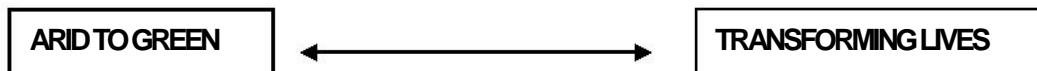




SOUTH EASTERN KENYA UNIVERSITY

RULES AND REGULATIONS GOVERNING THE ORGANIZATION, CONDUCT AND DISCIPLINE OF STUDENTS



1.0 STUDENTS CONDUCT

1.1 For purposes of these regulations the term:

1.1.1 "**SEKU**" means South Eastern Kenya University

1.1.3 "**Council**" means the supreme organ of the University established by the law governing University

1.1.4 "**Academic Board**" means the Academic Board of the University

1.1.5 "**Student**" means and includes the following:-

- a) Any person who has been formally admitted to a course of for an undergraduate Degree, Diploma or Certificate within the University
- b) Any person registered for courses within the University
- c) All occasional students who are registered students of another University but are admitted to courses of study within the University.
- d) All graduate students who are registered for higher degree courses within the university
- e) Any other person who is determined by the University Council as a student

1.2 The Council of South eastern University has formulated rules and regulations for smooth running of the University. The Council has the power to provide for the discipline of the students of the university, and the students should familiarize themselves with the set rules and regulations

1.3 The rules and regulations shall be binding upon registration of every student and as long as such student remains registered. Every student shall, before he/she is registered\, be required to read these rules and regulations and to sign a declaration appended hereunder, that he/she has understood the contents and meaning hereof and that he /she undertakes to be bound hereby.

1.4 The following provisions shall apply with respect to the conduct of the students within and, where applicable, outside the University precincts. All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and, in particular, shall:-

- a) Respect and agree to the administrative and academic procedures and structures established by SEKU order for the control, governance and operations of the university.
- b) Respect the rights, personal privacy and privileges of the members of the University community at all the time.

- c) Ensure that they do not bring the name of the University into disrepute.
- d) Carry themselves in all public places forums with such humility and dignity as befits their status as mature and responsible citizens.
- e) Carry their student ID cards when on University premises. Each student will be issued with a SEKU student identity card. All students are required to produce their cards on request. A student who loses his/her identity card must report immediately to the security and to the police. They should also report to the office of the Dean of Students who will make recommendations for replacement upon payment of the relevant fee.

1.5 Disciplinary Offences

Any student studying or registered at SEKU shall be subject to disciplinary measures if he or she is found to be guilty of misconduct as defined below:

1.5.1 Definition of misconduct:

Any act or omission, whether occurring within the university premises or elsewhere, which improperly interferes with the functioning or activities of the University or of those who work or study in the University, or otherwise improperly damages the University or its reputation, shall constitute misconduct under these Regulations, including but not limited to the following:

- a) Any infringement, infraction or persistent disregard or contempt of the student conduct (outlined above) shall constitute a disciplinary offence for which disciplinary action will be taken against the student.
- b) Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulations:-
 - i. Any conduct which constitutes a criminal offence or conviction in a Court of Law of such a nature as should in the opinion of Council, warrant expulsion from the University.
 - ii. Boycott of compulsory lectures, tutorials, practical classes, demonstrations, seminars, assessments and examinations or issuance of threats to other students in contemplation or furtherance of any such boycotts.
 - iii. Disruption of or improper interference with the academic, administrative, sporting, social or other activities of the University.
 - iv. Any attempt to convene, organize, participate and/or get involved in demonstrations, gatherings, processions, fundraising,

or public ceremonies for which permission has not been obtained from the University or Government authorities through the University.

- v. Obstruction of or improper interference with the functions, duties or activities of any student, member of staff or any visitor to the University.
- vi. Violent, indecent, disorderly, threatening, intimidating, offensive behavior, language and molestation of students and other members of the University community.
- vii. Dressing in a manner that may cause moral harassment either to the University community or to the general public.
- viii. Sexual, ethnic or racial harassment of any student, member of staff or any visitor of the University.
- ix. Drunken or disorderly behavior and substance abuse or use of drugs, the possession of which is prohibited by law.
- x. Smoking within the University premises
- xi. Brewing, peddling or possession of illicit alcohol
- xii. Corrupt acts including but not limited to fraud, deceit, deception or dishonesty in relation to the University or its staff, students or visitors.
- xiii. Theft, misappropriation or misuse of University property, or the property of the University staff, students or visitors, including computer misuse.
- xiv. Misuse or unauthorized use of University premises.
- xv. Damage to University property, or the property of the University staff, students or visitors, caused intentionally or recklessly.
- xvi. Action likely to cause injury or impair safety on University premises.
- xvii. Failure to respect the rights of others
- xviii. Failure to disclose personal details to a member of staff of the University in circumstances in which it is reasonable to require that such information be given.
- xix. Possessing keys to rooms or buildings on the campus other than those obtained through the official channel.
- xx. Keeping of motor vehicles and any other unauthorized equipment on the University premises without prior written permission from the management.
- xxi. Tempering with fire-fighting, water piping, electrical or other appliances wherever installed.
- xxii. Creating noise that may cause disturbance to others

