

**RULES AND REGULATIONS GOVERNING THE
CONDUCT AND DISCIPLINE OF STUDENTS**

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I RULES AND REGULATIONS GOVERNING STUDENTS

1 INTRODUCTION

1.1 These rules and regulations shall apply to all students of the Egerton University and its college campuses. The students shall be required to observe and abide by the rules and regulations as read and interpreted with the university Act, 2012(No. 42 of 2012) together with Statute III(3), (8) and (9) and Statute XV 8(ii) of Egerton Universit

1.4 Nothing in these rules and regulations shall precede the university from requiring any student to execute any bond, assurance or undertake to be of good conduct throughout his or her stay at the university.

1.5 When required and executed, such bond, assurance or undertaking shall have the same effect as if it were part of these rules and regulations.

2. DEFINITION OF STUDENT

For purposes of these rules and regulations the term student means and includes:

2.1 Any person who has paid fees and is registered online into any programme of study for an undergraduate degree or diploma or any other program of study duly and expressively recognized by the senate and the university council and offered by Egerton University.

2.2 Any Student from another University, registered for any academic in Egerton University.

3. DEFERMENT OF STUDIES

- (a) The university shall allow students to defer their studies on the following grounds: Sickness, maternity/paternity, bereavement, lack of fees or any other reasonable cause.
- (b) Request for deferment shall be supported by documentary evidence. In all cases of absence from classes on account of illness and maternity, a medical officer or any certified medical practitioner will make a recommendation to the Dean of the relevant Faculty, Institute or Directorate. The Dean of Students shall be notified of such absence and the medical report submitted to the Registrar Academic Affairs for Record.
- (c) Deferment application mode shall be communicated by the Registrar Academic Affairs. All students MUST consult their Chairpersons of their respective departments for specific instructions
- (d) The university shall not allow situations where a student abandons studies from the university without prior official permission from the Registrar Academic Affairs. Students, who wish to interrupt their studies at any time before graduating due to fees or any other reasonable

cause, MUST apply to the Registrar Academic Affairs, through Dean of Faculty and through the Chairperson of Department for permission.

- (e) Any student, who is granted leave of absence and/or is discontinued from studies for whatever reason must vacate the university premises as soon as possible.
- (f) Any student who has been allowed to defer his/her studies during an academic session shall not be refunded tuition fees or accommodation fee, unless the application for deferment is received before the start of the next academic session.

website, fill it and forward the completed form to the Chairperson of Department for processing before departing.

(c) If there is an emergency which will make the student not be able to complete the form, a colleague or the class representative may be given instructions by the student to do so.

The following are acceptable reasons for seeking permission to be absent from the University:-

- (i) Sickness
- (ii) Bereavement
- (iii) Financial problems
- (iv) Psychosocial problems

Students who absent themselves from the university with or without permission for two (2) consecutive weeks (10 working days) during the semester shall be required to defer their studies.

3.2 Discontinuation and Abscondment

A student will be discontinued on abscondment grounds if she/he fails to register or attend scheduled classes for a period exceeding two (2) weeks or longer without the consent of the university Senate.

4. FEE PAYMENT

All Students are expected to register online via individual student portal (studentportal.egerton.ac.ke). No student will be able to register unless he/she has completed fees for the current and previous semesters. It is the university policy that students pay full amount of fees as required before registering online on the first day of reporting. Students are required to register online at the beginning of the semester on the date designated in the calendar for the academic year. No student will be able to register two weeks (14 days) after commencement of the semester (Student portal will only remain open for registration for the first two weeks of the semester). Only those students who have cleared fees and registered will be able to access university services.

N/B Revised fees payment requirement will be communicated to all students by Registrar (AA), whenever changes occur

4.1 Fee Refund

Refunds of excess fees will **ONLY** be made after completion of studies. Excess funds

from sponsors will be refunded to the sponsors and NOT to the benefiting student. No Fees is transferable to another student. If the excess funds include cash paid in by both the student and sponsor, the principle of Last in First Out (LIFO) will be used in refunding the the excess cash.

