



## KENYA WATER INSTITUTE

### STUDENTS' RULES AND REGULATIONS

#### Background

Kenya Water Institute (KEWI) is a state corporation under the Ministry of Water and Irrigation (MWI) established by the Kenya Water Institute Act No 11 of 2001 to promote standards of service in the water sector through human resource development, research and consultancy. As the institution charged with the responsibility of capacity building for the water sector, it plays a key role of addressing the human resource needs and provides solutions to challenges facing the sector.

The mandate of KEWI as outlined in the Kenya Water Institute Act, No. 11 of 2001 is:

- 1) To provide directly or in collaboration with other institutions of higher learning, services in human resource development, consultancy, research and development in the water sector on a commercial basis to the public sector, state corporations, local authorities, the private sector and all other persons (local or foreign) who may request for such services from the institute;
- 2) To provide training programmes, seminars and workshops and produce publications aimed at maintaining standards in the water sector;
- 3) To provide a forum for effective collaboration between the public and private sectors and other interested parties for the development of the water sector; and
- 4) To conduct examinations and award diplomas, certificates and other awards to successful candidates.

#### KEWI Vision, Mission and Core Values

##### Vision

A World Class Centre of Excellence in Training, Research and Consultancy in the Water Sector

##### Mission

To offer Competency-Based Training, Research, Consultancy and Outreach Services in the Water Sector for Sustainable Development.



## Core Values

- **Good Corporate Governance:** We are committed to acting with honesty, fairness, accountability, transparency, and ethics in our operations at all times;
- **Professionalism:** We shall maintain high standards in the discharge of responsibilities and delivery of services by abiding to professional considerations on the methods, standards and procedures in our work;
- **Customer focus:** We are committed to always placing the customer at the core of the Institute's business and ensuring high quality of service at all times;
- **Innovativeness:** We are committed to fostering a climate which encourages innovation and continuous learning;
- **Inclusivity:** We are committed to the principle of teamwork and collaboration with our stakeholders. We shall encourage inclusiveness, respect for diversity of ideas, peoples and cultures;
- **Patriotism:** We shall demonstrate a sense of devotion and personal identification with the Institute;



## **STUDENTS' RULES AND REGULATIONS**

Kenya Water Institute (KEWI) presumes that all students, both long term and short term shall conduct themselves properly and abide by all the rules and regulations of the Institute whether within or outside KEWI premises. However, it is expected that instances may arise where a student's conduct is unsatisfactory. In such an instance, disciplinary measures shall be taken to correct or punish such behaviour. The following are acts/behaviours that shall constitute serious violations and which shall result in disciplinary sanctions. They include but are not limited to:

### **1.0 NON ACADEMIC OFFENCES**

- 1.1 Actual or threatened physical assault or intentional or reckless injury to self, persons or property.
- 1.2 Drunkenness and disorderly behaviour
- 1.3 Use of profane language
- 1.4 Display of lewd conduct
- 1.5 Possessing obscene literature (pornography)
- 1.6 Drug abuse
- 1.7 Drug trafficking
- 1.8 Illegal gambling
- 1.9 Stealing and any form of deception
- 1.10 Defiance of authority and incitement of others to insubordination
- 1.11 Showing disrespect to persons in authority
- 1.12 Deliberately/ intentionally destroying the Institute's property
- 1.13 Absence from the Institute without permission and using unauthorized access/gate
- 1.14 Fighting
- 1.15 Arson
- 1.16 Impersonation and refusal to provide identification upon demand by the Institute Staff
- 1.17 Use of the Institute's facilities for commercial purposes
- 1.18 Bribing any Institute employee or student
- 1.19 Misuse of the Institute's documents including but not limited to forging, altering Meal cards, student ID card, official letterheads etc.
- 1.20 Fraud, making false statements in any application for admission, petition, request or other official documents or records and peddling falsehoods
- 1.21 Rape or attempted rape
- 1.22 Sexual harassment
- 1.23 Unnatural acts like sodomy or indecent assault
- 1.24 Inciting fellow students, staff to participate in illegal activities
- 1.25 Destruction, hijack or misuse of vehicles within and outside KEWI.



