



MAASAI MARA UNIVERSITY

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2008

STUDENTS AFFAIRS PROCEDURE MANUAL

MMU/SAPM/DOS/2013

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PROCEDURE NUMBER 1: STUDENTS DISCIPLINE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure transparency, effectiveness, efficiency and timeliness in handling students' disciplinary cases.

1.2 SCOPE

This procedure applies to handling all students discipline cases in the University.

1.3 REFERENCES

- a) Quality Manual – MMU/QM/MR/2013.
- b) University Booklet on Rules and Regulations governing the conduct and discipline of students
- c) University Statutes

1.4 TERMS AND DEFINITIONS

- a) DoS - Dean of Students
- b) Registrar AA - Registrar Academic Affairs

1.5 PRINCIPAL RESPONSIBILITY

The VC shall ensure that this procedure is adhered to.

2.0 METHOD

- 2.1 This procedure shall start with a member of staff observing or receiving information on student indiscipline.
- 2.2 Upon receipt, the member of staff shall authenticate the report through reference to:-
 - a) Investigations in liaison with respective offices
 - b) Any reports where applicable
- 2.3 In the event the report is not authentic, the member of staff shall drop the case and inform the reporting person.
- 2.4 Upon authentication or observation of student indiscipline, the member of staff shall report the same to the Chief Security Officer within 24 hours.
- 2.5 Upon receipt of the case, the Chief Security Officer shall request the student to make a written statement in response to the charges within two (2) days.
- 2.6 Based on the magnitude of the case, the Chief Security officer shall warn or caution the student in writing within two (2) days.

- 2.7 The Chief Security Officer shall then submit a report enclosing documentary evidence to the DoS within ten (10) days.
- 2.8 Upon receipt of the report, the DoS shall as guided by the regulations warn or caution the accused within seven (7) days.
- 2.9 Based on the magnitude of the case or repeat offences, the DoS shall process the case and forward it to the Registrar AA within fourteen (14) days for review and action.
- 2.10 Upon receipt of the report, the Registrar (AA) shall in liaison with the DVC (AA) convene a disciplinary Committee meeting to hear and determine the case within a month as guided by the Regulations.
- 2.11 The Secretary of the Committee shall notify the respondent and the complainant (where applicable) of the date and time of the meeting within two (2) weeks.
- 2.12 During the meeting, the secretary shall inform the respondent and the complainant of their right to be present and call witnesses.
- 2.13 The Secretary shall ensure that the respondent attends the hearing in person and sermons to attend shall take precedence over all other student commitments
- 2.14 The Committee meeting shall make a decision including any of the following:-
- a) *Dismiss the case against the student*
 - b) *Warning or cautioning the student 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 or impose a cash fine*
 - d) *Forfeit bursary or goods to the University*
 - e) *Exclude the student from the Halls of residence for such a period as the Committee may deem fit.*
 - f) *Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit*
 - g) *Suspend the student from the University for a specified period*
 - h) *Expel the student.*
- 2.15 The Registrar Academic Affairs shall communicate the Committee's decision to the student and such decision shall take effect immediately.

2.16 Handling of Appeals against the Disciplinary Committee

2.16.1 This shall start with the VC receiving a Notice of appeal against the Disciplinary Committee in writing within fourteen (14) days of the communication of the Committee's decision.

2.16.2 Upon receipt, the VC shall constitute an appeals committee to hear and determine the case.

2.16.3 The Chair of the Appeals Committee shall convene a committee meeting to deliberate on the case based on the available evidence and recommendations of the Disciplinary Committee and make a decision.

2.16.4 The Registrar AA shall communicate the decision of the appeals committee to the Student within 5 working days.

2.17 Handling of Appeals against the Appeals Committee

2.17.1 This shall start with the Chairman of the University Council through the VC receiving a notice of appeal against a decision by the Senate Appeals Committee.

2.17.2 Upon receipt, the Chairman shall request for the minutes of the Senate for review.

2.17.3 The Chairman shall forward the case to the Students and Staff Appeals Committee of the Council who shall deliberate and make a decision.

2.17.4 The VC shall notify the student of the decision by the Students and Staff Appeals Committee of the Council.

2.17.5 The Chairman of the Students and Staff Appeals Committee of the Council shall table the decision for ratification by the Full Council.

3.0 LIST OF APPLICABLE RECORDS

3.1 Discipline reports

3.2 Evidence of communication

3.3 Evidence of meetings

PROCEDURE NUMBER 2: FORMATION OF CLUBS AND SOCIETIES

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure transparency, effectiveness, efficiency and timeliness in formation of clubs and societies.

1.2 SCOPE

This procedure applies to formation of all clubs and societies in the University.