4.2 Transfer of Funds

Request for transfer of funds from one ac-918

Caution money is intended for any damages, losses and breakages of university property. The amount to be paid will be determined by the University from time to time. This money should remain in the university account throughout the student academic life and is refunded upon graduation, only if the student has not been surcharged for the entire period of study. This money will be paid through electronic transfer to each student respective bank account.

5. GENERAL CONDUCT OF STUDENTS

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5.1.2 Respect and adhere to the established university administrative structures and academic procedures which may be promulgated from time to time for better control, administration and operation of the university.

5.1.3 Honour the rights and privileges of other members of the university community at all times.

5.1.4 Refrain from any conduct that might bring the university or any section or programme thereof into disrepute or public odium.

5.1.5 Conduct themselves in all public places with such demeanour and dignity as befits their status as scholars and educated citizens.

5.1.6 Wear appropriate and modest attire during study, at meals time in dining halls, and in all university functions.

5.1.7 Desist from all acts of hooliganism, unruly or rowdy behaviour, fighting, unreasonable or excessive noise or any other acts likely to cause a breach of peace within or outside the university premises.

5.1.8 Avoid drunkenness or any other anti-social behaviour that would lead to disturbance of other

5.2.7 Surrender all keys and any other university property to the custodian/housekeeper at the end of every semester or academic period, or as may otherwise be required by the university.

5.2.8 Ensure that rooms are clean, tidy and devoid of any form of defacement at all times.

5.2.9 Use videotapes, radios or any other audiovisual instrument in the halls of residence

university senate e.g. Pandemics, Extreme Security threats, fees payments, deferment requirements e.t.c.

7.0. VACATION RESIDENCE

7.1. Students are prohibited from residing in the university during the period of closure or vacation except with written permission of the Chief Halls Officer upon advice from the Senate or University Management Board through the Director, Student Welfare Services.

7.2. A student on such

8.3. Desist from entering the kitchen, servery, store or any restricted part of the mess/cafeteria except as may be authorized by the Catering Officer.

8.4. Present and conduct themselves in an orderly and acceptable manner during meals.

- 9.16. Inciting fellow students, staff or other members of the university community
- 9.17. Vehicle hijack or misuse
- 9.18. Picketing
- 9.19. Boycott of scheduled lectures, practicals, all other courses of instruction or examinations.
- 9.20. Intimidation of or issuance of threats, written or verbal, to students with intent to disrupt an ongoing activity or any other process.
- 9.21 Cyber-bulling/Cyber-harassment
- 9.22. Malicious or willful damage to university property, that of other students or members of the public.
- 9.23. Any attempt to convene or organize or any participation or involvement in demonstration, gathering, processions, or public ceremonies for which permission has not been obtained from the university administration or government authorities.
- 9.24. Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards.
- 9.25. Any other obnoxious acts or repugnant conducts as may be prejudicial to good order or the proper functioning of the university.

9.26. Use of cooking or cooking appliances and electric devices other than reading lamps, electric iron-box, electric razor, electric hair drier, electric kettle, radio, TV, DVD player and computer in the hostels or any other unauthorized place or space.

10.

11. COMPOSITION AND PROCEDURES OF THE STUDENTS DISCIPLINARY COMMITTEE

11.1 There shall be a Student Disciplinary Committee of the Senate established under statute VIII3(3) of Egerton University Statutes, 2013 and University Act, 2012.

11.2 For the Main campus, the committee shall be composed of the following:

- (a) Deputy Vice-Chancellor (AA) - Chairperson
- (b) Deputy Vice-Chancellor (APD)
- (c) Dean of Students
- (d) Two senate representatives
- (e) Director, Board of Undergraduate studies
- (f) Director Board of Postgraduate studies
- (g) Dean Faculty concerned
- (h) Chairman of the department
- (i) Chairman of Students organization
- (j) Two students representatives
- (k) Registrar (Academic Affairs) Secretary.

11.3 For College Campuses, the committee shall comprise the following:

- (a) Principal Chairman Person
- (b) Deputy principal (where applicable)

- (c) Dean of Students or Representative
- (d) Dean of Faculty concerned
- (e) Chairman of Department concerned
- (f) Two senate representatives
- (g) Chairman of Students organization
- (h) Two students representatives from the Campus
- (i) Registrar (Academic Affairs) or a representative Secretary.