- 1.26 Boycott of scheduled lectures, practical examinations or other courses of instructions
- 1.27 Intimidation of or issuance of threats, written or verbal to students or staff with intent to disrupt academic activities or other processes
- 1.28 Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions, or public ceremonies for which permission has not been obtained from the Institute.
- 1.29 Authorship, publication/distribution of anonymous letters or any other literature of a malicious or libelous nature including placards
- 1.30 Sexual immorality/ cohabitation
- 1.31 Strike of any form
- 1.32 Organising or participating in political activities in the Institute
- 1.33 Unauthorized possession or use of firearms, fireworks, dangerous weapons, or possession of chemicals or use of realistic looking toy weapons to threaten others or cause fear.
- 1.34 Keeping offensive weapons within the Institute
- 1.35 Failure to return or compensate for any borrowed items or money belonging to KEWI or to a member of KEWI community
- 1.36 Any conduct that might bring the Institute or any section or any programme thereof into disrepute.
- 1.37 Acts of hooliganism, unruly or rowdy behavior, unreasonable or excessive noise, or any other acts likely to cause a breach of the peace within or outside the Institute premises.
- 1.38 Interfering with the freedom of any person to express his/her views including invited speakers
- 1.39 Interference with entry into or exit from buildings or areas or free movement of any person, forcible entry into a building or other premises, unauthorized presence in a building
- 1.40 Disruption or obstruction of teaching, research administration, disciplinary proceedings or other Institute activities
- 1.41 Violations of any of the restrictions, conditions or terms of sanctions resulting from prior disciplinary action
- 1.42 Tampering with fire and other safety equipment
- 1.43 Refusal to evacuate during fire, bomb and earthquake or during preparedness drills
- 1.44 Damage, destruction, tampering or defacement of personal, institute's or institute affiliates' property
- 1.45 Unauthorized use of KEWI property, facilities e.g. transport, computers, notice board or facilities of staff or KEWI affiliates
- 1.46 Violations of examination, library, workshops, laboratory, hostel and dining hall rules
- 1.47 Violation of state laws or by-laws e.g. smoking and loitering
- 1.48 Indecency in dressing and grooming



- 1.49 Any other obnoxious or repugnant acts that may be prejudicial to good order or the proper functioning of the Institute

## **2.0 ACADEMIC OFFENCES**

They include but are not limited to the following:

- 2.1 Stealing examination papers for revision
- 2.2 Plagiarizing
- 2.3 Attending classes and /or sitting exams without having officially registered and paid for it.
- 2.4 Attempting to attend classes and / or sitting exams after being suspended from KEWI
- 2.5 Missing up to 25% of class sessions
- 2.6 Copying answers from others during assignments or exams
- 2.7 Assisting or covering for others in their attempts to commit academic offences
- 2.8 Sharing information between sessions of a course examined at different times
- 2.9 Skipping/ missing exams without a good course e.g. authenticated medical reason and /or bereavement in the immediate family
- 2.10 Stealing books or other library materials, damaging them and /or taking them outside the library without checking them out at the counter.
- 2.11 Bribing or attempting to bribe a lecturer/ exam officer for good marks, change in
- 2.12 Marks or attempting to threaten lecturers for the same.
- 2.13 Using unauthorized materials during exam time or without permission, using someone else's material to prepare for exams/assignments
- 2.14 Presenting papers or materials other than your own to fulfill class requirements
- 2.15 Cheating during exams e.g. writing answers on palms, desks

## **3.0 EXAMINATION RULES & REGULATIONS**

One of the functions of the Institute is to conduct examinations and grant Diplomas, Certificates and other awards. In this regard, regulations and guidelines that govern the conduct of examinations is a necessity. This section is intended to streamline and harmonize the procedures for the examination and administration of all internal examinations of KEWI.

The section lays down the rules and regulations that govern the conduct of the candidates sitting for the examinations. It also gives guidelines for the marking of the examinations, appeals against examination results and scheduling of examination activities.



