



## KENYA INSTITUTE OF MASS COMMUNICATION

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### STUDENTS' RULES AND REGULATIONS

*(Please read all carefully before signing)*

#### A. General Conduct

1. All students shall obey, respect and follow lawful instructions from members of staff.
2. All students should conduct themselves responsibly and refrain from any conduct that disrupts order and peace in the Institute.
3. All Authorized students shall observe meal times and take meals in the Dining hall unless authorized by the Head of Hospitality or Dean of students.
4. All students should be properly groomed, decently dressed and should maintain personal hygiene at all times.
5. Students should keep the environment, hostels, classrooms, workshops and studios tidy and shall be expected to participate in scheduled general cleanliness.
6. All students are encouraged to participate in clubs, games and sports activities.
7. Punctuality must be observed in all Institute functions.
8. Unauthorized use of mobile phones in lecture rooms, workshops, studios, library and examination rooms is prohibited.
9. Students shall not take out furniture or equipment from classrooms, or buildings without written permission from the relevant authorities.
10. Boarding students shall not be out of the Institute overnight without a valid authorization endorsed on a prescribed form.
11. Students shall respect others' freedom of worship.
12. At all times students are prohibited from entering hostels of the opposite sex unless otherwise permitted by the Housekeeper or Dean of Students.
13. Visitors are not allowed in the hostels.
14. Boarding students must be in their rooms by 10:00 pm to 6:00 am. During these times they shall avoid unnecessary noise and be considerate to their fellow students.
15. A student who becomes pregnant will be advised to be day scholars until delivery and if their condition may not allow continuity with their studies, they may apply for deferment for one (1) academic year using the prescribed form.
16. All motor vehicles, motorbikes, bicycles driven into the Institute must be inspected and registered at the gate by the Institute's security guards.
17. All students must refrain from disciplinary offences, which include the following:

- a) threatening, verbally abusing, intimidating, extorting, harassing, holding hostage any student, staff or any other employee of the Institute, or a member of public or engaging in any conduct that is likely to cause a breach of peace.
- b) Behaving in a manner and/or uttering words that may damage the good name and image of the Institute.
- c) Being in possession of knives, sticks, metal bars, firearms, harmful chemicals or any other articles which might endanger other members of the Institute community.
- d) Stealing or willfully losing or damaging Institute or other institutions' property.
- e) Consuming alcohol or intoxicating drugs within the Institute or during student tours and/or co-curricular activities.
- f) Use and/or trafficking illicit drugs.
- g) Smoking in the Institute premises including lecture halls, corridors, toilets, dining hall, library etc.
- h) Organizing, inciting or participating in boycotts, demonstrations, riots and strikes or any form of mass indiscipline.
- i) Creating unreasonable noise or engaging in unruly and rowdy behaviour causing disturbance or annoyance to other persons in the Institute premises.
- j) Demeaning other people's dignity through character assassination. This includes use of slanderous, abusive, obscene or threatening language by any student against other student(s) or an officer/employee of the Institute on duty;
- k) Writing, publishing and/or circulating/distributing unauthorized publications or placing unacceptable notices on notice boards or removing valid or official notices without permission.
- l) Forging a document or perpetrating forgery with intent to cause loss to any person or the Institute in cash or otherwise. This includes payment receipts and student identification documents.
- m) Sexual harassment, including: (i) sexual jokes, innuendos, noises, lewd suggestions, foul language, obscene gestures. (ii) Pressuring for sexual activity or favours. (iii) Homosexual (gay/lesbianism) activities of any kind. (iv) Explicit sexual suggestions in return for rewards. (v) Gossiping about a person's sex life with the goal of character assassination. (vi) Displaying pornographic and sexually suggestive pictures/materials or objects. (vii) Belittling comments on a person's anatomy. (viii) Unwanted physical contact of any sort which is sexual in nature, including touching of sensitive body parts. (ix) Unwanted physical contact, kissing in public, pinching or cornering. (x) Rape or indecent assault.
- n) Forceful ejection of students and staff from lecture halls, library, hostels and offices or on any way interfering with or blocking scheduled Institute activities such as lectures, seminars and/or examinations.
- o) Interference with the movement of Institute vehicles or causing traffic obstruction in or outside the Institute.
- p) Mismanagement of funds of the students' association in contravention of relevant provisions of the KIMCSA Constitution.
- q) Use of Institute facilities like halls, lecture theatres and common rooms by students for business, meetings and parties without written approval from the Director.

