



ALUPE UNIVERSITY

STUDENT JOINING INSTRUCTIONS

©AU 2022

TABLE OF CONTENTS

1. Travelling to Alupe University.....	2
2. Arrival and Registration.....	2
3. Immigration.....	2
4. Bursary Forms and Loans.....	2
5. Student Personal Details Form-AUJI 2.....	2
6. Fees and Bursaries... ..	3
7. Medical Examination... ..	3
8. Medical attention at the University	3
9. Non-Resident Students.....	3
10. Dental and Optical Treatment... ..	3
11. Games and Sports... ..	3
12. Conditions for Registration.....	4
13. Regulations Governing the Conduct and Discipline of Students.....	4 - 17

APPENDICES

1. Payment of fees.....	18
2. Letter of acceptance by the candidate-AUJI/1A.....	19
3. Letter of acceptance by the candidate (Declining the offer)-AUJI/1B	20
4. Application for Hostel Accommodation-AUJI/1.....	21-23
5. Student's Personal Details, Form-AUJI/2	24-25
6. Student's Personal Details, Form-AUJI/2.....	26-27
7. Student's Personal Details, Form-AUJI/2.....	28-29
8. Students Entrance Medical Examination-Form-AUJI/3.....	30-31

ALUPE UNIVERSITY

1. TRAVELING TO ALUPE UNIVERSITY

Background

Alupe University (AU), is a Public University located in Busia County. It was granted Alupe University Charter, 2022 on 2nd August, 2022. It was started following a request by the then Busia North community to the then President of Kenya H.E Hon Mwai Kibaki when he visited the area on 18th September 2007. Subsequently it started as the Alupe Campus of Moi University in 2008; and Alupe University College (A constituent college of Moi University) through the Alupe University College Order 2015, Gazette Notice No 163 of 24th July 2015.

The University has 200 acres of land in Busia County. It is located 7 kilometres from Busia town on the Busia-Malaba Road. It is 23 kilometres from Malaba town. It is situated in Teso South constituency of Busia County and is the only Public University in the Busia County. It neighbours Uganda and therefore will expand the international student exchange programs including cross border training and research in the East African region.

The Alupe University aspires to be a centre of excellence in integrated training and research in the health, biological, agricultural, animal, information and engineering sciences. Its goal is to harness the strengths of this integrated approach to enable the Country attain vision 2030. It will work with the neighbouring KEMRI, KALRO and LBDA scientists in teaching, research and service provision to the Kenyan population and in the region. Alupe University aims to be the ***Bastion of Knowledge*** in the sciences and in education, business studies, economics, social sciences, human resource development and hospitality.

The University is served by Public transport, which operates, from Busia Town and Malaba Town. Students reporting from Busia town can board the matatus at the matatus terminus or main stage, while those reporting from Malaba can take a Matatu or any other Public Conveyance.

2. ARRIVAL AND REGISTRATION

Students are expected to arrive between 8.00 a.m. to 5.00 p.m. on the opening day for registration at Alupe University. Any student arriving after 5.00p.m will not be registered nor be given accommodation until the following day.

3. IMMIGRATION

All students who are not citizens of East Africa must be in possession of VALID PASSPORT BEFORE arriving in Kenya. Temporary travel documents are not acceptable to the Immigration Authority in Kenya. In addition, all non-citizens must obtain re-entry permits from their own territorial Immigration Department to cover the duration of the courses and must bring their passport and Medical Insurance cover with them when they come to register at the University

4. BURSARY FORMS AND LOANS

Kenyan students who, wish to be considered for the Kenya Government Loan and Bursary should complete the necessary forms. The forms are downloaded from Higher Education Loans Board website: **website** www.au.ac.ke.

5. STUDENTS' PERSONAL DETAILS FORM AUJI/2

You are required to complete the AUJI/2 form in quadruplicate and attach passport size photograph, on each form. The photographs should bear names of candidates and admission number in FULL (NO INITIALS PLEASE) on the reverse side. (This information is important in the event of the photographs being misplaced).

Forward one completed copy of the personal details form (AUJI/2) together with the acceptance letter AUJI/1A to the Deputy Vice Chancellor (Academic, Student Affairs and Research) immediately.

6. FEES AND BURSARIES

a) Non – Kenyan Students

All Non-Kenyan students must produce evidence of adequate financial support before coming to the University. The evidence **must be** in the form of a letter from a sponsoring body guaranteeing adequate financial support for the entire duration of the course. Fees will be collected at the time of registration in the form of a Bankers cheque or a bank deposit slip. Cash is not acceptable.

b) Clothing, pocket money, laundry

Non-Kenyan students are advised to bring with them between 9,000/= (Nine thousand Shillings only) and Kshs. 15,000/= (Fifteen Thousand Shillings Only) per Semester for the above expenses. In addition they may bring at least Kshs. 5,000/= (Five Thousand Shilling Only) for incidental expenses.

7. MEDICAL EXAMINATION

Admission into the University is subject to receipt of satisfactory Medical Report. Students are, therefore required to undergo medical examination by a recognized medical practitioner before coming to the University. **Form AUJI/3** is enclosed for this purpose and should be returned to us with your Acceptance of Admission. If this is not possible it should be submitted at the time of registration.

8. MEDICAL ATTENTION AT THE UNIVERSITY COLLEGE

A health clinic is opened to all students. Please note that the University; does not provide health services as detailed in **9** and **10** below. The University is not responsible for expenses incurred with hospitals, physicians or pharmacists without prior referral. All students **MUST** register and pay annual subscription to NHIF.

9. NON-RESIDENT STUDENTS

Students not residing in University Halls of Residence are expected to make their own arrangements for medical attention. However, when on campus, services of the University Clinic will be open to them.

10. DENTAL AND OPTICAL TREATMENT

The University does not provide dental or optical treatment. Any student having or suspecting eye trouble should consult opticians and where necessary get spectacles before coming to the University. Students with dental and eye problems will be directed to the Alupe Sub-County Referral Hospital for treatment.

11. GAMES AND SPORTS

Co-curricular activities are essential for total human mental and physical development. These activities provide relaxation to the stressed and exhausted mind. This affords one an appropriate outlet for releasing different forms of pressure or anxiety in the world of academics. It is the policy of the University that all students should be encouraged to participate in at least one game and one sport.