The following rules and regulations outline the management of KEWI's internal examinations. They cover but are not limited to the following areas:

### **3.1 STUDENT IDENTIFICATION**

- 3.1.1 It is an offence to do examinations before clearing all the fees.
- 3.1.2 Each candidate shall present to the supervisor/invigator his/her KEWI identity card or any other acceptable identification document.

### **3.2 PUNCTUALITY**

- 3.2.1 Candidates are advised to be in the Examination room at least 15 minutes before the time the examination is scheduled to start.
- 3.2.2 No candidate will be permitted to enter the examination room thirty minutes after the start of the examination.
- 3.2.3 No additional time after the end of the examination will be allowed.

### **3.3 GENERAL REGULATIONS**

- 3.3.1 Silence shall be observed for the duration of the examination, both by candidates and those outside in the immediate vicinity to the examination room.
- 3.3.2 Candidates who cause disturbances during the examination period will be required to leave the examination rooms by the lecturer or invigilator.
- 3.3.3 Candidates shall only use the official stationery provided and unused stationery must be returned to the Examination Office
- 3.3.4 All answers shall be in English unless otherwise instructed in the question paper particularly where foreign languages are concerned.
- 3.3.5 Candidates shall not open the examination paper before the invigilator instructs them to do so.
- 3.3.6 A candidate shall not present any other person's work as his own work or present a piece of unauthorized group work as the work of a single candidate.
- 3.3.7 Candidates shall bring with them all necessary instruments required by the course instructor for the examination.
- 3.3.8 Candidates shall use their own calculators provided that they are not specifically forbidden in the question paper.
- 3.3.9 Instructions on how to use the answer booklets will appear on the booklets' Covers:
  - i. Write your KEWI number on each examination answer sheet used.



- ii. Write on both sides of the paper.
  - iii. Begin each question on a fresh page.
  - iv. All rough work must be done in the answer booklet and crossed through.
- 3.3.10 It is a serious offence to remove answer books, used or unused, from the examination room by a candidate.
- 3.3.11 Candidates shall not leave their seats during the administration of the examination. When assistance is required, raising of a hand shall attract the invigilator's attention.
- 3.3.12 A candidate must make sure that he/she has signed the attendance list before leaving the exam room.

### **3.4 ENQUIRIES**

All enquiries and requests during examinations must be addressed to the supervisor/invigilator only.

### **3.5 CHEATING CANDIDATES ARE STRICTLY CAUTIONED AGAINST:**

- 3.5.1 Communication in whatever manner between themselves or with outsiders during the examination.
- 3.5.2 Bringing into the examination room any text book, notebook, magazines or anything not authorised by the examiner.
- 3.5.3 Using mobile phones or any other communication device during an examination.
- 3.5.4 Mathematical tables must not contain any additional notes except the printed information.
- 3.5.5 Use of computing machines not authorised by the examiner
- 3.5.6 Leaving answer sheets exposed to view
- 3.5.7 Attempting to read other students' examination papers.
- 3.5.8 Bringing the following into the examination room  
Bags, briefcases, clipboards, books, notes, overcoats, caps/hats, cell phones, pencil cases, portable audios (FM radios, MP3/MP4 players, ipods etc), paper (whether written on or blank)  
The invigilator reserves the right to confiscate any unauthorised materials.

### **3.6 LEAVING THE EXAMINATION ROOM**

The candidates shall not be permitted to leave the examination room while the examination is in progress except in cases of emergency. Such emergencies will not include visits to the bathrooms, washrooms and hostels.



### **3.7 WRITING MATERIALS**

- 3.7.1 Candidates shall record their answers on the answer sheets provided. Use of any other paper not authorised could result in cancellation of the examination.
- 3.7.2 Do not remove any sheet from the answer booklet
- 3.7.3 Answer booklets/ sheets shall be handed to the invigilator/supervisor promptly when the stop-stand signal is given.

