or other dignitaries.
 - d) Sponsoring bodies and
 - e) Such other bodies
- 8.14.6 Invitations to Cabinet Secretaries, Government Officials, and Politicians, Representatives of foreign governments or any other important persons to visit the University in their official capacities shall be channeled within adequate time to the Vice Chancellor through the Dean of Students.
- 8.14.7 Social Media Restrictions and Exclusions
 - a) He/she does not post details of University policies and procedures but should direct users to the official University Website.
 - b) Comments posted in the social media are constructive and devoid of abusive, obscene and vulgar language in accordance with the University Social Media Guidelines.

- c) Content directed at individual fans or page users should never be written in a manner that can be interpreted as combative, threatening demeaning or otherwise negative. A legal disclaimer may be required for such posts.
- d) He/she does not post content that shows someone being hurt, attacked, humiliated or depicts any activity considered illegal (such as drug use). This might be perceived as racists, bigoted, demeaning or portray the University in negative light.
- e) He/she does not post any content that might be embarrassing to an individual or that could be construed to portray an individual negatively or assassinate an individual's image or character.
- f) He/she does not post content that might cause someone to believe that his/her name, image, likeness or other identifying aspects of his/her identity is being used without permission for commercial purposes.
- g) He/she does not use email or social media account to misinform or incite members of the University Community or the public.
- h) He/she does create an email or social media account with an intention of misinforming or inciting fellow students.
- i) It shall be deemed an offence for a student to abuse or misuse the internet and social media (e.g. Facebook, Twitter, and WhatsApp, among others). State law and University Policy prohibit such abuse or misuse.

8.15 MISCELLANEOUS PROVISIONS

- a) A student shall not use or have in his/her possession harmful chemicals, weapons, knives, sticks, metal bars or any other objects/ articles which might endanger other members of the University community.
- b) A student shall not use vulgar language or abusive language while on or out of the University precincts.
- c) A student shall not threaten or hold hostage extort, strike, or physically harm any other student, or a member of staff or other employees of the University, or a member of public.

- d) It shall be an offence for a student to interfere with movement of University vehicles or cause traffic obstruction in or outside the University.
- e) Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided. Failure shall result in removal of the student from the hostel.
- f) University facilities like halls, lecture theatres and common rooms may not be used by Students for business, meetings and parties without written approval from the Dean of Students.
- g) 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 areas as notified from time to time.
- h) Students on academic or social trips shall be accompanied by an officer of the University.
- i) A list of names of students on the trip shall be prepared by the University officer accompanying the students and submitted to the Dean of Students and Dean of Faculty/School and Registrar Academic Affairs at least one day prior to the departure. No student shall travel on a trip without prior approval by the Dean of Students/Dean of Faculty. Students on a trip shall be required to strictly observe the trip itinerary. Where students need to be away they shall seek permission from the Officer in Charge.
- j) Students/Clubs operating business at the Students Centre shall adhere to all statutory requirements of running such businesses and compliance with the Public Health Act where relevant.
- k) All students must demonstrate maturity in the use of social media and desist from any acts that may threaten, intimidate or insult colleagues or members of the University fraternity.

8.16 RULES FOR CLUBS AND SOCIETIES

- (a) Clubs and Societies may be formed for the advancement of the functions and objectives of the University in accordance with the University Statutes and other relevant national requirements.
- (b) Formation of clubs and societies should adhere to the requirements of national values with regard to cohesion and integration
- (c) Formation of clubs and societies shall not be based on tribal or ethnic inclinations
- (d) Clubs and Societies shall be self-supporting in all financial matters.

8.17 RULES FOR GAMES AND SPORTS

- a) Participation in games and sports is open to all bona fide students.
- b) Equipment provided are the property of the University and should therefore be signed for and returned to the games and sports store on demand in good condition.
- c) Games and sports equipment cannot be taken out of the University compound without permission from the Games and Sports Officer.
- d) Illegal paths are not allowed through sports fields.
- e) During games and sports competitions in and out of the University, only bona fide players will be allowed to take part in the competition.
- f) No student will be allowed to take part in games and sports activities while intoxicated.
- g) Students are not allowed to invite other teams to the University without the permission of the Games and Sports Officer.
- h) Students shall only participate in competitions with the authority of the University Management.