The University offers a wide programme of sporting activities for both men and women. These include soccer, hockey, basketball, volleyball, handball, tennis, table tennis, badminton, tae kwon - do, karate, athletics, swimming, netball, chess, scrabble, darts and rugby. Students participate in these activities both at recreational and competitive levels. At competitive level, we accord students an opportunity to travel widely to compete at inter-university sports bi-annual championships, tournaments organized at local and national levels, East Africa University Games and World University Games.

The students are therefore, strongly advised to appreciate the policy of the University that encourages all students to come with their own training and practice kits and appropriate playing equipment for games and sports of their choice. For example, students who intend to participate in any of the following category of games and sports should bring their own playing kits as follows:-

- | | |
|---------------------------------------|--|
| 1. Soccer/football/rugby | - Uniforms and boots |
| 2. Basketball/Volley/handball/netball | - Uniforms and footwear |
| 3. Hockey | - Uniforms, footwear and hockey stick |
| 4. Tennis/badminton/table tennis | - Uniforms, rackets, or bats, and footwear |
| 5. Athletics/swimming | - Track suits/swimming costumes |
| 6. Karate/tae-kwon – do | - Ghee suits |

The University has an “Official competition kit” which will be provided **ONLY during competitions.** Other basic items for training such as balls will be provided for training and practice of the respective teams.

12. CONDITIONS FOR REGISTRATION

No student will be registered without producing the following:-

- a) The admission letter
- b) Original result slip/certificate (which will be returned to the student after verification of its authenticity)
- c) Two photocopies of the Result slip/certificates
- d) Four copies of the completed personal details form
- e) Copy of the National Identity Card or Birth Certificate for those who are below 18 years old.

- f) Receipts for requisite fees from the Finance Department.
- g) Two copies of passport size photographs taken against a sky blue background

13. REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS

13.1 All University students are expected to observe regulations governing the conduct and discipline of students while in the University. The regulations are outlined for your information and compliance.

13.2 Students are required to sign a form No. AUJI/1A to confirm that they have read and understood, and will abide by the rules and regulations as stipulated. In some instances students may in addition be required to sign “Bond of Good Conduct.”

13.3 Definitions

- a) ‘*Student*’ means a person registered by the University for the purpose of receiving instructions in a particular area of study with a view to obtaining a qualification of the University or any other person who is determined by the Alupe University Senate (to be a student).
- b) *Dismiss the case* means officially that an allegation that a student violated an article of this regulations was not supported or upheld by convincing and reliable evidence.
- c) *Warn or to caution* means to reprimand in writing a student who has committed a light offence and to require of him/her to desist from such an offence in the future.
- d) *Making good on any loss or damage* means paying in monetary terms an amount equivalent to the value of the item lost or damaged.
- e) *Suspension* means the withdrawal of some or all University privileges accorded to a student for a specified period of time.
- f) *Exclusion from halls of residence* means the withdrawal of some or all privileges relating to the student’s use of or access to the University College’s residences.
- g) *Expulsion from the University* means termination of all student’s rights and privileges in the University with no possibility of re-admission.
- h) *Pirating* means use of University College hostel rooms and other hostel facilities by a student without having paid the requisite accommodation fees or without authority.
- i) *Cohabiting* means students of the opposite sex living together in a University hostel room without authority and maintaining a husband-wife like relationship without being legally married.
- j) *Leave of absence* means permission granted to a student by the relevant University authorities to be away from the institution for a specified period of time, usually not exceeding 21 days, on compassionate grounds or to allow her or him attend to some important function/assignment.
- k) *Deferment* means postponement of studies by a student for one or more academic years on financial grounds or for other reasons with authority from the University.
- l) *Withdrawal from the University* means to officially leave the University by a student without the possibility of coming back to continue with studies.
- m) *Re-admission* means the act of allowing a student who had deferred studies to return to the University to continue with studies.
- n) *Expel to show cause* means to formally inform a student that his/her studentship is terminated unless convincing or justifiable reasons as to why these should not be affected are given.
- o) “*Ten to ten rule*” means the period between 10pm and 10am when students resident in University hostels are prohibited from receiving or entertaining visitors or members of the opposite sex in their rooms.
- p) *Dress Code* means appropriate attire not revealing or exposing the self

I PRELIMINARY

- 1.1 These regulations are made by the University Council and Senate in accordance with the provisions of Universities Act 2012 and Statutes XXVIII whose objective and purpose are, among others, to provide for the control, governance and administration of the University.
- 1.2 The Vice Chancellor, as per the Universities Act 2012 and Statute XXVIII on Student Matters, shall be responsible to the University College Council for the general conduct and discipline of the students.
- 1.3 These regulations shall apply to **ALL** students of Alupe University and its Campuses subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with statutes in general and particularly Statute XXVIII.
- 1.4 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 at the University.
- 1.5 Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

II DISCIPLINARY AUTHORITY

For purposes of these regulations the Principal, 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.

III THE CONDUCT OF STUDENTS

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

3.1 Bill of Rights

As enshrined in Chapter IV (4), of the Constitution of Kenya, 2010 the University will guarantee your Bill of Rights subject to the limitations of the Bill of Rights of the other parties

3.2 General Conduct

- a) Respect and adhere to the administrative and academic rules, procedures and structures established by the University Charter, 2022 and the Statutes for the control, governance and operations of the University.
- b) Respect the rights and privileges of the members of the University community at all times.

- c) Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
- d) Carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
- e) Be in the acceptable Dress Code at all times and in particular while attending lectures, practical sessions, Clinical rounds, industrial/field attachment or at any other University function.

3.3 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, Academic Advisers, Chair of Departments, Deans of Schools and Deputy Vice Chancellor (ARSA).
- b) **Residential matters:** Housekeepers/Janitors, Hostel Officers, Wardens, Catering and Hostels Manager, Dean of Students, Registrar (Student Affairs) and Deputy Vice Chancellor (ARSA) in that order.
- c) **Community Matters:** Chief Security Officer, Dean of Students, - (Public Transport, Arrests, Tenancy, Trespass, Theft, Incitement, Power black-outs, etc.),
- d) Students and their organizations shall be expected to adhere to the procedures in (a) (b) and (c) above to ensure smooth and prompt processing of their grievances.
- e) Failure to adhere to the above procedures shall be a violation of the University regulations.