### **3.8 DEFERMENT OF EXAMINATION**

- 3.8.1 Any candidate who is unable to sit an examination due to sickness shall report to the Director prior to the starting date, supported by authenticated medical documents.
- 3.8.2 If a student becomes ill during the course of an examination, he/she shall report at once to the supervisor, hand in the unfinished paper and request that it be cancelled. Thereafter the student must go directly to a recognised hospital so that any subsequent application for deferment is supported by a medical certificate.
- 3.8.3 Any candidate who is unable to sit for an examination due to any other justifiable reason must report to the Director with supporting document within two weeks after the date of the said examination.
- 3.8.4 An application for a deferred examination must be submitted to the Director within two weeks after the date of the said examination. Deferred examination shall be arranged with the approval of the Academic Board.
- 3.8.5 Should a student write an examination, hand in a paper for marking and later report circumstances to support a request for cancellation of the paper and for another examination, such request will be denied.

### **3.9 EXAMINATION RESULTS**

- 3.9.1 After final examinations have been marked and ratified by the Academic Board, the results shall be posted on the students' notice board. The list will bear the course, the student's name, admission number and the appropriate grade obtained.
- 3.9.2 The KEWI examination policy entails that a candidate who fails in a paper be treated as follows:

#### **3.9.2.1 NON MODULAR COURSES**





- a. All candidates who fail three or more papers shall be deemed to have failed the course.
  - Such candidates shall be given a chance to resit the examination with the next group taking the same course
  - Any candidate who wishes to repeat the course shall be allowed to do so at a fee
- b. Those candidates who fail one or two papers shall be referred in the failed papers.
  - They will be allowed to sit for the supplementary examinations in good time to allow joining their group after the official ratification by the Academic Board.
  - However, in case they are not successful, they shall be given a chance to repeat the papers with the next group taking the same course.
- c. Any appeals for a remark shall be made in writing to the Director within three weeks after the results are released. The remarking will be at a fee.
- d. Supplementary examinations shall be sat as scheduled in the examinations calendar.

### 3.9.2.2 MODULAR COURSE - DIPLOMA AND CERTIFICATE

- a) A candidate who has passed all the papers in a Module or has been referred in only one or two papers will be allowed to proceed to the next Module of the course, but he/she has to pass the papers in order to satisfy the requirements of the course.
- b) A referred candidate may re-sit at any time and may repeat for as many times as it may take him/her to pass.
- c) Any appeals for a remark should be made in writing to the Director within three weeks after the results are released. The remarking will be at a fee.
- d) Supplementary examinations shall be done as scheduled in the examinations calendar.

## 3.10 GRADING CRITERIA

### 3.10.1

- i) 70% of the marks will be from the final examination.
- ii) 30% of the marks will be from the course work which will include at least one class test per academic term.

3.10.2 Course work marks will not be considered in any referral paper.



- 3.10.3 The project, where required will be considered as any other paper.
- 3.10.4 Where course work marks form part of the final passing mark, the number of tests used to calculate the average mark shall be the same for all the students, except where failure to sit the class test can be justified.
- 3.10.5 Candidates who have repeated any paper shall be awarded a final grade of D in that paper, irrespective of the marks scored.
- 3.10.6 The final grade on the certificate shall be the average grade of all the tests in a particular module.

### **3.11 GENERAL PROVISIONS**

- 3.11.1 Where a candidate attempts more questions than required, only the first required number of questions will be marked.
- 3.11.2 If a leakage of an examination paper is reported; the paper will be cancelled and substituted with another paper of the same standard at the earliest possible time.
- 3.11.3 All students are required to have a minimum class attendance of 75% in order to be eligible to sit for an examination.
- 3.11.4 All marked examination papers will be retained for a period of one year after the date of the release of the examination results and thereafter will be destroyed.

#### **NOTE:**

- IF A STUDENT IS CAUGHT CHEATING IN AN EXAM, HE/SHE AUTOMATICALLY FAILS THE PAPER.
- CHEATING AND OTHER EXAMINATION IRREGULARITIES SHALL ALSO LEAD TO DISQUALIFICATION OF A CANDIDATE IN THE WHOLE EXAMINATION AND THE CANDIDATE WILL GET A GRADE F IN THE COURSE.
- THE OTHER PENALTIES INCLUDE SUSPENSION, EXPULSION OR SUCH OTHER PENALTIES AS MAY BE DETERMINED BY THE STUDENTS DISCIPLINARY COMMITTEE.