8.18 RULES AND REGULATIONS ON CATERING SERVICES

To facilitate satisfactory and efficient services in the catering unit, students are required to conduct themselves in an orderly manner and be courteous to both catering staff and fellow students. Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times.

a) Meals and Meal Times

Meals shall be served at the designated University catering units within the prescribed time as shown herein under:

Breakfast 6:30 a.m. - 8:00 a.m.

Lunch 12:30 p.m. - 2:00 p.m.

Dinner 6:00 p.m. - 8:00 p.m.

Or at such times as shall be notified to the students by the catering department from time to time. The meal times must be adhered to strictly.

- b) All meals shall be served in the dining halls only. Except for good cause, no meals or beverages shall be carried out of the dining hall. Any student seeking to remove meals from the dining hall must first seek permission from the catering Manager of his/her dining hall and if necessary support such request with a certificate from the Medical Officer in charge of the student health services
- c) No crockery, cutlery or other utensils shall be removed from the dining halls.
- d) No student shall enter the server, kitchen or stores without prior permission from the Catering Manager.
- e) All students shall be required to produce meal cards or other prescribed means of identification before he/she is allowed entry into the dining halls. Each student shall be restricted to a particular dining hall.
- f) No visitors either of the students or other shall be allowed to dine in The University dining halls. Meals are served in the said dining halls at prescribed rates for bona fide students only.
- g) Students shall entertain their visitors at the Students' Centre or any other cafeteria available to them in the University.
- h) Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times
- i) Any student complaints or grievances whatsoever, arising from the administration of the catering services shall be addressed through the correct channels of communications and in this case to the office of the Dean of Students through the Catering Manager.

- j) Students shall not enter the Dining Hall/Restaurant with books and other writing or reading materials and may not bring in any furniture in there as well.
- k) The Dining Hall/Restaurant furniture shall not be used as reading or work tops, or for any other purpose apart from that for which they are provided.
- l) Students are advised to vacate the University Dining Hall/Restaurant as soon as they finish taking their meals in order to clear the way for routine cleaning of the facilities.
- m) Meals in the dining halls are served on a Pay As You Eat (PAYE) basis.

8.19 RULES AND REGULATIONS GOVERNING THE CONDUCT OF STUDENTS WHEN USING UNIVERSITY VEHICLES

a) Requesting for Transport

- i. All students are required to follow the laid down procedures while requesting for and using University vehicles.
- ii. The students are required, individually or collectively, to formally request for the vehicle through the Dean of Students' office by fully filling the transport requisition form that will be available in the transport office.
- iii. The request for University transport should reach the Dean of students' office at least **three (3)** days to the day of travel.
- iv. The relevant head of department will request for all official usage of vehicles by students.
- v. Transport Department may accept request by students on behalf of the concerned Department as long as due authority is given from the head of Department.
- vi. Students going on official trips shall be accompanied by a staff(s) authorized by the University Management.

b) Safety and use of Vehicles

- i. All students are expected to exercise reasonable care while using the University vehicles.
- ii. Any damage of the vehicle will be surcharged to those concerned either individually or collectively.

- iii. Students are not allowed to flout traffic rules and highway codes when using University vehicles.
- iv. All students are required not to expose the University vehicle to danger.
- v. Provoking drivers or the public while using the vehicle is prohibited
- vi. All students are required to report all cases of harassment in the process of securing or using the University vehicle to either the Transport Manager, Dean of Students or both.
- vii. It is a serious criminal offence for a student(s) to carry or consume alcohol, drugs, and cigarettes amongst others in the University vehicle.
- viii. It is a serious offence to use University vehicle(s) for criminal activities.
- ix. All students are required to consult with the Transport Manager from time to time on matters pertaining to transport that may not be clear to them for more explanation.

c) Access to Transport Yard

- i. All students are not allowed to enter the transport yard without authority. This rule applies to members of staff as well.
- ii. No students will be allowed to interfere with the utilization of the transport services by other fellow students or members of staff.
- iii. No student will be authorized to front for a non-University staff or student in requisition for a vehicle.