IV RULES – COMMUNITY LIVING

4.1 Residential Conduct

- a) All students shall conduct themselves with responsibility and maturity while in residence at the University College and in particular shall **Book rooms online for University residence OR Fill in Non – Residence Forms online one (1) month before the opening date. In addition shall** strictly observe the following:
- b) Share rooms in addition to other facilities of common use. However, it shall be an offence to ‘pirate’ in the University hostels.
- c) Only allow visitors/students to their rooms from 10.00 a.m. up to 10.00 p.m. and in so doing shall pay due consideration and respect to their roommates.
- d) Not remove or damage any facilities or equipment in their rooms or any other part of the hostels.
- e) No cooking or selling of food in the hostels whatsoever.
- f) Not conduct any business in the hostels.
- g) Other than an Iron Box, Radio, Mobile Phones, TV and Computers, the use of all other electrical and electronic appliances is prohibited in the University Hostels.

- h) Not reside with a member of the family in the University Hostels, e.g. child, mother, father or any other unauthorized persons unless in specified areas as may be identified by the University.
- i) Not cohabit in the University hostels or any other official residence.
- j) Not enter or remain in the opposite sex' hostels between 10.00 p.m. and 10 a.m.
- k) Not sublet University hostel rooms.

4.2 Keys

Each student shall be required to surrender room keys promptly if and when required.

4.3 Vacation Residence

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

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

4.3.3 Students shall vacate University premises immediately they are asked to on disciplinary grounds.

5.0 UNIVERSITY COLLEGE PROPERTY

A student shall take reasonable care of property 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, wilful and wanton destruction or misuse of such property by the student or group of students.

6.0 MUSIC AND MUSICAL INSTRUMENTS

6.1 Radios, television sets, videos (VCR), 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. Pursuant to NEMA Legal Notice No. 61 which states, Sound level dB 60 DAY; 6am – 10pm; NIGHT 10pm – 6am dB 35.

6.2 Video 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.

6.3 Discos and other dances shall be held on Friday and Saturday evenings only.

7.0 NOISE AND NUISANCE

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

8.0 GENERAL RULES

8.1 Fire-fighting Appliances

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

8.2 Security of Students' 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.

8.3 Motor Vehicles/Motor Cycles

A student shall not keep a Motor vehicle and Motor cycles on University premises without prior written permission from the Deputy Vice Chancellor Administration Finance, and Development (AFD) through the Dean of Students. The Chief Security Officer will authenticate the validity of Insurance cover, current driving licence and road worthiness of the vehicle before permission is granted. Permission may be refused or withdrawn at the discretion of the Deputy Vice Chancellor (AFD). The offence shall be treated as trespass to property.

9.0 OFFENCES

9.1 Criminal Offences

The University has jurisdictional right over its students in criminal matters and other offences covered by the Laws of Kenya and THE PENAL CODE CAP 63. However these crimes may also be reported to the police. Notwithstanding any action that may be taken by other parties, the University will take independent disciplinary measures.

These crimes shall include the following:

- i. Being drunk and disorderly
- ii. Drug abuse
- iii. Possession of alcohol drinks
- iv. Drug trafficking
- v. Fighting (affray)
- vi. Possession of dangerous weapons, e.g. daggers, arrows, guns, Explosives Devices, inflammable Materials etc.
- vii. Assault
- viii. Assault causing actual bodily harm
- ix. Arson, attempts to commit arson or attempts to destroy or injuries to property.
- x. Theft and other related offences, e.g. robbery and extortion.

- xi. Handling of stolen property
- xii. Obstruction to perform duty
- xiii. Organizing and/or participating in unlawful demonstrations/processions/ incitement
- xiv. Rioting
- xv. Forceful ejection of students and staff from lecture halls, Library Hostels and Offices
- xvi. Rape or attempted rape
- xvii. Kidnapping/abduction, detentions
- xviii. Sexual harassment, indecent assaults, defilement
- xix. Indecent exposure/exhibition
- xx. Impersonation and false pretences
- xxi. Forgery, fraud, counterfeiting
- xxii. Illegal/unlicensed trade, e.g. hawking
- xxiii. Trespass
- xxiv. Aiding Suicide and attempted suicide
- xxv. Concealing birth, killing of unborn child and abortion
- xxvi. Abandonment of a minor
- xxvii. Subversion/Treason
- xxviii. Murder, Manslaughter
- xxix. Illegal assembly (Terror gang, Cults)
- xxx. Use of abusive or profane language
- xxxi. Inviting unauthorized guests/dignitaries without permission
- xxxii. Threats to endanger one's life or property
- xxxiii. Any other act that shall be deemed as a crime from time to time

10.0 CIVIL CRIMES

- a) Failure to pay fines
- b) Failure to honour summons

- c) Failure to settle debts
- d) Deviant behaviour such as wilful breakage of bottles etc.

11.0 CYBER CRIMES

- a) Hacking Examinations and manipulation of examination results
- b) Misuse of social media e.g. defamation or sending abusive text messages, hate speech, photo-shopping with malicious intent
- c) Falsifying admission documents
- d) Promoting ethnic hatred/incitement
- e) Transferring unauthorised information/materials/Examination
- f) Accessing unauthorised information
- g) Cyber theft of cash
- h) Manipulation of fees balances
- i) Possessing and/or distributing pornographic material

12.0 MISCELLANEOUS OFFENCES

- 12.1 A student shall not threaten or hold hostage or extort or strike or physically harm any other student, or a member of staff or other employee of the University, or a member of public.
- 12.2 It shall be an offence for a student to interfere with the movement of University vehicles or cause traffic obstruction in or outside the campus.
- 12.3 Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and University campus in general. It shall therefore be an offence to litter or throw any waste items outside the dustbins provided.
- 12.4 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.
- 12.5 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 such areas as notified from time to time.
- 12.6 Students are not allowed to uproot/damage flowers/plants, deface university property, harm/kill pets and domestic animals within the University precincts.
- 12.7 Students shall not be allowed to keep any kind of domestic animals and pets within the University precincts.