11.4. The Chairperson committee shall call a meeting within one month of receipt of a report or complaint.

11.5. The Secretary of the Disciplinary Committee shall notify the student and the complainant of the date, time and venue of the meeting and of the rights to be present and call a witness or witnesses.

11.6. If upon notification, the accused fails to appear before the committee without any reasonable explanation, the committee shall proceed with the case nonetheless.

11.7. The committee shall hold due enquiry and shall not be required to adhere to rules of evidence or procedures as applied in a court of law. In particular, the committee shall ensure that both sides are heard and the witnesses required in the case do not act as members of the committee.

11.8. At all meetings of the committee before which a student is summoned, the procedure adopted shall be

determined by the committee and the student alone shall be entitled to appear in person. For avoidance of doubt, the committee shall not entertain the audience of advocates or the legal agents on behalf of the student.

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consensus or by simple majority vote through a secret ballot. The Chairman shall have a casting vote in addition to his ordinary vote.

11.10. The committee shall have powers to impose anyone or more of the following sanctions subject to ratification by the Senate:

- a) To dismiss the case against the student.
- b) To warn or caution the student either verbally or in writing.
- c) To require the student to fully pay any loss or damages as shall be commensurate with the nature and gravity of the offence committed.
- d) To suspend the student from the university for a specified period of time.
- e) To exclude the student from halls of residence for such period as the committee may deem fit.
- f) To exclude the student from attendance of lectures or other courses of instruction or from taking examination as the committee may deem fit.
- g) To expel the student from the university.

- c) On receipt of the notice of the appeal, the relevant minutes and documents, The Chairman of the Committee shall take appropriate action in respect to the case at the earliest opportunity.
- d) The Chairman of the Committee shall subsequently communicate the last university council meeting results of the appeal whose decision shall be final and irrevocably binding.
- e) The council

13. ENFORCEMENT OF THE RULES AND REGULATIONS

13.1. The responsibility of maintaining discipline at the university is vested in the Vice-Chancellor who may from time to time delegate such authority and powers to other university officers for purposes of investigation and enforcement.

13.2. The administrative and academic staff of the university otherwise have authority in areas of their jurisdiction or competence to ensure that the rules and regulations are adhered to by students.

13.3. These rules and regulation are subject to revision whenever need arises or as necessitated by University Senate decisions. Such revisions will be communicated to all students in official circular or memorandum

14. FIELD ATTACHMENT AND TEACHING PRACTICE

14.1. Students on field attachment or teaching practice shall be subject to the supervision and disciplinary authority of mandated university staff and of the officers of the host organization under whom they have been placed by the University. For avoidance of doubt, university staff in case of teaching practice shall mean a zone coordinator or

supervisor, and the officer of the host school shall mean the Head teacher or Principal.

14.2. In the event of a breach of the specific rules and regulations set out by individual departments and faculties on field attachment or teaching practice, and depending on the nature and severity of the offence, the staff and officers responsible shall take following actions:

- a) Report the student in writing to the Dean of Faculty and Board of Undergraduate Studies enclosing all documentary evidence.
- b) Take any other action that may be deemed

II COMPLAINTS HANDLING AND CORRUPTION REPORTING MECHANISMS

15. HOW TO LODGE COMPLAINTS

A student may lodge a complaint through telephone call, personal visit, letters, e-mail, short messages service (SMS), and suggestion box and feedback form in the various relevant offices in the university. Reports should be made to integrity promotion committee whose mandate is:

- a) To receive and ensure resolution of complaints on injustices, maladministration, unethical conduct, breach of integrity, discourtesy, misbehaviors, inefficiency or ineptitude.
- b) To receive and investigate reports on alleged corruption
- c) **Physical location:**

Utafiti Building 330/301

Hotline 051-2111111 or 051-2112222

Mobile No. 0702-200015/15,

Email: integrity@egerton.ac.ke

Website: www.egerton.ac.ke

Twitter: @egertonunikenya

Facebook: Egerton University *Transforming Lives through Quality Education*

- d) Reporting boxes are also strategically located in areas of high human traffic in the University.
- e) Green Boxes for complaints and Red Boxes for corruption allegations.

Students are encouraged to make genuine reports through any of the above avenues.