### **4.0 CONDUCT IN THE HOSTELS**

Whereas the Institute is not obliged to provide accommodation to any student, it may at its discretion accommodate a student on application and full payment of hostel fees subject to availability of rooms on a first-come-first served –basis.

Students who are so permitted in the hostels shall conduct themselves responsibly and with maturity and in particular shall:



- 4.1 Adhere to the laid down regulations for obtaining such accommodation and pay all charges as may be stipulated from time to time by the Institute
- 4.2 Not remove any furniture or equipment from or into the hostels.
- 4.3 Immediately report any loss, missing items or breakages in the rooms to the housekeeper
- 4.4 Surrender all room keys and any other Institute property to the housekeeper at the end of every term or whenever leaving the Institute for an extended period or as may otherwise be required by the Institute
- 4.5 Ensure that all rooms are clean tidy and devoid of any form of defacement at all times
- 4.6 Not interfere or tamper with electrical installations and fittings within the Institute
- 4.7 Be prepared to share rooms and other amenities with other students
- 4.8 Not accommodate other students or strangers in their rooms
- 4.9 Not cook or make beverages in the hostels under any circumstance
- 4.10 Not remain in the hostels during holiday without written permission from the Dean of Students in collaboration with the relevant Head of Department. If allowed, all KEWI rules and regulation shall apply during the entire period of the stay.
- 4.11 The hostels are the private homes of the students and should therefore not be entered by guests. The students should entertain their visitors outside the hostels.
- 4.12 In case of sickness or emergencies, guests visiting a student shall be accompanied by the Dean of Students or a KEWI officer on duty.
- 4.13 Take care of their property. While efforts will be made to ensure maximum security, the Institute shall not be liable for losses or damage to students' personal property while on KEWI premises. Students are responsible for the safety of their personal property at all times.
- 4.14 All electronic gadgets like radios and DVDs should be registered at the gate before they are taken to the hostels
- 4.15 All visitors shall leave KEWI premises by 8.00p.m. and sign out at the security check point at the gate.
- 4.16 Hawkers are not allowed in the hostels. Any student who invites a hawker into their room or hostel will forfeit their residence
- 4.17 Students are supposed to use their own buckets for soaking and washing clothes and to always leave the laundry room clean
- 4.18 Be mindful of others and not play loud music failure to which the music systems will be confiscated indefinitely
- 4.19 Not bang doors



- 4.20 Maintain low tones and not shout to those who are far off or upstairs
- 4.21 Pets are not allowed in the hostels.
- 4.22 All complaints regarding the hostels shall be reported to the Housekeeper by the block representative

N/B: The Institute administration has the right to enter and inspect a student's room whenever necessary. The student, by accepting the room in the hostels acknowledges and allows this privilege of the administration.

## **5.0 DINING HALL AND KITCHEN**

To facilitate timely and effective services in the dining hall and kitchen, students shall conduct themselves in an orderly manner and shall be courteous to the catering staff at all times. They shall:

- 5.1 Refrain from taking food and beverages out of the dining hall without prior arrangements with and permission from the cateress/housekeeper.
- 5.2 Present themselves and conduct themselves in an orderly and acceptable manner during meals
- 5.3 Not enter the kitchen or servery store without prior permission by the cateress/housekeeper
- 5.4 Go for meals only at the specified time unless there was an official tour and prior arrangements made with cateress to have the meal later.
- 5.5 Identify themselves by producing their meal cards in order to get served.
- 5.6 Refrain from taking away any crockery or utensils from the Dining Hall
- 5.7 Special diets prescribed by a doctor may be considered

## **6.0 LIBRARY**

- 6.1 The library will open and close at such times as may be determined by the Library Committee. The library will remain closed on Sundays and public holidays.
- 6.2 Library membership is only for registered KEWI students and staff
- 6.3 All registered users of the library will be issued with borrowers cards which must be exchanged with materials to be borrowed or shown to library staff on demand
- 6.4 A person who is not a member shall gain access to the library only by special authorization by the Dean of students upon application in writing to use the facility.
- 6.5 Silence must always be observed in the library