ACADEMIC MATTERS

13.0 LEAVE OF ABSENCE

- 13.1 The University shall grant leave of absence from the University on the Following grounds only:
 - a) Sick leave up to 21 days

- b) Maternity leave up to 21 days
- c) Compassionate leave up to 10 days
- d) Special leave up to 7 days

The request for leave shall **normally** be supported by documentary evidence. Where the leave exceeds 21 days, the student shall be required to defer studies.

13.2 Deferment and Withdrawal

Students who wish to defer and or withdraw from the University shall be required to fill deferment/withdrawal form obtained from Dean of Students or www.au.ac.ke. The form should be duly signed by the student, Dean of the School and approved by the Dean of Students and the Deputy Vice Chancellor (ARSA) and copied to Deputy Vice Chancellor (ARSA), Dean of School, Dean of Students and the student to retain a copy for their record.

The deferment period is allowed for one academic year. The student can subsequently re-apply for deferment of up to one academic year. Beyond that the studentship ceases.

13.3 Re-admission

Student seeking re-admission after the lapse of deferment period, shall submit the request to the Deputy Vice Chancellor (ARSA) through a recommendation by the Dean of Students to the Deputy Chancellor (ARSA) the student shall be granted re-admission.

13.4 Violation of these procedures constitutes an offence

13.4.1 In all cases of absence from classes on account 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 School and the office of the Dean of Students. Where a private practitioner has treated a student the medical certificate shall be submitted to the University Medical Officer for record. The University is not responsible for student treatment outside its authorized medical facilities.

13.4.2 Leave Application Form (No. AU/SLOA) is available at the Dean of Students' Office or online www.au.ac.ke. The form must be filled by the applicant and approved by the Dean of Students **at least one day before** the leave begins. The University shall not entertain any claims where a student leaves without prior official permission.

14.0 PROCESSIONS, DEMONSTRATIONS AND CEREMONIES

- 14.1 It shall be an offence for any student while on campus to organize or participate in demonstrations, processions, ceremonies, or any other meetings for which permission has not been granted by the University or a government authority.
- 14.2 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 Head of University Security Services.

- 14.3 Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

15.0 CORRESPONDENCE

- 15.1 Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear the individual names and signatures.
- 15.2 It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or Students Organization.
- 15.3 Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action.
- 15.4 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.
- 15.5 Correspondence through letters by individual students or by officials of the Students Organizations (including student societies) to the following in matters pertaining to the University shall be sent through the office Deputy Vice Chancellor (ARSA) and the Dean of Student who will forward as may be appropriate:
- a) Government officers
 - b) Foreign governments
 - c) Ministers and members of Parliament or other dignitaries
 - d) Political parties
 - e) Sponsoring bodies
 - f) Other such bodies
- 15.6 Invitations to Government, Ministers, Government Officials, Politicians, Representatives of foreign governments or any other important persons to visit the University College in their official capacities shall be notified within adequate time to the Vice Chancellor, through the Dean of Students and Deputy Vice Chancellor, (ARSA).

16.0 ACADEMIC RESPONSIBILITY

- 16.1 The Senate considers attendance of lectures, tutorials, seminars, practical sessions, field courses, University examinations and other such scheduled courses of instruction as compulsory.
- 16.2 It is therefore an offence for a group or class to boycott lectures/practicals/fieldwork for more than 48 hours consecutively. Such an offence may lead to whole group to be suspended from the University for a specified period.

- 16.3 It is an offence to interfere with or block scheduled activities.
- 16.4 Students who have missed more than 20% of scheduled lectures, tutorials, seminars, practical sessions and other instruction shall **NOT** be allowed to sit end of semester/term examinations and subsequently shall repeat the year or semester/term as shall be recommended by the Senate.
- 16.5 Abscondment**
Absence from class for more than 20% contact period (semester/term) without permission is treated as Abscondment and shall lead to de-registration of one's studentship.
- 16.6 Students shall be expected to comply with all other regulations laid out by Departments, Institutes, Directorates, Schools, Campuses, or any other such units of the University.

17.0 LEADERSHIP

- a) No student shall be allowed:
- i. To contest for any elective post in the Students Governing Council (S.G.C) of the Alupe University Students Organization (A.U.S.O), if by so doing it will compromise academic performance.
 - ii. Elections will be by delegate system and each School shall provide a number of delegates as determined by the office of the Dean of students from time to time.
 - iii. To contest, a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous University examinations.
 - iv. A First year student intending to contest should have obtained credit pass (60%) average of C.A.T. marks.

The fulfilment of the above requirements shall be confirmed by the Dean of the respective Schools.

- b) No student shall be allowed to contest if one:
- i. Has been suspended from the University at any one time.
 - ii. Has suffered from mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.
 - iii. Has been involved in any criminal offence, convicted and reported to the University
- 17.1 Eligible candidates for elective posts in Students Governing Council (SGC) shall be limited to bona fide students who have cleared payments of ALL University fees that is due at that time as shall be confirmed by the Finance Officer.
- 17.2 The tenure of service in the Students Governing Council shall be restricted to **one term of one academic year only** and no such student shall be eligible to serve in any other capacity thereafter.
- 17.3 A student who has completed undergraduate degree and enrolls for any other programme in the University shall not be eligible to contest for union election.

- 17.4 Representation in the Senate will be restricted to two elected students as prescribed in the statutes who may not necessarily be the Chairperson of AUSO.
- 17.5 Representation in Student Disciplinary Committee meetings shall be restricted to two members of Student Governing Council from the respective campus where the meeting is being held.

VI DISCIPLINARY ACTIONS

18.0 THE DISCIPLINE OF STUDENTS

18.1 Jurisdiction

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

19.0 OFFICER IN CHARGE

- 19.1 The responsibility of maintaining discipline in the University is vested with the Principal who has delegated such powers on discipline of students to the Deputy Vice Chancellor (ARSA) for enforcement.
- 19.2 Administrative and Academic staff of the University has authority to ensure that the rules and regulations are adhered to by all students.
- 19.3 Students on field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the University places them.