III ACADEMIC ASSESSMENT

All examinations shall be conducted under the authority12 Tf1 0 04ce

- (a) Continuous assessment tests will comprise forty per cent (40%) and end-of-semester/ end-of-year final examinations sixty per cent (60%).
- (b) Any candidate who fails the clinical examination will have failed to satisfy the examiners in the

39 percent and below	F	Fail
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16.4.4 Other designations related to examinations shall be as follows:

P: Pass, **I:** Incomplete, **K:** Course in Progress, **CT:** Credit Transfer, **AU:** Audit

17. COMPENSATION OF MARKS

A candidate who fails up to two courses in regular examinations of academic year will be allowed to pass on compensation grounds by the Faculty Boards of Examiners under the following conditions:

17.1 A Candidate will be compensated if he/she obtains between 36 and 39 marks in a related course.

17.2 Marks for compensation for a particular course shall be obtained from a related course passed during regular examination in the same academic year.

17.3 A grade of compensating course shall not be changed due to borrowing marks.

17.4 Marks taken for compensation shall be subtracted from compensating course. For every one mark compensated, two marks will be required from the compensating course.

18. SPECIAL UNDERGRADUATE EXAMINATIONS

A student who completes his/her course work but due to unavoidable circumstances acceptable to the Senate, is unable to sit the end-of- semester examinations, shall, on written request, be authorized to sit for special examination, when such examinations are next offered.

18.1 Re-Sitting of Failed Courses

(a) A student who fails an end-of- semester examination shall be required to re-sit for the f

- (a) A student who fails a final examination shall be required to re-sit the failed course(s).
- (b) A student shall be allowed to repeat the

Fails more than fifty per cent (50%) of all CFs taken in an academic year;

Fails the second retake of a course;

20.3 Fails to register for, and/ or attend scheduled classes for two weeks or longer consecutively or cumulatively without the consent of the Senate;

Commits an examination malpractice;

Fails to meet any other condition stipulated by the Faculty for the award of Degree or Diploma.

21.1.1 Copying or reading from another candidate script or from any other unauthorized source.

21.1.2 Bringing into the examination room unauthorized materials relevant to the examination e.g. books, notes, papers, electro

22. DISCIPLINARY PROCEDURES AND PENALTIES

22.1

- (c) The _____ shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the Faculty
 - (d) The recommendations of the Disciplinary Committee shall be reported to the Faculty Board of Examiners and the Senate as soon as possible, but before the Senate deliberates on relevant examination results.
 - (e) The university may rescind any degree or diploma awarded to a graduate who, while registered in a
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expelled from the University for irregular admission shall not be entitled to any previous academic records.

22.3. **Appeal:** Discontinued or suspended students may appeal to the Chairperson, Grievances Handling and Appeals Committee of the Council through the Vice-Chancellor within a period of ninety (90) days from the date of

Percentage score	Grade	Remark
70 percent and above	A	Excellent
69-60 Percent	B	Good
59-50 Percent	C	Average
49-0 percent	F	Fail

23.4 Special Examinations

examinations in each paper failed before commencement of the (semester).

- (b) (50%) in all courses passed at re-sit examination.
- (c) Re-sit examination shall be taken once only.

23.6 Discontinuation: A student shall be discontinued for:

- (a) Failing more than twenty five percent (25%) of the total CFs taken in an academic year;
- (b) Obtaining a Weighted Average Score (WAS) of less than sixty percent (60%), for the academic year;
- (c) Failing a re-sit examination;
- (d) Committing an examination malpractice as defined under Statute 36(13);
- (e) Failing to register for and attend scheduled lecturers for two weeks or longer without the consent of the Senate.
- (f) Abscondment from research work for a maximum period of sixty (60) days.

24.0 POSTGRADUATE DIPLOMA EXAMINATIONS

All examinations shall be conducted under the authority of the Senate as specified under various Rules and Regulations.

24.1 Examinations shall consist of:

- (a) Assignments, laboratory practicals, field work, industrial attachment and such other continuous assessment as required by the Department, Faculty, School or Institute concerned.
- (b) Continuous assessment shall constitute forty per cent (40%) of the total marks for each course.
- (c) The final examinations, which shall constitute sixty per cent (60%) of the total marks for each course.