8.20 JURISDICTION AND DISCIPLINARY ACTIONS

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

Offences/Student Misconduct and Respective Penalties

S/N	OFFENCE/STUDENT MISCONDUCT	PENALTY
1.	Being drunk and disorderly	1. Warning letter for the first offence. 2. Suspension for two (2) academic years for the second offence.
2.	Possession of illegal brew	
3.	Fighting (Affray)	
4.	Illegal/unlicensed trade e.g. hawking	

5.	Assault causing bodily harm	Suspension for two (2) academic years
6.	Participation in an illegal or unauthorized procession/meeting at the University	Suspension for one (1) academic year
7.	Rioting, obstructing staff from performing a duty or obstructing students from performing a duty or from attending lecture, practical or other learning process	Suspension for one (1) academic year
8.	Threatening or insult Kaimosi Friends University staff, student(s) visitors or members of the public going about their business within or outside the University	Suspension for two (2) academic years
9.	Organizing unlawful demonstration/procession/incitement	Suspension for two (2) academic years
10.	Drug abuse	Suspension for two (2) academic years
11.	Using the University Name or Logo on a document in attempt to disparage the University	Suspension for two (2) academic years
12.	Participating in ejecting students or staff from a University premise	Suspension for two (2) academic years
13.	Preventing access to a University venue	Suspension for two (2) academic years
14.	Stealing or extorting a member of staff, student or University visitor	Suspension for two (2) academic years
15.	Forgery, Fraud, Counterfeiting	Suspension for three (3) academic years
16.	Possession of dangerous weapons e.g. daggers, arrows, guns etc.	Expulsion from the University
17.	Leading other students to eject staff or students from a University premise	Expulsion from the University
18.	Willfully/intentionally giving false information to the media or public about the University	Expulsion from the University

19.	Storming a University meeting	Expulsion from the University
20.	Attempt to burn or damage University property	Expulsion from the University
21.	Sexual harassment, indecent assault, defilement, Rape or attempted rape	Expulsion from the University
22.	Kidnapping/abduction, detentions	Expulsion from the University
23.	Killing of unborn child and abortion. Aiding suicide and attempted suicide	Expulsion from the University
24.	Robbery, Drug trafficking	Expulsion from the University
25.	Murder, manslaughter	Expulsion from the University
26.	Arson or damage of University property or that of staff or visitors within or outside the University	Pay for the damage and expulsion from the University
27.	Entering prohibited places on campus such as Telephone Switchboards, Kitchens, Examination Offices, Water Treatment Works, Electricity Control Rooms and other such areas as notified from time to time.	Suspension from the University for a period of one (1) to three (3) academic years depending on the nature of the offence.
28.	Wearing unacceptable or inappropriate attire while attending lectures, practical sessions, visiting offices and during official University functions.	Suspension from the University for one (1) academic year depending on the nature of the offence.
29.	Use of University facilities (e.g. halls, lecture theatres and common rooms) for business, meetings and parties without written approval from the Dean of Students	Suspension from the University for a period of one (1) to three (3) academic years depending on the nature of the offence
30.	Disrespect and non-adherence to the administrative and academic rules, procedures and structures established by the KAFU Charter and Statutes for the control,	Suspension from the University for a period of one (1) to three (3) academic years or expulsion from the University

	governance and operations of the University.	depending on the nature and gravity of the offence.
31.	Wearing unacceptable or inappropriate attire while attending lectures, practical sessions, visiting offices and during official University functions.	Suspension from the University for one (1) academic year depending on the nature of the offence.
32.	Participating in games and sports activities without the permission of the University Management.	Suspension from the University for one (1) academic year depending on the nature of the offence.
33.	Flouting rules and regulations of catering services.	<p>a) Student meeting the full cost of either repair/replacing whichever item is damaged /broken or lost.</p> <p>b) A student being forwarded to the University Disciplinary Committee for further action.</p>
34.	Flouting rules and regulations governing the use of University vehicles	<p>a) Student meeting the full cost of either repair/replacing whichever item is damaged /broken or lost.</p> <p>(b) A student being forwarded to the University Disciplinary Committee for further action</p>

8.21 PROTECTION OF NAME AND LOGO OF KAIMOSI FRIENDS UNIVERSITY

Any individual, Students' Organization, Club or Society may not use the name Kaimosi Friends University and LOGO without the written approval of the Vice Chancellor through the Dean of Students.