20.0 ENFORCEMENT OF REGULATIONS

- 20.1 In the event of breach of the regulations, and depending on the nature of the offence the officers referred to above shall adopt the following procedures:
- a) Shall require the student to make a written statement in response to the charges **within two (2) days**.
 - b) Shall warn or caution the student either verbally or in writing **within two (2) days**.
 - c) Shall report the student to the office of the Dean of Students in writing enclosing all documentary evidence for further processing **within 10 days of reporting the offence**. The Dean of Students shall:
 - i. Investigate and establish whether there is a case to answer. In this respect, the Dean of Students may warn or caution the accused within seven (7) days.
 - ii. Process the disciplinary offence and forward to the Deputy Vice Chancellor (ARSA) within fourteen (14) days.

- iii. Or take any other action that may be deemed appropriate at that time.
- d) The Student Disciplinary Committee be convened at least once in a semester to deal with pending disciplinary cases.

21 DISCIPLINARY PROCEDURES

21.1 There shall be a Students Disciplinary Committee of the Senate constituted as per Statute XXVIII as follows:

- i. Deputy Vice Chancellor (ARSA) (Chairperson)
- ii. Registrar (ARSA) (Secretary)
- iii. Three (3) Members of Academic staff approved by the Senate
- iv. Two (2) Students nominated by Students Organisation
- v. Dean of Students
- vi. Legal Officer

21.2 Meeting of the Disciplinary Committee

Except in cases dealt with under statute XXVIII, the Chairperson shall convene a meeting of the Disciplinary Committee at least once per Semester after the report being received.

21.3 Notice of Meeting

The Secretary shall notify both the student and the complainant within 14 (fourteen) days of the date, time and venue of the meeting and inform them of the requirement to attend and their right to call witnesses.

The student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other commitments.

- 21.4 Accused students are required to be accompanied by their parents/guardians whose names appear in Alupe University records during the meeting.
- 21.5 Students who fail to appear before the Student Disciplinary Committee will be expelled to show cause.
- 21.6 A student who has taken the University to court or has a pending court case shall be suspended from the University until the case is heard and determined. These shall also include students who intend to stop University activities e.g. Graduations, Examinations, Elections etc.
- 21.7 In the event that such a student wants to be heard by the University Student Disciplinary Committee such a student shall be required to withdraw the case from the court.
- 21.8 The Student shall be required to pay a disciplinary fee to be determined by the Committee from time to time.

22.0 PROCEDURE OF THE COMMITTEE

- 22.1 All disciplinary cases against students shall be handled fairly and competently in accordance with the procedures prescribed hereafter and in particular there shall be observance of “*Principles of Natural Justice*” which are namely: That,
- a) No one shall be a judge of his/her own cause.
 - b) Each party shall have the right to be heard and call witnesses.
 - c) The accused has a right of appeal.
- 22.2 The Committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular the Committee shall ensure that both sides are heard and that persons required to be WITNESSES in the case do not sit as members of the Committee.
- 22.3 These proceedings are of management nature internal to the administration of the University and therefore shall not involve legal representation. However if a student wishes to be legally represented he/she must give notice to the secretariat to enable the University to instruct its lawyers appropriately.
- 22.4 The Committee’s decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

23.0 POWERS OF THE ALUPE UNIVERSITY SENATE STUDENTS DISCIPLINARY COMMITTEE

The Committee shall have powers to impose any one or more of the following measures, subject to ratification by the Senate, to:

- a) Dismiss the case against the student.
- b) Warn or caution the student either verbally or in writing.
- c) Require the student to make good any loss or damages to commensurate with the nature and gravity of the offence committed.
- d) Require the student to pay a cash fine of such amount to be determined by the committee from time to time.
- e) Forfeit bursary or goods to the university.
- f) Exclude the student from the Halls of Residence for such a period as the Committee may deem fit.
- g) Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit.
- h) Suspend the student from the University for a specified period.

- i) Expel the student.

24.0 EXECUTIVE ORDERS OF THE DEPUTY VICE CHANCELLOR (ARSA)

For the purpose of expediting disciplinary processes, the Deputy Vice Chancellor (ARSA) shall have authority to take appropriate action against the breach of these regulations upon recommendations by the Dean of Students pending appearance before Student Disciplinary Committee.

Such an action shall be ratified during the regular Student Disciplinary Committee meeting.

24.1 Communication of Disciplinary Decisions

Subject to Statute XXVIII (k) the Deputy Principal (ARSA) shall communicate the Committee's decision to the student; and such decisions shall take effect within three (3) working days.

24.2 Appeal

The student shall have the right to appeal to the Vice Chancellor against the decisions of the Students Disciplinary Committee and to Council against the decision of Senate within 14 (fourteen) days after official communication through a letter, email and Text messages.

24.3 Procedure of Appeal

24.3.1 Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed to the Vice Chancellor within fourteen (14) days of the communication of Committee's decision.

24.3.2 Notice of appeal against the Senate decision must be given in writing to the Chairman of Council through the Vice Chancellor within fourteen (14) days of the date of communication of the Senate decision.

24.3.3 On receipt of a copy of notice of appeal, the Secretary to the Disciplinary Committee shall send to the Vice Chancellor a copy of all the relevant minutes and documents pertaining to the hearing of the case.

24.3.4 On receipt of a copy of notice of appeal the Secretary of Council shall send to the Chairman of Council a copy of all relevant minutes and documents pertaining to the case.

25.0 SAVING CLAUSE

The provision of these regulations and any decisions made by the Disciplinary Committee shall not derogate from the right of the police or any member of public so entitled to bring any action or to institute criminal 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 which it may deem necessary against any student.

VII RULES FOR CLUBS AND SOCIETIES

26.0 CLUBS AND SOCIETIES

26.1

- a) Clubs and Societies may be formed for the advancement of the functions and objectives of the University in accordance with Statute XXVIII.
- b) Clubs and Societies shall be self-supporting in all financial matters.

26.2 Procedures for forming Clubs and Societies

- a) The students proposing to form a club or a society shall prepare a draft proposal which must include the following:
 - i. Justification
 - ii. Objectives
 - iii. Interim office bearers and patron
 - iv. An indication of likely membership
 - v. Possible sources of funding
- b) The students shall then:
 - i. Discuss the proposal with the Dean of Students
 - ii. Draw up the proposed club or society's constitution
 - iii. Seek approval for the club and society from the Deputy Vice Chancellor (ARSA) through the Dean of Students.