24.2 Seminars and courses which are of a practical nature may be assessed entirely by continuous assessment.

24.3 For non-medical programmes, marks obtained in examinations shall be converted into letter grades and the Diploma ranked as follows:

Percentage score	Grade	Remark	Ranking
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100-70

- (a) A candidate who fails twenty-five per cent (25%) or less of the total CFs in an academic year shall be required to take re-sit examinations in each course failed before commencement of the next academic year

- (b) all courses passed at a resit examination.

24.3 Discontinuation

A student shall be discontinued for:

- (a) Failing more than twenty five percent (25%) of the total CFs taken in an academic year;
- (b) Obtaining a WAS of less than six

25.0 EXAMINATIONS FOR MASTERS PROGRAMMES

- (i) Continuous assessment based on assignments, laboratory practicals and such other tests as the regulations of the Department may prescribe, which shall constitute forty per cent (40%) of the total marks for each course.
- (ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.

All examinations shall be conducted under the authority of the Senate as specified under various Rules and Regulations.

25.1 General Examination Procedures and Ranking

- (a) Examinations shall be conducted under the authority of the Senate.
- (b) Examinations shall consist of:
- (c) Courses which are purely of a practical nature and/or seminars may be assessed entirely by continuous assessment.
- (d) For non-medical programmes, marks obtained in examinations shall be converted into letter grades

- (ii) For medical programmes, marks obtained in examinations shall be converted into letter grades and ranking as follows:

Percentage score	Grade	Remark	Ranking
100-75 per cent	A	Excellent	Distinction
74-64 per cent	B	Good	Credit
64-50 per cent	C	Average	Pass
49-0 percent	D	Below Average	Fail

25.3 Re-sit Examinations

- (a) For non-medical programmes
(i)

(b)

- (c) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements;
- (d) Examination results shall be processed and approved by the Faculty Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to the Senate by the relevant Dean of the Faculty.

25.6 Submission and Examination of Thesis

- (a) At least three months before a Thesis is submitted, a candidate shall with the consent of the supervisor(s) give notice in writing to the Director, Board of Postgraduate Studies, indicating intention to submit Thesis. The notice must be accompanied by an Abstract of the Thesis.
- (b) The Thesis

Degree in any other university and that the Thesis is the original work of the candidate.

- (c) The Thesis/ Project shall bear the signature(s) of the supervisor(s) indicating approval to submit.
- (d) Upon receipt of the Thesis, the Board of Postgraduate Studies shall forward the same to the Examiners within two weeks.
- (e) The Senate, on the recommendation of the Board of Postgraduate Studies, shall appoint in respect of each candidate presenting a Thesis a Board of Examiners consisting of:
The Dean of Faculty Chairperson; The Chairperson of the Department; Two Internal Examiners who supervised the candidate; One Independent Internal Examiner who is competent in the

- (f) The External and Internal Examiners shall be required to submit within two months an independent written assessments of the Thesis to the Director, Board of Postgraduate Studies, indicating:
 - (i) Whether or not the Thesis is adequate in form and content;
 - (ii) Whether or not the Thesis Project reflects an adequate understanding of the subject, and, in consequence;
 - (iii) Whether or not the Degree should be awarded.

- (g) The Thesis shall be graded as Pass or Fail.
 - (a) The Director, Board of Postgraduate Studies, shall notify the Dean of the relevant Faculty to set a date for the oral examination/ defense which shall be fourteen (14) days from the day of the notice. On

- (b) The passing of the candidate shall be based on consensus, or failing to arrive at a consensus, on the decision of the majority of the Board of Examiners.
- (c) In the event that the Board of Examiners requires that the candidate re-submit and defend the Thesis, this shall be done once only.
- (d) If the Board of Examiners will judge the candidate to have failed in both the quality of the Thesis and the defense, the decision of the Board of Examiners shall be final.
- (e) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately following the defense and in writing by the Director, Board of Postgraduate Studies, within two weeks of the defense.
- (f) Where correction to the Thesis are required, a signed certificate of corrections shall be issued by the supervisor(s) before the Thesis is submitted to the Director, Board of Postgraduate Studies.