8.22 .ACADEMIC CONDUCT

8.22.1 All students shall apply themselves diligently to the courses of study approved by Senate and for which they are registered and in particular shall: -

- a) Except for good cause, attend all lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction. It is therefore an offence for a group or class to boycott lectures/ practical/fieldwork for more than two days consecutively. Such an offence may lead the whole group to be suspended from the University for a specified period.
- b) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic Programme of University.
- c) Attain at least 80% class attendance, tutorials, seminars, practical sessions and other instruction. Where it is established beyond reasonable doubt that the student did not fulfill this condition, he/she will not be allowed to sit end of semester examinations and subsequently shall repeat the year or semester as shall be recommended by the University Senate.
- d) Not be permitted to proceed to the next year of study without having satisfied the entire examinations requirements of the current academic year.
- e) In case of an appeal against the published examination results a student shall make a written appeal as per the examinations policy.

8.22.2 Assessment Requirements

- a) All students must attend end of semester examinations, and/or any other examinations for which they are registered during their course/programme.
- b) All students must also hand in required coursework assignments.
- c) A student who, with sufficient cause, misses an assessment will have their circumstances taken into account by the course lecturer and Department. If the

student is offered an alternative assessment, the timing and form of this evaluation will be at the discretion of the respective student's Department and Faculty/School/Centre in consultation with the course lecturer and subject to the approval of Senate.

- d) A student will be regarded as missing an assessment with sufficient cause if the student can prove with circumstantial evidence that it would be unreasonable to expect the student to have attempted the assessment. Senate will determine, based on recommendations made by Departments and Faculties/Schools/Centres, and on evidence submitted by the student, whether or not sufficient cause existed to warrant opportunity for an assessment.
- e) If a student has registered for a course but fails to take the examination for which they are eligible to sit without sufficient cause, the student shall be deemed to have failed the course.
- f) A student who fails to submit continuous assessment assignment(s) without sufficient cause shall not be allowed to sit Regular examinations.
- g) All students are required to be present for scheduled examinations unless authorized otherwise.
- h) Examinations will be conducted during the allocated times shown in the Examination Timetable. Examinations will normally start at 9.00 am and end at 5.00 pm from Monday to Friday. Senate may, with justifiable cause, vary these times and days.
- i) It is candidates' responsibility to ensure that they know the correct course, date, time and location of all their examinations.
- j) Students must be prepared to identify themselves through the presentation of a relevant Kaimosi Friends University photo-identification card or any other legally recognized identity document.
- k) Missing an examination may affect a student's progression to the next year of study, their eligibility for a degree, or the classification of a degree.
- l) Examination offences are extremely serious. The University takes a serious view of cheating. All students are expected to take note of the written examination

instructions issued to them as well as the announcements made during examinations.

- m) A candidate who is suspected of cheating in examinations is liable to disciplinary action including, but not limited to, cancellation of results, suspension or expulsion from the university.
- n) All materials and/or devices that are found to violate any examination rules and regulations will be confiscated.
- o) A student will not be allowed into an examination room if the student is in debt to the University.
- p) A student shall not commit a breach of academic integrity or misconduct during the course of an examination. A person, whether a student or not, shall not do anything intended to assist a student sitting for an examination to commit a breach of academic integrity.
- q) Kaimosi Friends University operates a zero tolerance policy in relation to cheating in examinations.

8.22.3. Powers of the Invigilator

- a) Students sitting an examination must obey instructions given by an examination invigilator for the proper conduct of an examination.
- b) Invigilators will be present at all examinations and are responsible for their proper conduct.
- c) On the authority of Senate, invigilators will ensure strict adherence to all examination rules and regulations. It is an offence to disregard a legitimate instruction given by an invigilator. Candidates violating such instructions will be liable to disciplinary action.
- d) Examinations will start and finish on the instruction of the invigilator. Students shall not open examination papers or start writing until instructed to do so.
- e) A student shall comply with all instructions set forth on the examination booklet and/or the examination paper, and with any examination notice displayed in the examination room, and with any instruction given by an invigilator.

- f) An invigilator may require that any candidate in the examination room show by such means as the invigilator may specify and as are appropriate to the circumstances, that they do not possess any unauthorized material, or that they are not committing, or attempting to commit, a breach of any policy, procedures and rules relating to the conduct of examinations.
- g) The invigilator shall confiscate any unauthorized material brought into the examination room. The confiscated material, together with a statement of the circumstances from both the invigilator and the student, shall be handed to the Chairperson of Department who will forward to the Registrar (AA) to be used during disciplinary proceedings for examination irregularity.
- h) The invigilator shall question any person, student or not, on matters related to the person's behavior in the examination room.
- i) An invigilator shall require any person, whether a student or not, to leave the examination room if their behavior is such as to disturb or distract students sitting an examination.
- j) Any person present in an examination room shall comply with any requirements of an invigilator and answer any question(s) asked.
- k) The invigilator shall have, and exercise, such other powers as are necessary for the proper and efficient conduct of an examination.