26.3 Management of Clubs and Societies

- a) All clubs and societies shall be managed in accordance with their approved constitutions.
- b) All scheduled activities must have prior approval of the Dean of Students. For these purposes a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.

26.4 General Conduct of Clubs and Societies

- a) Topics of discussion by outside guests shall be approved by the Deputy Vice Chancellor (ARSA) through the Dean of Students.
- b) University facilities may not be used for County or National political campaigns.

- c) Fund raising by students on campus shall not be allowed unless authorized by the appropriate Government authorities and approved by the Deputy Vice Chancellor (ARSA) through the Dean of Students.

26.5 Protection of Name

Any individual, Students Organization, Club or Society may not use the name “Alupe University” without the written approval of the Deputy Vice Chancellor (ARSA) through the Dean of Students.

27.0 ACADEMIC OFFENCES AND DISCIPLINARY ACTIONS

27.1 Examination irregularities during examination shall include:

- (i) Having unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, Jackets/overcoats, clipboards, writings on adjacent walls, desks, tables, bags, electronic devices, such as mini computers, calculators, cell phones, pagers etc.
- (ii) Any writing or drawings or other work found with or on a candidate during an examination other than in his/her answer-book or supplementary answer book shall be regarded as an attempt to cheat.
- (iii) Reading answer scripts belonging to another candidate.
- (iv) Copying from or making references to unauthorized material(s) in the examination room.
- (v) Obtaining assistance from another candidate/non-candidate, and/or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- (vi) Destroying evidence which may be used as proof of an examination irregularity.
- (vii) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- (viii) Writing on examination question papers.
- (ix) Permitting another candidate to copy from or make use of one's papers.

- (x) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (xi) Attempting to copy from or make reference to unauthorized material in the examination room.
- (xii) Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body, or any other material.
- (xiii) 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.
- (xiv) Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examinations. The University shall provide security during examinations.
- (xv) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.
- (xvi) Being involved in examination leakage, by obtaining examination question papers before the date and time of the examination, either by stealing, buying or being aided by a member of staff, another student or any other person.

27.2 PROCEDURE FOR DEALING WITH EXAMINATIONS IRREGULARITIES

- (i) Invigilators shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.
- (ii) When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Vice Chancellor (ARSA).
- (iii) The Invigilator shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.

(iv) The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Deputy Vice Chancellor (ARSA) by the Main Invigilator copied to the Dean of the School.

(v) Likewise, the invigilator shall at end of the examination make a report of the case to the Chair of Department immediately after the examination by filling the incident form and in any case no later than 24 hours after the examination.

(iv) The Chair of Department shall report the case of examination irregularity to the Deputy Vice Chancellor (ARSA) within seven days of receipt of irregularity report.

(vii) The Chair of Department while reporting the case of the examination irregularity to Deputy Vice Chancellor (ARSA) must submit the invigilator's report, candidate's statement and any unauthorized materials found with the student.

(v) The Chairperson of the Standing/Ad-hoc Committee of the Senate on Examination Irregularities shall set a date for hearing of examination irregularity cases occurring in the semester/term/period within three weeks after the end of the examination period for the affected case.

(ix) The Chairman of the Standing/Ad-hoc Committee of the Senate on Examination Irregularities shall communicate the date of the examination irregularity disciplinary meeting to the affected student and parents/guardians, members of the Standing Committee of the Senate on Examination Irregularities and witnesses (invigilators) who detected the alleged offenders at least 14 days before the case date.

(x) A student appearing before the Standing/Ad-hoc Committee of the Senate on Examination Irregularities shall pay a disciplinary fee of Ksh.5000.00 or as may be determined by Senate from time to time.

(x) A student who is alleged to have committed an examination irregularity shall be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.

(xi) Those giving evidence shall not be members of the Examinations Irregularities Committee.

(xii) The Standing/Ad-hoc Committee of the Senate on Examination Irregularities shall meet, interview the affected student and witnesses to reach verdicts which are then communicated to the affected student within 7 days of hearing of the case by the Deputy Vice Chancellor (ARSA).

(xiii) In the event that the Committee is unable to reach a verdict by consensus, a vote shall be taken by the three members of the Senate, the Dean of the School, and the Dean of Students. If a tie is registered during voting, the chairman shall take a vote to unlock the tie.

(xiv) The Deputy Vice Chancellor (ARSA) shall present the report and recommendations of the Standing/Ad-hoc Committee of the Senate on Examination Irregularities to the Senate within one month of sitting for noting and ratification.

(xv-) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Chair of Department. If the Chair of Department considers that an examination irregularity has occurred, a full report shall be made to the Chairman of the Standing/Ad-hoc Committee and the Deputy Vice Chancellor (ARSA), through the Dean.

27.3 Examination irregularities shall be classified as follows:

Group I

(i) Being found in the examination room in possession of the prohibited items stated in section 27.1 (i) of this document.

(ii) Writing on the question paper.

(iii) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.

Group II

(i) Having unauthorized material in an examination room written on paper or other materials.

(ii) Having unauthorized material in an examination room in electronic devices such as mini computers, calculators and cell phones or any other device.

(iii) Reading or attempting to read answer scripts belonging to another candidate.

(iv) Forging an examination card and using it to sit an examination or sitting an examination when not authorized.

(v) Refusing to write a statement

Group III

(i) Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.

(ii) Permitting another candidate to copy from or make use of one's papers to answer questions.

(iii) Copying from the examination papers of another candidate.

Group IV

(i) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.

(ii) Indicating conflicting registration numbers on the answer booklet and the examination attendance sheet.

(iii) Obtaining or attempting to obtain assistance from another candidate, student or person impersonation), and/or giving or attempting to give assistance to another candidate or student (impersonation), directly in answering an examination paper. If the imposter is not a student of Alupe University, the University shall be at liberty to file a criminal charge of impersonation in a court of law against the person.

(iv) Accessing a question paper or questions of an examination before the date and time scheduled for the examination.