- xxiii. Production, possession or viewing phonographic materials
- xxiv. Tempering with official documents
- xxv. Engaging or using the University facilities without permission
- xxvi. Using the University telephone, printing or mailing facilities either as an individual or through the students associations and societies for unauthorized purposes.
- xxvii. Using the South Eastern Kenya University name and /or logo either as an individual, club, or student organization without prior written approval from the principal
- xxviii. Possession of unauthorized University document(s), however obtained
- xxix. Breach of the provision of any University code, rule of regulation.

1.6 Academic Conduct

All students shall apply themselves diligently to the courses of study approved by the University Academic Board and for which they are registered and, in particular shall:-

- a) Except for good cause attend all lectures, tutorials, seminars, demonstrations, practical's, assessments and examinations and other scheduled courses of instructions
- b) Refrain from any conduct whose objectives or logical consequences are to disrupt the operation of academic programs of the University.
- c) Comply with all other regulations made by the institutes, Centers, Departments, and Schools.
- d) Refrain from cheating, plagiarism or any other irregularities during academic course work, in examinations, research or any related academic work.
- e) Produce certified evidence in case of absence from class for good cause.

1.7 Conduct with the Public

In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationship with members of the general public, and in particular:

- a) All correspondence to the press or other media by students' officials of the University students association in their individual capacities shall bear their names and private addresses.

- b) All public statements affecting the University and which are intended to be issued on behalf of any student societies, associations or clubs must receive prior written approval of the principal
- c) Invitation to government functions or of representatives of foreign governments or other public personalities should be channeled to the principle for approval through the Dean of students.

1.8 Disciplinary Authority

For purposes of these rules and regulations the principle, acting on behalf of the Council, is the disciplinary authority of the University and may in that capacity:-

- a) Vary or add to the list of disciplinary offences specified herein until such action shall cease to have effect unless approved at the next meeting of Council.
- b) Suspend any student from the University suspected of committing any disciplinary offence under the regulation pending disciplinary action
- c) Take any other measures necessary for the proper operation of disciplinary procedures set out herein.

1.9 Students Disciplinary Committee proceedings

- a) When a student is deemed to have behaved in a manner deserving disciplinary action, the Dean of Students will institute preliminary investigations to authenticate the misconduct by the student.
- b) If misconduct is ascertained, the Register (Academic and Student Affairs) shall then inform the student in writing of the charge(s) against him/her.
- c) A date shall be set when the student is to be heard by the Students Disciplinary Committee as established in the University status, and the students informed of the same in writing by the Registrar (Academic and Student Affairs) at least seven days before the date of hearing.
- d) If the Disciplinary Committee has witnesses, the student shall have the right to cross examine them and examine any evidence the committee may have.
- e) If in the course of hearing, the Committee finds evidence disclosing new or additional charges, the student shall be notified in writing and will be required to answer to them.
- f) The decision of the Committee shall be communicated to the student by the Registrar (Academic and Student Affairs) not later than seven (7) days after the ratification by the University College Academic Board.

2.0 COMPLAINTS, APPEALS AND OTHER MATTERS

- 2.1 Students are advised to launch complaints or grievances at an early stage with the Dean of Students or any other relevant University College authority.
- 2.2 Any appeals should be made directly to the Office of the Principle
- 2.3 The University disclaims all responsibility for loss or damage to any property belonging to the students or their guests while such property is in the University College premises.
- 2.4 The University College Council reserves the right to change, to amend or otherwise vary these regulations at any time within its discretion.



**RULES AND REGULATIONS GOVERNING STUDENTS CONDUCT IN THE
HALLS
OF RESIDENCE**

ARID TO GREEN



TRANSFORMING LIVES



1.0 PREAMBLE

1.1 Rules and regulations governing students conduct in the halls of residence at the South Eastern Kenya University (SEKU) generally apply to all students unless otherwise specified. All students shall conduct themselves with responsibility and maturity while in the halls of residence at the University.

2.0 ELIGIBILITY FOR APPLICATION

2.1 All students are eligible to apply for accommodation within the halls of residence of SEKU. In case of overwhelming demand, priority will be given to new students or students with physical challenges or special needs.