8.22.4. Admission in Examinations

- a) Only authorized persons shall enter an examination venue.
- b) Only the following people may enter or remain in an examination room during and for purposes of an examination:
 - i) Students registered and have met all course requirements;
 - ii) Examination invigilators;
 - iii) Members of academic staff;
 - iv) Security officer(s) authorized by the University;
 - v) Other persons authorized by the Registrar (AA).
- c) The examination venue will be open for admission 30 minutes before the time scheduled for the Commencement of the examination.

- d) All students are expected to be at the designated venue at least thirty (30) minutes before the commencement of the examination. Misreading the examination timetable will not be accepted as a reason qualifying one for a special examination.
- e) Students are responsible for arriving on time for scheduled examinations.
- f) Students shall be required to present a valid Kaimosi Friends University photo identification card or other acceptable form of photo identification to be allowed to enter the examination venue. Where the identification provided is not clear, additional forms of identity verification may be requested.
- g) A student who fails to produce a student identification card and an examination card on request may be refused admission to the examination room.
- h) A student who fails to present student identification card and an examination card, but is admitted into the examination room, shall be required to produce it within 24 hours to the relevant Invigilator. If the student fails to do so, his/her results for that examination shall be cancelled.
- i) A student who arrives late for any written examination paper but before thirty (30) minutes have elapsed from the start of the examination shall be permitted to sit the paper, but such student shall not be allowed any extra time, whatever the reason for lateness.
- j) A student who arrives after thirty (30) minutes have elapsed shall not be permitted to sit the examination.
- k) Unless authorized by the invigilator, no reference materials or electronic devices shall be allowed in the examination venue. Unauthorized materials include, but are not limited to:
 - a) Books;
 - b) Class-notes or reference sheets;
 - c) Unauthorized electronic or communication devices that include, but not limited to cellphones, laptops, tablets, kindles, palm pilots or pagers.
- l) Students having and/or using electronic devices other than those authorized and approved by the course lecturer during an examination will be considered to have committed an act of examination misconduct.

- m) All personal belongings and any unauthorized material must be kept as directed by the invigilator at a designated area outside the examination venue.
- n) The University will not be responsible for any loss of personal belongings in or outside the examination venue.

8.22.5 Candidates Conduct in Examinations

- a) Candidates will check the correctness of their registration details and sign the attendance register for the examination.
- b) Candidates sitting an examination must not give or attempt to give any form of assistance to any other candidate, unless the invigilator expressly approves the same.
- c) No candidate shall accept any assistance from another candidate during an examination, unless the examination invigilator has expressly approved such assistance.
- d) A candidate who permits another candidate to read, copy from or use their examination question or answer paper, unless expressly approved by the examination invigilator shall be committing an academic misconduct.
- e) During an examination, candidates shall be permitted to have access to only those materials or aids specifically approved by the course lecturer for use in that examination paper and sitting.
- f) Where regulations permit a student to bring their own texts into the examination venue, the texts must be completely un-annotated.
- g) If students are allowed to use electronic calculators in an examination, they must be compact, hand-held, and quiet in operation.
- h) Devices with internet connection shall not be permitted in the examination venue.
- i) Bringing unauthorized material and the use or attempted use of the same in an examination constitutes cheating and shall result in disciplinary action being taken against a candidate.
- j) Candidates are not permitted to wear attire that compromises examination integrity, except where exemption applies for religious and/or health reasons, during examinations. Invigilators will request that students remove any clothing such as hats/caps, coats, sweaters and such type and to place it in the area reserved for storage of personal items for the duration of the examination.