- 6.6 Smoking, eating ,drinking and sleeping are strictly prohibited in the library
- 6.7 No person shall damage or disfigure books or any library property. In the event that this happens, the person shall have to replace such disfigured books and make payment of the damaged property thereof.
- 6.8 All library cards issued must be returned when one ceases to be a student of KEWI.
- 6.9 Any photocopy or binding work done in the library will be at a fee for students and visitors
- 6.10 Internet services are only for downloading educational materials.
- 6.11 Borrowers must satisfy themselves about the physical condition of the books before borrowing otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning.
- 6.12 Reference books and periodicals are not loaned out
- 6.13 Books are lent out for a period of two weeks and are not renewable
- 6.14 Users who fail to return books within the specified loan period will be charged a fine at a rate to be determined by the library committee from time to time.
- 6.15 A user who loses a library book shall be charged the cost of replacing the book and any administrative cost. Replacement costs paid will not be refunded even if the books are later found and returned.
- 6.16 Loaned books are not transferable-they must be returned to the library to be formally re-issued
- 6.17 Writing on, underlining and tearing of pages from books or newspapers is prohibited. Anyone caught doing so shall be charged the cost of replacing the book/newspaper and any administrative cost
- 6.18 Personal items such as jackets, briefcases, bags, coats etc shall not be allowed inside the library
- 6.19 Prior reserving of sitting space is not allowed
- 6.20 Books shall be left on the tables after use and not re-shelved by the users.
- 6.21 Use of mobile phones is not allowed in the library
- 6.22 Walkman and other electronics should not be brought into the library.
- 6.23 The Librarian shall suspend any user whose library conduct is considered unacceptable. Such persons shall then be reported to the Disciplinary Committee for further action.



## 7.0 DISCIPLINARY AUTHORITY

For the purposes of these rules and regulations, the Director, acting on behalf of the Governing Council, is the disciplinary authority of the Institute and may in that capacity:

- 7.1 Vary or add to the list of offences specified herein.
- 7.2 Appoint a Student's Disciplinary Committee to deliberate on the breach of rules and regulations by students
- 7.3 Take any measures that he may deem fit for the proper operation and maintenance of order in the Institute.
- 7.4 May from time to time delegate such authority and powers to other officers of the Institute for the purpose of investigation and enforcement of student discipline.
- 7.5 Students on field attachment shall be subject to the supervision and disciplinary authority of the mandated host organization under whom they have been placed by the Institute.
- 7.6 In the event of a breach of these rules and regulations by students on field attachment and depending on the nature and severity of the offence, the staff and officers responsible shall:
  - Warn or caution the student either verbally or in writing
  - Report the student in writing to the Director enclosing all documentary evidence.
  - Take any action that may be deemed appropriate.

N/B In all cases, the Director may require the Dean of students to invite the student to make a written statement in response to the charges or complaints raised.

## 8.0 DISCIPLINARY PROCEDURES

8.1 Procedure for non-academic offences

### Step 1

A written charge(s) shall be filed to the Dean of students' office by any member of staff or any student of KEWI against a student for misconduct.

### Step 2

A preliminary investigation shall be conducted by the Dean of student's office for the purpose of ascertaining whether the case warrants disciplinary action or may be dealt with informally.

### Step 3

If disciplinary action is warranted, the case shall be reported to the Student Disciplinary Committee for action.

### Step 4

The charge(s) shall be communicated to the student immediately and he/she shall be requested to appear before the Students Disciplinary



Committee at a time appointed by the Chairman of students Disciplinary Committee.

### **Step 5**

The committee shall conduct the hearing, and interview any persons and examine any available evidence or exhibits which may assist in the proceedings, and make every attempt to exercise fairness to the student who has been charged.

- The hearing shall be closed to the public except for a parent or guardian.
- Written statements shall be made by the accused student(s) and witnesses shall be presented.
- Student witnesses may be subject to charges of dishonesty within the Institute disciplinary system if their evidence is deemed to be intentionally inaccurate.
- Prospective witnesses other than the accuser and the accused(s) may at the discretion of the Disciplinary committee be excluded from the hearing during the testimony of other witnesses.
- Any person including the accused who disrupts a hearing may be excluded from the hearings.
- If an accused student fails to appear at a scheduled hearing without a valid excuse, the Students Disciplinary Committee shall proceed to a decision based upon the evidence presented.