3.0 RESIDENTIAL PERIOD

3.1 Students are eligible for accommodation at SEKU halls of residence only during a running session in a Semester/Academic year. Normally, students can check-in one day before the commencement of a new Semester/Academic year.

4.0 PAYMENT TERMS

4.1 On admission, applicants are required to pay a non-refundable accommodation fee as determined by the halls of residence management at the beginning of every academic year.

5.0 HALL ADMISSION PROCEDURES

5.1 Interested students may apply either on-line, by postage or hand delivery to the halls manager. The room allocation results will be announced in the University website or the University notice boards at least one week before the beginning of a new academic year. Applicants should check their room application results within that period. Unsuccessful applicants will be placed on the waiting list will be notified when vacancies arise.

6.0 ROOM APPLICATION DEADLINE

6.1 Room application deadline will be announced early enough before the beginning of new academic year.

7.0 ROOM ALLOCATION

7.1 Allocation of rooms will be on first-come-first-served basis. However, the University reserves the right to reject or revoke any application under circumstances deemed questionable.

7.2 An applicant will be given up to two weeks to take up a room failure to which the room will be allocated to another student.

8.0 CHANGE OF ROOMS

8.1 No change of rooms will be allowed unless where the Hall's management deems it possible and a formal request is made.

9.0 ROOM-MATES

9.1 The assigning of room-mates by the hall management section of the University will be final. Any dispute between room-mates will be handled by the halls manager.

10.0 DRUGS AND GENERAL CONDUCT

10.1 All students are prohibited from smoking, brewing, production or taking alcohol or any other form of illicit drugs within the halls of residence or in any of the common places, entrances, stairways, common rooms, laundry rooms or any other shared areas of residence.

10.2 Smoking in the halls is of residence is prohibited

10.3 No student is allowed to do anything which may cause nuisance to the University or to any other occupants of the residence or any other neighboring premises or behave in a manner that amounts to harassment on the grounds of sex, race, ethnicity, size, disability, sexual orientation, religion/belief, age or political affiliation.

11.0 RADIO, VIDEO AND MUSICAL INSTRUMENTS

11.1 Use of video tapes, DVDs, radios or musical instruments in the halls of residence is allowed only on condition that the sound does not cause any disturbance, and that they are played between 6.00 am and 11.00pm.

11.2 Production, possession and/ or viewing of pornographic materials are prohibited in the halls of residence.

12.0 MEALS IN THE HOSTELS

12.1 No meals, utensils or crockery are allowed out of the cafeteria/dining hall into the halls of residence.

12.3 Meals are not allowed into the halls of residence except under special circumstances

12.3 Cooking, heating and associated equipment are not allowed in the halls of residence.

13.0 WASHING AND DRYING OF CLOTHES

13.1 Washing and drying of clothes should be done only in laundries and/ or other designated areas.

14.0 WASTE DISPOSAL

14.1 Waste disposal should be done only in designated areas.

15.0 POSTERS

15.1 Posters should be put in designated areas only.

16.0 GRAFFITI AND DRAWINGS

16.1 All forms of unauthorized Graffiti and/ or other drawings are prohibited in the halls of residence.

17.0 KEEPING ANIMALS

17.1 Students are prohibited from keeping any animals in the halls of residence.

18.0 VISITORS IN THE HALLS OF RESIDENCE

18.1 No visitors or students of the opposite sex are allowed in the halls of residence between 10:00 pm and 10:00 am.

18.2 Students are not allowed to sublet or transfer room occupy to any person

19.0 DAMAGE TO UNIVERSITY FACILITIES

19.1 Students will be held responsible for any damage they may cause to the University facilities. The student has, however, the right to appeal directly to the Dean of Students when such a case is disputed.

20.0 REMOVAL OF FURNITURE

20.1 Students are not allowed to remove furniture or equipment from their rooms except with a written permission from the halls management. Any losses, breakages or missing items should be reported immediately for appropriate action.

21.0 SECURITY OF ROOMS

21.1 Students should take care of their rooms and ensure that unoccupied rooms are locked, lights switched off, water taps turned off all electrical appliances are switched off.

22.0 ABSENCE FROM HALLS OF RESIDENCE

22.1 Absence from the halls of residence for a period exceeding two weeks should be reported to the halls management.

23.0 CARE OF THE UNIVERSITY COMMON FACILITIES

23.1 No student is allowed to put anything harmful or which is likely to cause a blockage in any pipes or drains or cause obstruction of the common places including haphazard garbage disposal.