- k) Food and drink are not permitted in the examination venue with the exception of water that, if required, should be in a clear plastic bottle with no label.
- l) Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists, the student may be required to withdraw from the examination room and a report of examination misconduct made to the Registrar (AA).
- m) Students may not speak or communicate by any means, manner or device with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- n) Students should read the instructions on the question paper and follow them carefully.
- o) Students should conspicuously display their identification document(s) for the marking of attendance and verification of identity during the examination.
- p) All examinations scripts are anonymous and no student should write their name on the answer booklet. They should write only their admission number, correctly and legibly, in the space provided on the cover of each answer booklet. Providing incorrect/illegible registration number or not writing a number could risk an answer booklet being considered void.
- q) Students must provide all other required details on the answer booklet.
- r) Draft work must be written in the answer booklets or on other examination stationery provided in the examination room by the University. A student shall not carry any paper to the examination venue for draft work.
- s) A student who becomes ill during an examination must submit all examination materials to the invigilator and request their examination to be cancelled. If this information is not passed to the invigilator and a request is not made, the unfinished script will still be marked and graded.
- t) It is the responsibility of every student to ensure that all his or her answer booklets are firmly secured.

8.22.6 Student Exit from Examinations

- a) No student shall be permitted to leave the examination venue until one hour has elapsed from the beginning of the examination. A student who leaves the

examination room during the first one hour will not have their Regular examination graded.

- b) A student will not be allowed to leave the examination room during the last 30 minutes of the scheduled examination.
- c) A student who wishes to leave the room should raise their hand to attract the attention of the invigilator. Students may leave an examination room only if granted permission to do so by an invigilator.
 - i) A student permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Invigilator will provide a report to the Registrar (AA), in such cases.
 - ii) No answer booklet or part of an answer booklet, whether used or not, may be removed from the examination venue.
 - iii) At the end of an examination, all candidates must stop writing, remain seated quietly for invigilators to properly account for all answer scripts to be collected and counted. Students must remain in their seats until all examination materials are collected and the Examination Invigilator has given permission to leave.
- d) A student wishing to leave an examination venue early must inform the invigilator and must remain in their seat until their script has been collected. They must leave the examination venue quietly with minimum disturbance both inside and immediately outside the examination venue.
- e) Candidates are responsible for ensuring that their answer scripts are submitted at the end of the examination. If a candidate is present for an examination and does not submit their answer script, they will be deemed to have sat for and failed the examination concerned.
- f) Students must ensure that they take all their personal belongings with them when they leave at the end of an examination.
- g) In the event of an emergency evacuation, students must follow the invigilator's instructions at all times.

8.22.7. Examination Misconduct

- a) Any act that violates the Kaimosi Friends University Examinations Policy, Kaimosi Friends University Guidelines and Procedures and these Rules and Regulations shall constitute examination misconduct.
- b) Examination misconduct shall include, but not limited to:
 - i) Writing on examination question papers.
 - ii) Unauthorized absence from the examination venue.
 - iii) Having unauthorized material in an examination venue
 - iv) Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.
 - v) Reading answer scripts belonging to another candidate.
 - vi) Carrying examination scripts/answer sheets, one's or another candidate's out of the examination.
 - vii) Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.
 - viii) Permitting another candidate to copy from or make use of one's papers.
 - ix) Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.
 - x) Destroying evidence, which may be used as proof of an examination irregularity.
 - xi) Threatening/intimidating 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.
 - xii) Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.
 - xiii) Refusing to write a statement after being asked to do so by the invigilator.
 - xiv) Committing a subsequent offence after serving a suspension for three (3) Academic Years.
 - xv) Committing a breach of any other examination rule or regulation that may be communicated to the candidates from time to time.

- xvi) Impersonating or attempting to impersonate another candidate or being impersonated knowingly.
- xvii) Forgery of examination documents.
- xviii) Bribery to compromise examination credibility.
- xix) Possessing, while in the examination venue any device that permits communication with others or receive communication from others.
- xx) Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage).
- xxi) Failure to produce an examination card and or student identification card during the examination session.
- xxii) Sitting for examination without payment of fees.
- xxiii) Proceeding to the next academic year without fulfilling the requirements of the previous academic year.
- xxiv) Any emerging evidence of cheating, falsification of examination results, being awarded certificate, diploma or degree of the Kaimosi Friends University fraudulently or falsely.