(v) Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.

(vi) Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.

(vii) Destroying evidence which may be used as proof of an examination irregularity.

- (viii) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties and assaulting the invigilator or causing him or her actual bodily harm.
- (ix) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (x) Sitting for examinations at a time when one is on suspension or has been expelled to show cause.
- (xi) Committing a subsequent irregularity after being warned or suspended and readmitted.
- (xii) Failing to appear before the Senate Standing Committee on Examination Irregularities when one has been summoned to do so after a suspected examination irregularity. In this case, the candidate shall be expelled to show cause.
- (xiii) Any evidence of cheating in an examination that may be detected during or after marking.

Group V

- (i) Being involved in an examination leakage.

Group VI

- (i) Changing of marks in the mark sheet or transcript by a student or employee of the University.
- (ii) Any emerging evidence of cheating, plagiarism, falsification of examination results or having committed any of the offences in group I-IV above after the student has graduated.
- (iii) Forgery or falsification of academic testimonials and /or uttering of the same to derive benefit when one is still a student or after one has graduated.

27.4 Disciplinary Action

If it is evidently established that a candidate has committed an examination irregularity, disciplinary action shall be taken immediately. Although an attempt has been made to match an examination irregularity with a disciplinary action(s) by making them fall in the same group, disciplinary action may include either one or a combination of the following:

Group I

- (i) Issuance of a warning letter to the candidate.

(ii) Cancellation of examination results in the affected course and issuance of a warning letter.

Group II

Cancellation of the examination results for the course and suspension of the candidate for one (1) academic year.

Group III

Cancellation of the examination results for the course and suspension of the candidate for a period of two (2) academic years.

Group IV

Cancellation of all examination results and expulsion of the candidate from the University

Group V

- (i) Expulsion of the student from the University.
- (ii) Notifying the student's employer about the malpractice, if s/he is on employment.
- (iii) Having a member of staff involved in the leakage face disciplinary action as per the terms of service.
- (iv) Preferring charges in a court of law on masterminds of examination leakage.

Group VI

- (i) Expulsion of the student from the University.
- (ii) Having a member of staff involved in changing of marks face disciplinary action as per the terms of service.
- (iii) Withdrawal or cancellation of the degree/diploma/certificate conferred on or awarded to the candidate.
- (iv) Preferring charges in a court of law.

27.5 Appeals

There shall be a Standing Examination Irregularities Appeals Board appointed by the Senate to hear examination irregularity appeal cases whose membership shall be as follows:

- Chairman - Chairman of the Senate or Nominee
- Members - 3 members of Senate, the Dean of the School, and Dean of Students.

In attendance.

- The Registrar (ARSA)
- Deputy Registrar (Examinations) – secretariat
- Legal Officer

(ii) Any appeal shall be made in writing within 21 days of the decision of the Standing Committee on Examination Irregularities to the Chairman of the Senate who shall assess the appeal request and if in his/her the opinion the appeal:

- Merits another hearing, s/he shall cause a meeting of the Committee to be convened within 21 days after receiving such a request.
- Does not merit another hearing, dismisses the case and inform the appellant accordingly within 14 days of receipt of such a request.

(iii) The Registrar (ARSA) shall invite the student who has appealed to appear before the Standing Committee on Examination Irregularities.

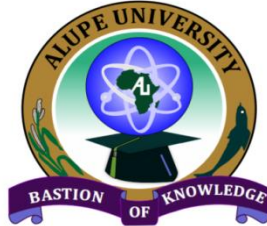
(iv) The Standing Examination Irregularities Appeals Board shall only consider the grounds of appeal presented by the student. There shall be no fresh hearing or presentation of new evidence during the hearing of the appeal.

(v) The Standing Examination Irregularities Appeals Board may make any of the following decisions: confirm the earlier decision of the Standing/Ad-hoc Committee, amend, vary or arrive at a new ruling on the case.

(vi) The Standing Examination Irregularities Appeals Board shall report its findings to the Senate for consideration within one month of hearing the appeal and the outcome communicated to the student by the Chairman of the Senate within 5 working days after the Senate's consideration.

(vii) No other appeal shall be entertained after Senate has considered the report of the Standing Examination Irregularities Appeals Board and pronounced its verdict.

APPENDIX



DECLARATION

I.....

ID No

Declare that I have read the regulations governing the organization, conduct and discipline of students at Alupe University, and understood their content and meaning, and undertake to abide by them.

Signed.....

Date.....

School Admitted to:

Campus admitted to.....

Registration No.....

Name of Witness (Parent/Guardian):

Signed.....

Date:

NB: This form should be signed and sent to the Dean of Students Alupe University

P.O Box 845 -50400 Busia

Kenya

**OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC, RESEARCH & S, STUDENT AFFAIRS)**

Tel +254741217185

P.O. Box 845 -50400
BUSIA
Kenya

REF: AU/AD/PAO/1

.....
.....
.....
.....

Dear

RE: PAYMENT OF FEES

This is to further advise you that fees can be paid at any of the Kenya Commercial Bank branches countrywide to University Account:

- KENYA COMMERCIAL BANK (A/C NO. 1201874084) BUSIA BRANCH

NOTE: The University does not accept Personal-Cheques, Money Orders, Postal or Cash.

DEPUTY VICE CHANCELLOR (ACADEMICS, RESEARCH & STUDENT AFFAIRS)



ALUPE UNIVERSITY

LETTER OF ACCEPTANCE BY THE CANDIDATE

(AUJI/1A to be completed by those accepting the offer)

Dear Sir,

Candidate's Name _____ (Surname /Last Name)

(Other Names) _____

Admission Ref. No _____ ID/Birth Cert. No. _____

With reference to your letter offering me a place in the School of _____ for a course leading to the Degree/Diploma of _____

this is to confirm that I DO ACCEPT the offer and I PROMISE TO ABIDE by the rules and regulations governing the conduct and discipline of the students of Alupe University and I hereby undertake to complete the course for which I have been accepted in Alupe University unless I am requested to discontinue by the University authorities.

I understand the change of School or Department will be permitted only by authority of the Senate.

I shall accept the regulations made from time to time for the good order and government of the University.