1.3 REFERENCES

- a) Quality Manual – MMU/QM/MR/2013.
- b) MMU Booklet on Rules and Regulations governing the conduct and discipline of students
- c) Masai Mara University Statutes

1.4 TERMS AND DEFINITIONS

DoS - Dean of Students

1.5 PRINCIPAL RESPONSIBILITY

The Dean of Student shall ensure that this procedure is adhered to.

2.0 METHOD

- 2.1 This procedure shall start with the DoS receiving a proposal for registration of a club/society.
- 2.2 Upon receipt, the DoS shall request the students to submit a written request detailing the following:-
 - a) Justification
 - b) Objectives
 - c) Interim office bearers
 - d) An indication of likely membership
 - e) Possible sources of funding
 - f) Proposed Club/Society Patron
 - g) A draft constitution
- 2.3 Upon receipt of the request, the DoS shall review and approve the proposed club/society basing on:-
 - a) The fulfilment of criteria in 2.2
 - b) Existing clubs and societies to avoid duplication

- 2.4 In the event that the criteria in 2.3 are not met, the DoS shall advise the Students accordingly.
- 2.5 Upon approval, the DoS shall update the Clubs/Societies Register and forward the proposal to the Registrar (AA) for registration.
- 2.6 Upon receipt, the Registrar (AA) shall issue an Official registration Certificate to the Students and notify the Senate of the new club/society.
- 2.7 In the event that the club requires registration with external affiliate bodies, the DOS in liaison with the Registrar (AA) shall facilitate the same.

2.8 Monitoring Clubs/Societies Activities

- 2.8.1 This shall start with the DoS requesting the Clubs/Societies through the Patrons to forward the schedule of activities for the semester during the first week of every semester.
- 2.8.2 During the semester, the DoS shall monitor the implementation of the schedules on quarterly basis.
- 2.8.3 The DoS shall ensure maintenance the minutes of the clubs/societies Annual General Meetings.

2.9 Deregistration of Clubs/Societies

- 2.9.1 This shall start with the DoS receiving information on a club/society contravening any of the following:-
- a) The Constitution of the club/society
 - b) University rules and regulations
 - c) Legal requirements
- 2.9.2 Upon receipt of the information, the DoS shall review it and undertake further investigations.
- 2.9.3 In the event that the information is not authenticated, the DoS shall drop the matter.
- 2.9.4 If a club/society is found culpable of contravening any of the documents in 2.9.1, the DoS in consultation with the Patron and the Registrar (AA), shall deregister the club/society.
- 2.9.5 The DoS shall ensure notification of the members of the club/society and updating of the Clubs/Societies register.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Request for registration of club/society

- 3.2 Clubs/Societies Register
- 3.3 Official registration Certificate
- 3.4 Schedule of activities
- 3.5 minutes of the clubs/societies Annual General Meetings

PROCEDURE NUMBER 3: STUDENTS GOVERNANCE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effective, efficient and consistency in management of students' governance.

1.2 SCOPE

This procedure applies to management of students, governance in the University

1.3 REFERENCES

- a) Quality Manual – MMU/QM/MR/2013.
- b) MMU Booklet on Rules and Regulations governing conduct and discipline of students
- c) MMU Statutes
- d) SOMMU Constitution

1.4 TERMS AND DEFINITIONS

- a) CAT – Continuous Assessment Test
- b) SGC – Students Governing Council
- c) SEC – Students Electoral Commission
- d) DOS - Dean of Students

1.5 PRINCIPAL RESPONSIBILITY

The Dean of Students shall ensure that this procedure is adhered to and maintained.

2.0 METHOD

2.1 Students Elections

- 2.1.1 This shall start with a request from the Dean of Students to the VC to appoint a Returning Officer as per the SOMMU constitution.
- 2.1.2 Upon receipt of the request, the VC shall appoint the Returning Officer from senior members of the Academic Staff.
- 2.1.3 The Dean of Students shall in turn advertise positions of SEC members from amongst the Fourth Year students to manage the elections.
- 2.1.4 On receipt of the application letters, the Dean of Students shall set a date for the selection of suitable SEC members from the applicants.
- 2.1.5 The running SGC shall then be requested to set a date for an AGM for dissolution of the sitting SGC.

- 2.1.6 Upon dissolution of the running SGC, qualified candidates shall pick nomination and clearance forms from the SEC members.
- 2.1.7 Contestants shall return duly filled nomination and clearance forms to the SEC members within five (5) days from the date of collection.
- 2.1.8 On receipt of the nomination and clearance forms, SEC members together with Returning Officer shall announce cleared candidates for various positions and set a date and programme for elections.
- 2.1.9 Upon determination of the election date, the Dean of Students shall prepare logistics of acquiring election related stationery and avail the voters' register for inspection.
- 2.1.10 On the Election Day, the Returning Officer and the SEC members shall officiate the elections and supervise the counting of casted votes.
- 2.1.11 Upon completion of the counting of votes, the Returning Officer shall announce the results.