8.22.8 Penalties for Examination Misconduct

- a) Kaimosi Friends University Senate takes serious view of any breach of the Examinations Rules and Regulations and Examinations Procedures and Guidelines as they apply both to continuous assessment and final Regular assessment and shall impose such a penalty as it deems fit.
- b) Having considered the evidence presented at the Disciplinary meeting, the Senate Committee shall determine the allegation. If the allegation is proven, the Committee will then fix an appropriate penalty from the list below guided by the table of 'Examination Irregularities and Respective Penalties'.
 - i) Warning letter to the candidate
 - ii) Cancellation of either continuous assessment or Regular examination results or both;
 - iii) Cancellation of results for the whole semester;

- iv) Cancellation of the results for the whole academic year;
- v) Suspension from the University for One (1) academic year;
- vi) Suspension from the University for Two (2) academic years;
- vii) Suspension from the University for Three (3) academic years;
- viii) Expulsion from the university;
- ix) Reduction of the mark originally awarded;
- x) Institution of criminal charges;
- xi) Any combination of the penalties defined above
- xii) Where the student is found guilty of more than two major counts the penalty shall run consecutively.
- xiii) Where the student is found guilty of two or more minor counts the penalties shall run concurrently depending on the mitigation.

8.22.9 EXAMINATION IRREGULARITIES/OFFENCES AND RESPECTIVE PENALTIES

S/N	IRREGULARITY/OFFENCE	PENALTY
1.	Writing on examination question papers.	Warning letter to the candidate.
2.	Unauthorized absence from the examination Venue	Warning letter to the candidate
3.	Having Unauthorized material in an examination venue	Cancellation of examination results in the course & suspension for one (1) Academic Year
4.	Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for one (1) Academic Year
5.	Reading answer scripts belonging to another candidate	<ul style="list-style-type: none"> • Cancellation of examination results in the course

		<ul style="list-style-type: none"> • Suspension of the candidate from the University for one (1) Academic Year
6.	Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for one (1) Academic Year
7.	Possessing, while in the examination venue any device that permits communication with others or receive communication from others	<ul style="list-style-type: none"> • Cancellation of examination results in the course. • Suspension of the candidate from the University for one (1) Academic Year
8.	Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years.
9.	Permitting another candidate to copy from or make use of one's papers.	<ul style="list-style-type: none"> • Cancellation of examination results for that course. • Suspension of the candidate from the University for two (2) Academic Years.
10.	Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years.

11.	Destroying evidence that may be used as proof of an examination irregularity.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years
12.	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.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years.
13.	Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for three (3) Academic Years.
14.	Refusing to write a statement after being asked to do so by the invigilator.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for three (3) Academic Years.
15.	Impersonating or attempting to impersonate another candidate or being impersonated knowingly	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for two (2) Academic Years
16.	Forgery of examination documents	<ul style="list-style-type: none"> • Cancellation of examination results for all courses

		<ul style="list-style-type: none"> • Suspension of the candidate from the University for three (3) Academic Years.
17.	Bribery so as to compromise examination credibility	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for three (3) Academic Years.
18.	Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage)	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for three (3) Academic Years.
19.	Committing a breach of any other examination rule or regulation, which may be communicated to the candidates from time to time.	<ul style="list-style-type: none"> • Warning letter • Cancellation of results • Suspension for between one (1) & three (3) Academic Years.
20.	Committing a subsequent examination irregularity	<ul style="list-style-type: none"> • Expulsion from the University
21.	Failure to produce an examination card and or student identification card during the examination session	<ul style="list-style-type: none"> • Cancellation of examination results for that course. • Give letter.
22.	Sitting for examination without payment of fees.	<ul style="list-style-type: none"> • Cancellation of examination results for that course. • Suspension for one (1) Academic Year.
23.	Proceeding to the next academic year without fulfilling the requirements of the previous academic year.	<ul style="list-style-type: none"> • Cancellation of examination results for the subsequent year progressed

		<ul style="list-style-type: none"> • Suspension for one (1) Academic Year.
24.	Any emerging evidence of cheating, falsification of examination results, being awarded certificate, diploma or degree of Kaimosi Friends University fraudulently or falsely.	The Kaimosi Friends University Statutes 43 (XXXXI11) shall apply.

9.0 IMPLEMENTATION, MONITORING AND EVALUATION

Implementation of the Handbook shall be carried out by a number of officers according to assigned roles and responsibilities within the University. The monitoring of the examination process shall be the responsibility of Deputy Vice Chancellor in charge of Academic, Student Affairs and Research.

10.0 EFFECTIVE DATE

The date that this **Student Code of Conduct: Rules and Regulations** comes into effect is the 2nd day of August 2022.

11.0 REVIEW OF THE POLICY

The policy shall be renewed after every three (3) years or as need arises in order to address emerging issues.