### **Step 6**

At the conclusion of the proceedings, the secretary of the Committee shall make a written and verbatim report of the proceedings. The report shall include the statement of the charges, summation of the evidence presented and the recommendations of the Committee, including a decision on the sanction(s) to be imposed on the student who has been charged.

### **Step 7**

The report shall then be submitted to the Director for ratification.

### **Step 8**

The decision shall be communicated to the student by the Chairman of the Student Disciplinary Committee in writing within a week of ratification by the Director.

### **Step 9**

An appeal against the decision shall be made in writing to the Director. This must be done within seven working days from the date of notification. The Appeal Committee's decision is final. Failure to submit the appeal in writing within the allocated time shall render the original decision final and conclusive.



## 8.2 Possible Student Disciplinary Sanctions

After the disciplinary procedures, the following are possible sanctions that may be meted out to a student who has been charged with general misconduct.

### 8.2.1 First Level Sanctions

#### 1. Admonition:

A verbal warning to the student may be given by a Lecturer, Head of Department, Dean of Students or any other senior member of KEWI staff. The student is required to give a written apology to the person who has given the verbal warning and a copy of the apology given to the Dean.

#### 2. Restitution

Reimbursement, service, repair or completion for damages will be required of the student. Restitution may include relationship reconciliation. Demand and justification for restitution may be made to the student in writing by the Dean of students

### 8.2.2 Second Level Sanctions

The following sanctions are the prerogative of the Student Disciplinary Committee

#### 1. Censure

In the form of a written reprimand which should be acknowledged in writing by the student. If the offence is repeated, then more serious sanctions will be imposed. A written apology is expected from the student.

#### 2. Disciplinary Probation

Exclusion from certain privileges such as leadership or hostel accommodation

#### 3. Suspension

Termination of student status for a definite period of time. Conditions for return to be stated

#### 4. Dismissal

Expulsion, discontinuation of student status at KEWI

#### NOTE:

- There are some offences committed by students which may call for immediate suspension pending investigations. These offences include those that deliberately violate the Code of Conduct such as:

1. Personal physical assault on staff or student.
2. Malicious damage to KEWI property or any private property within KEWI
3. Possession of dangerous weapons





4. Drunkenness or being under the influence of illegal drugs e. g. bhang, alcohol, heroine etc.
  - When a student has been suspended or dismissed from the Institute for disciplinary reasons, refunds are not available.
  - The decisions made by the Disciplinary Committee shall not derogate from or prejudice the right of the police or any member of the public so entitled to bring any action or institute proceedings in respect of the same state of facts against any student in a court of law nor shall anything herein preclude the state from taking any action as it may deem necessary against any student.

NOTE: The Interpretation of these rules rests with the Disciplinary Committee and the Disciplinary Appeals Committee

### 8.3 Procedure for academic offences

1. When an academic offence is committed, the lecturer/invigilator should write/report to the Head of Department through the exam officer with copies to the Dean and DDAA .The communication should contain such documentation as the lecturer/ invigilator has to establish that an offence has been committed.
2. The HOD through the exam officer should immediately ask the student to write a statement on the charge(s).
3. If an appropriate understanding cannot be worked out between student, lecturer, exam officer and the HOD, the student can appeal to the DDAA who will deal with the case or refer it to the Disciplinary committee.

### 8.4 Penalties

1. Any student caught cheating on an assignment or examination will be given an' 'E' grade for that assignment or examination.
2. A student caught cheating the second time (whether in the same course or another, and whether by the same or differed instructor), will be suspended for two terms. The student's sponsors and parents will be notified.
3. A student attending classes or sitting exams without being officially registered will not receive a grade in the course and be sent out of class or exam room.
4. A student who misses up to 25% of class sessions will not sit for exams and in the event that he/she does, then he/she will receive a final grade of F (Fail) in the course.
5. A student attempting to attend classes and sitting exams after suspension risks being discontinued from the Institute.

**The institute reserves the right to amend these regulations from time to time without notice.**

THE DIRECTOR

KENYA WATER INSTITUTE

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