2.2 Appeals Against Election Results

- 2.2.1 In case of appeals, the Chairman of the Elections Appeals Committee shall receive appeals from contestants who are not satisfied shall appeal to the Elections Appeals Committee within twenty-four (24) hours of announcement of the results.
- 2.2.2 On receipt of notification of an appeal, the Chairman of the Elections Appeals Committee shall convene a meeting to hear and determine the appeal as guided by the SOMMU Constitution and the evidence.
- 2.2.3 Once the Appeals Committee has determined the appeal, the secretary of the Committee shall communicate the decision to the candidate within twenty-four (24) hours.

2.3 By-elections

- 2.3.1 Upon discovery of sufficient evidence to support the appeal, the Returning Officer shall nullify the results of the affected position and declare it vacant.
- 2.3.2 The Returning Officer shall then set a new date for the by-election and announce it to the student electorate.
- 2.3.3 The by-elections shall be conducted as per 2.1 above.

2.4 Swearing In and Inauguration of New Office Bearers

- 2.4.1 Upon declaration of winners of all positions, the Returning Officer shall set a date for swearing in and inauguration of the new office bearers.

- 2.4.2 Upon determination of swearing in date, the Returning Officer shall announce in writing to the University Community the day, time and venue of the event.
- 2.4.3 On the day of the swearing in function, the Returning Officer shall invite the University Legal Officer to administer the oath of office.
- 2.4.4 Upon completion of the swearing in ceremony, the Returning Officer shall officially communicate the results of the election to the VC and the University Community.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Evidence of appointment
- 3.2 Evidence of communication
- 3.3 Evidence of meetings

PROCEDURE NUMBER 4: ORGANIZING SOCIAL FUNCTIONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficient, timely and transparent process of organizing social functions.

1.2 SCOPE

This procedure applies to the organization of all social functions by students at MMU.

1.3 REFERENCES

- a) Quality Manual – MMU/QM/MR/2013.
- b) MMU Booklet on Rules and Regulations governing the conduct and discipline of students
- c) MMU Statutes

1.4 TERMS AND DEFINITIONS

- a) DOS – Dean of Students
- b) MMU – Masai Mara University

1.5 PRINCIPAL RESPONSIBILITY

The DOS shall ensure this procedure is adhered to and maintained.

2.0 METHOD

- 2.1 This procedure shall start with the DOS receiving a request for a social function from a student or group of students.
- 2.2 Upon receipt of the request, the DOS shall review and approve it based on the following:-
 - a) Purpose of the function
 - b) University Calendar of Events
 - c) Target Group
- 2.3 In the event the function is not feasible, the DOS shall advise the applicant accordingly.
- 2.4 Upon approval, the DOS shall notify the applicant, fill in a general services request form and proceed as per procedure number 2 on General Support Services in the Central Services Procedure Manual for preparation of the venue.
- 2.5 The DOS shall ensure that the function is supervised and proceeds as per the programme where applicable.

2.6 Upon completion of the function, DOS shall ensure that the organizers submit a written report for review and action where applicable.

3.0 LIST OF APPLICABLE RECORDS

3.1 Request for function

3.2 Function Report

PROCEDURE NUMBER 5: STUDENTS TEMPORARY LEAVE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, timeliness and consistency management of students' temporary leave.

1.2 SCOPE

This procedure applies to management of students temporary leave in the University.

1.3 REFERENCES

- a) Quality Manual – MMU/QM/MR/2013.
- b) MMU Booklet on Rules and Regulations governing the conduct and discipline of students
- c) MMU Statutes

1.4 TERMS AND DEFINITIONS

- a) DOS – Dean of Students
- b) CATs – Continuous Assessment Tests

1.5 PRINCIPAL RESPONSIBILITY

The Dean of Students shall ensure this procedure is adhered to and maintained.

2.0 METHOD

- 2.1 This procedure shall start with the DOS receiving a completed leave of absence form from a student.
- 2.2 Upon receipt, the DOS shall approve the request based on Support documentation
- 2.3 In the event that the request does not meet the criteria in 2.2, the DOS shall advise the student accordingly.
- 2.4 Upon approval, the DOS shall ensure notify the student and direct him/her to report to the DOS's Office on the scheduled date and update the Leave of absence register.
- 2.5 In the event that a student does not report back as scheduled, the DOS shall act as guided by the Students rules and Regulations
- 2.6 On receiving a student of the scheduled date of reporting, the DOS shall update the Leave of absence register.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Leave of absence form
- 3.2 Leave of absence register