- (ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.
- (c) Seminars and/or courses which are purely of a practical nature shall be examined entirely by continuous assessment.
- (d) Marks obtained in examinations shall be converted into letter grades as follows:

Percentage Score	Grade	Remark
100-70 per cent	A	Excellent
69-60 per cent	B	Good
59-50 percent	C	Average
49-0percent	F	Fail

- (f) A candidate shall be required to maintain a equivalent to 60% in order to continue with the programme.
- (g) A candidate who fails a course shall be required to take a resit examination once only at own expense. The maximum grade to be obtained for a resit

cent (50%).

26.2 Re-Sit/ Supplementary Examinations

- (a) A candidate who fails in twenty five per cent (25%) or less of the total CFs in an academic year but has WAS of sixty per cent (60%) or more shall be required to take re-sit examination once only in the course failed.
- (b)

26.5 Submission and Examination of Dissertation

- (a) To complete the Ph.D. programme, a candidate shall be required to:
 - (i) Publish at least two papers from his/ her Dissertation in refereed journals;
 - (ii) Submit a Dissertation embodying the results of original research. The Dissertation shall be written according to the format and specifications stipulated by Departments and Faculty, Schools, Institutes/ Campuses and approved by the Board of Postgraduate Studies.

- (iii) Whether or not the degree should be awarded
- (iv) The Dissertation shall be graded as Pass or Fail.

26.6 Oral Presentation (Defense)

- (a) The Dissertation shall be orally examined/ defended before a Board of Examiners appointed by the Senate and constituted as follows:
 - (i) The Dean of Faculty Chairperson;
 - (ii) The Director, Board of Postgraduate Studies;
 - (iii) The Chairperson of the Department;
 - (iv) Two Internal Examiners (Supervisor(s));
 - (v) One Independent Internal Examiner;
 - (vi) One External Examiner;
 - (vii) One Senate representative;
 - (viii) The Faculty representative to the Board of Postgraduate Studies;

- (b) The oral examination/ defense of the Dissertation shall be held within four months of the submission. The decision of the Board of Examiners, which shall be by majority, shall be communicated verbally to the candidate immediately following the defense and in writing by Director, Board of Postgraduate Studies, within two weeks after defense.

- (c) The Director, Board of Postgraduate Studies, shall subsequently communicate the decision of the Board of Examiners to the Chairperson of Senate.
- (d) The Senate may require a candidate to resubmit a Dissertation for re-examination in a revised form once only within six months.
- (e) Where corrections to the Dissertation are required, the supervisors shall submit a signed certificate of corrections to the Director Board of Postgraduate Studies.
- (f) A Dissertation accepted by the University and subsequently published in part or whole and in

forming part of the requirements for the Degree of Doctor of Philosophy of Eg

26.7 Examination irregularities, disciplinary procedures and penalties

There are examination irregularities, disciplinary measures taken and specific penalties as stipulated below.

26.7.1 Examination and Research malpractices

The following academic malpractices are considered serious and any student guilty of committing any of them shall be liable to disciplinary:

- (a) Copying or reading from another unauthorized source.
- (b) Bringing into the examination room any unauthorized materials relevant to the examination, e.g., books, notes, electronic devices with pre-set formulae, Kindle, mobile phones, pre-written answers, etc.;
- (c) Abetting, aiding or covering up an examination malpractice;
- (d) Seeking or obtaining a deferment of examination on false pretense;
- (e) Plagiarism;
- (f) Giving of false or gorged research data and/or results and purporting them to be true;
- (g) Any deviation from the research procedures as prescribed in the approved research proposal without consent of the designated supervisors;

26.7.2 Disciplinary procedures and penalties

- (a) Any examination malpractice shall immediately be reported within twenty-four (24) hours or the next day in writing by the invigilators through the Chief Examiner (the Chairperson of Department) to the Dean of Faculty/School/Institute/Campus where the course is taught. The report shall include statements by the student involved, invigilators, and examiners.
- (b) On receiving the report of examination malpracticetctictctictct

One Representative from the Graduate
School.

(d)

For Enquiries Contact:

The Dean of Students

P.O. BOX 536-20115,

EGERTON-KENYA

EMAIL: dos@egerton.ac.ke