Yours faithfully,

Signature of Candidate

Date:

NOTE: If you are not accepting this offer, please complete AUJI/1B.



ALUPE UNIVERSITY
LETTER OF ACCEPTANCE BY THE CANDIDATE

(AUJI/1B to be completed by those declining the offer)

Dear Sir,

Candidate's Name _____

(Surname / Last Name) _____

Admission Ref. No. _____ ID/Birth Cert. No: _____

with reference to your letter offering me a place in the School of

For a course leading to the Degree/Diploma of _____

This is to confirm that **I DO NOT ACCEPT** the offer

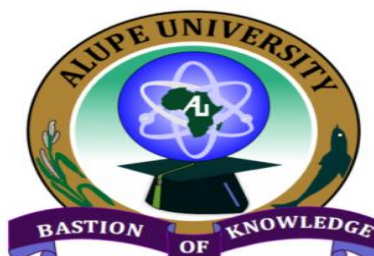
Yours faithfully,

Signature of Candidate:

Date:

NOTE: If you are not accepting this offer, please complete AUJI/1B and return immediately to:
DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH & S, STUDENT AFFAIRS)
ALUPE UNIVERSITY
P.O. Box 845 -50400
BUSIA

Affix a
passport
photo here



ALUPE UNIVERSITY

STUDENT'S PERSONAL DETAILS

Information provided in this Form is intended to help the Office of the Deputy Vice Chancellor (Academics, Student Affairs & Research) understand the student better. It will be used for purposes of improving the student's welfare while at the University. (To be completed in quadruple (4 copies) and **in capital letters**. Attach a colour passport size photograph taken on a **sky blue background** on each form. **(NOT FROM A "PHOTO ME" MACHINE)**)

1. Full name: (Surname or last Name) _____ (Mr, Mrs, Miss)
 _____ (Other names)
2. National Identity Registration No. (ID) _____ District _____
3. University Admission Number _____
4. Date of Birth _____
5. Religion _____
6. Nationality _____
7. Home Contact Address _____
 Cell Phone _____ Parent's/Guardian's Cell Phone _____
8. _____
 a) Marital Status _____

- b) Name and Address of Spouse (if married)_____
- c) Occupation of Spouse _____
- d) Number of Children_____
9. Full name of Father_____Deceased/Alive
10. Full name of Mother_____Deceased/Alive
11. Occupation of Parents
- a) Occupation of Father_____Date of birth_____
- b) Occupation of mother_____Date of birth_____
12. Number of brothers and sisters _____
13. Place of birth: village/Town_____
- Location_____name of Chief_____
- Division_____County_____Region _____
14. Place of Permanent Residence: Village/Town_____
- Nearest Town _____Location _____Name of Chief_____
- Division_____County_____Province_____
- Nearest Police Station_____
15. Give names and address of two persons who can be contacted in case of an emergency.
- a) Name_____Relationship_____Address &
Tel. No._____

- b) Name_____Relationship_____Address &
Tel. No._____

16. Name and address of School attended for 'O' Level_____
- _____year completed_____
17. K.C.S.E Results (Subjects and Grades) _____
- _____
- _____Index Number_____

18. Any other instructions/Attended and qualifications attained

19. Games/Sports: Which games are you interested in?

20. Clubs, Societies and hobbies. Which clubs, societies and hobbies are you interested in?

21. Do you suffer from any physical impairment? If so give details

22. Please give any information you think is useful for you to communicate to the University

I certify that the information I have provided is correct.

Signature_____Date_____



ALUPE UNIVERSITY
STUDENTS ENTRANCE MEDICAL EXAMINATION

IMPORTANT:

Student is requested to complete part I of this Form, part II should be completed by the Medical Officer examining the student. The completed form should be forwarded to the Medical Officer, Alupe University, P.O. Box 845-50400, BUSIA.

PART I

(a) Student's Surname_____

 (Other Names)

Date and place of Birth_____

Nationality_____Sex_____

Admission No: _____

School_____

Single/Married_____

Name, Address and Telephone Number of Parent/Guardian/Next of Kin_____

(b) Have you ever been admitted into a hospital

If so, state reason for admission and date

- (c) Have you had any of the following illnesses? (Delete as necessary)
- Tuberculosis or other chest infection? Yes/No
- Fits, Nervous disease or fainting attacks..... Yes/No
- Heart Disease or Rheumatic Fever... Yes/No
- Any disease of the Digestive System..... Yes/No
- Allergies to food or drugs... Yes/No
- Malaria..... Yes/No
- Sexually Transmitted diseases... Yes/No
- Poliomyelitis... Yes/No
- If the answer to any of the above is Yes, please give details with dates
-
-

If there are any other – relevant details of your medical history not covered by the above questions, please give particulars.

- (d) Has any member of your family suffered from:
- (i) Tuberculosis... Yes/No
- (ii) Insanity or mental illness... Yes/No
- (iii) Diabetes Mellitus... Yes/No
- (iv) Heart Disease Yes/No
- (e) Have you been immunized against any of the following diseases:-
- (i) Small pox Yes/No
- (ii) Tetanus... Yes/No
- (iii) Poliomyelitis... Yes/No

Signature of Student_____

Date _____

PART II (To be completed by the Examining Medical Officer)

- (a) Height_____weight_____
- (b) VISUAL ACUITY
- Without glasses
- With glasses R.6 L.6
- With glasses R.6 L.6
- (c) Hearing Right Ear Left Ear
- (d) Condition of:
- Teeth Throat
- Ears Lymphatic glands
- Nose
- (e) Circulatory system:
- Pulse
- Heart
- Blood pressure Systolic_____Diastolic_____

(f) Respiratory system

Chest X-Ray (optional depending on Clinical findings)

(g) Abdomen; any palpable masses – physiological or pathological?

Liver_____

Spleen_____

Uterus_____L.M.P_____

(h) Urine: Albumin _____ Sugar _____

- i. Is the student on any treatment?
 - ii. Any other observation of importance
- Name of Medical Officer _____

PART III

(To be completed by Alupe University Medical Doctor, after the student has registered with the University)

Special Remarks

Is the student fit for University Education _____ Yes/No

Date_____

University Doctor_____

Name _____ Signature _____