- r) Operating business activities or promoting products within the Institute premises without prior authorization.
- s) Inviting unauthorized guests or dignitaries without permission from the Director.
- t) Addressing media or the public about the Institute without permission from the Director.
- u) Organizing, participating in or financing demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the Director.
- v) Uprooting/damage of flowers/plants, defacing buildings, littering, harming/killing pets and domestic animals within the Institute precincts.
- w) Keeping any kind of domestic animals and pets within the Institute precincts.
- x) Operating or participating in the activities of a club or society that is not registered in the Institute.
- y) Travelling for Institute academic/social trips without prior approval by the Director.
- z) Failure to adhere to Institute academic/social trip inventory/ travel guides or instructions.
- aa) Cohabiting.
- bb) Knowingly inviting or entertaining a student in the Institute who has been barred from the Institute premises.
- cc) Entering hostels of the opposite sex or admitting students of the opposite sex into the hostel unless otherwise permitted by the Housekeeper or Dean of Students.
- dd) Admitting visitors or residing with unauthorized persons in Institute hostels.
- ee) Cooking in rooms and/ or unauthorized areas.
- ff) Failing to surrender hostel key(s) or property when required to.
- gg) Failing to vacate Institute premises or hostels when required to do so.
- hh) Accessing Institute premises, facilities, or participating in functions while on suspension or discontinuation from the Institute.
- ii) Assisting others to commit or attempt to commit an offence or assisting those who have committed such offences to escape detection and punishment.
- jj) Failing to appear before the Institute/Institute Students Disciplinary Committee when summoned to do so.
- kk) Any other act or omission that may be deemed improper.

## **B. ACADEMIC OFFENCES**

The following constitute academic offences: -

1. No student shall be found idling in the compound during class time.
2. Stealing library materials/equipment removes materials from the library without authorization or willfully damages material/equipment.
3. Bribing or attempting, advance sexual favours to, or threaten lecturers or any other Institute official for the purpose of inducing them to award or change marks.
4. Without good cause repeatedly failing to attend lectures, tutorials, seminars, practical or any other scheduled courses of instruction.
5. A student who fails to attain at least 80% class attendance per unit shall be automatically referred for one (1) academic year.

6. Gaining unauthorized access and altering marks, forging or attempting to forge transcripts and any other form of unauthorized alteration of academic documents.
7. Failing to comply with any other regulations made by the Institute or Department for the smooth running of academic programmes.

### **C. EXAMINATION OFFENCES**

The following shall constitute examination offences: -

1. Cheating in an examination by copying answers, using unauthorized material, gadgets or equipment in the examination room or intentionally sharing answers with others during continuous assessment tests or other examinations.
2. Concealing, destroying or attempting to conceal or destroy any incriminating evidence or any unauthorized materials, gadgets or equipment.
3. Refusing/resisting to cooperate with and/or obey the instructions of the invigilators and/or any other authorized Institute officials during examination.
4. Plagiarizing material for projects or assignments.
5. Failing to sit an examination for which one has been registered without good reason or without approval of the HOD.
6. Using another student's identity card or allowing another student to use one's student identification card to take an examination.
7. Attempting to induce any Institute staff to leak examinations.

### **D. DRESS CODE**

1. While at the Institute, students should wear acceptable and decent attire and should refrain from wearing the following:
  - i. Short skirts, see-through clothes, low neck line tops, bare backs, tight clothing, sagging clothes, jewellery on eyebrow/lid, belly, lips and tongue.
  - ii. Torn jeans that reveal parts of the body.
  - iii. Navel-gazers, commonly known as 'tumbo-cuts'.
  - iv. Unkempt hairdos; bright and unbecoming hair colours.
  - v. Dreadlocks and braided hair for male students.
  - vi. Hats and/or slippers.
  - vii. Exposed tattoos and wordings/writings on clothing.
  - viii. Any attire with obscene and political wordings, graphics or expressions.
  - ix. Sun glasses ("shades").
2. Failure to observe the dress code shall lead to sanctions which may include:
  - i. Denial of entry into the Institute or any official function of the Institute
  - ii. Eviction from classroom or exam room or any office. Any student evicted from the class/exam room shall be treated as absent.
  - iii. Disciplinary action in accordance with the KIMC Students Disciplinary Procedures Manual.

### **E. PENALTIES**

1. Any student, who fails to observe the Institute's rules and regulations, commits any offence set out herein or acts in breach of any existing policies of the Institute shall be subject to disciplinary action.
2. The Institute shall impose one or more of the following penalties: -

- i. A letter of warning or reprimand.
  - ii. Demand a written apology from the student.
  - iii. Levy a surcharge for full replacement or repair of damaged, destroyed, wasted, vandalized or lost property.
  - iv. Loss of privileges e. g boarders who do not adhere to the hostel rules may be deprived of boarding facilities.
  - v. Probation by way of internal guidance and counselling or professional counselling
  - vi. Nullification of examination results
  - vii. Deferment of an academic year
  - viii. Withdrawal or cancellation of any diploma, certificate or any honour awarded
  - ix. Suspension.
  - x. Discontinuation.
  - xi. Any other penalty prescribed by the Academic Board from time to time.
1. Any student who is discontinued shall forfeit all fee paid to the Institute.
  2. Any student convicted of a crime in accordance with the laws of the Republic of Kenya shall be discontinued from the Institute.

### STUDENT DECLARATION

I \_\_\_\_\_ ADM. No. \_\_\_\_\_

Department \_\_\_\_\_

Hereby declare that I have read and understood the Regulations Governing the conduct and Discipline of Students at the Institute as spelt out in the Rules and Regulations. I further **DECLARE THAT I SHALL ABIDE** by regulations Governing the conduct and discipline of the students of Kenya Institute of Mass Communication as spelt out in the Rules and Regulations and Academic Policy.

Students' Name: \_\_\_\_\_

ADM. Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by:

Parent/Guardian (cross out appropriately): \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_