23.2 The University is entitled at the student's expense, to remove from the accommodation or the common places any item which constitutes an obstruction, fire or health and safety risk to the University community.

24.0 BUSINESS IN THE HALLS OF RESIDENCE

24.1 No form of business shall be allowed in the halls of residence.

25.0 PREGNANCY

25.1 Students are advised to avoid pregnancy while pursuing their studies.

25.2 In the event of pregnancy, one is supposed to move out of the halls of residence two months before confinement. However, an expectant student who needs on confinement will be eligible for readmission into the halls of residence at least three months post confinement, but will be given up to three weeks to resume her studies in the University after this period.

25.3 In view of 25.2 above, the Finance Officer should be informed of the duration the student stays away from the halls of residence for the purpose of refunding.

25.4 The affected student is expected to participate fully in all aspects of training/learning contained in the University regulations without excuse.

25.5 The affected student should not expect any privileges like special diet except on recommendation from the University Chief Medical Officer. Where special diet is provided, the student shall meet the extra cost if any.

25.6 The affected student, subject to recommendations by the University Chief Medical Officer shall be allowed to sit for special examination in case the University

examinations were held while the student was admitted in hospital or on confinement.

26.0 VACATION ROOMS

26.1 Except with written permission from the halls manager, the student is supposed to vacate the room and remove all personal belongings from the room and/ or common places at the end of each semester or academic year. All keys should forthwith be surrendered to the halls management immediately after vacating the room.

26.2 Failure to remove all belongings will entitle the University to remove those belongings from the room and keep them in storage. The University will give the student 14 days notice to retrieve the belongings failure to which it reserves the rights to dispose them.

27.0 LOSS OF KEYS

27.1 Loss of any key issued should be reported immediately to the halls management. Replacement of lost keys shall be done at the student's expense.

28.0 TERMINATION OF PRIOR TO TAKING UP OCCUPATION OF THE ROOM

28.1 Application for the room can be withdrawn by the student prior to the beginning of the residence period through a written notice received at least seven days before occupation.

28.2 A student who intends to prematurely withdraw from room occupation will be deducted 10% of the accommodation fee

REGULATIONS ON CATERING SERVICE

1.0 PREAMAMBLE

1.1 To facilitate satisfactory and efficient service in the catering unit, students are themselves in an orderly manner and be courteous to both catering staff and fellow students.

1.2 Students will be required to queue and a civil and orderly manner for all services in the dining hall at times.

2.0 MEALS AND MEAL TIMES

2.1 Meals shall be served at the designated University College catering units within the prescribed times as shown here under:

- Breakfast 6: 00 a.m - 9:00am
- Lunch 12:00a.m - 2:00p.m
- Dinner 5:30p.m - 8:00p.m

2.2 Meals shall be served in the dining halls or in any other designated catering units, and no meals or beverages shall be carried out of the dining hall.

2.3 No crockery, cutlery or other utensils shall be removed from the dining hall.

2.4 No student shall enter the server, kitchen or stores without prior permission from the catering manager.

2.5 Meals in the dining halls are served on Pay As You Eat [PAYE] basis.

2.6 Any comments, complaints or grievances concerning the catering services should be addressed to the office of the Catering Officer.

EXAMINATION RULES AND REGULATIONS

1.0 PREAMBLE

1.1 To be eligible to sit for end of semester examinations, candidates must be registered in the course being examined, obtain clearance from the Finance Officer and must have attended 70% of the unit teaching time in a semester. Every candidate is expected to complete all final examinations and continuous assessment tests unless unusual circumstance dictates otherwise are approved by the Examination Officer. Candidates are warned of the seriousness of any examination irregularities. Any breach of the examination requirements, whether committed intentionally or unintentionally may be regarded as "misconduct" and dealt with under the University's Disciplinary procedures. Any person committing such an offence and is not an officially enrolled student of South Eastern Kenya University shall be dealt with according to the law.

1.2 Candidates are reminded of the following rules governing the conduct of examinations:

2.0 Definitions

2.1.1 When appearing in the classes below the following words and terms mean:

- a) **Candidate:** Any student officially enrolled for examination in a unit of study or course taught jointly between the University and any other institution.
- b) **Invigilator:** members of the University's academic or staff or any other person authorized to assume responsibility for supervision and/or organization of University examination.
- c) **Examination room:** Any place in which a University examination shall be or is being conducted.
- d) **Examination Period:** the period of time from the start of an examination until its conclusion

2.2 These rules and regulations, where appropriate, will also apply outside an examination room.

2.2.1 Examination times and Venues

2.1.1 Candidates are responsible for noting correctly the times and venues of their examinations. They are required to consult the examination timetable to ensure that there are no conflicts with respect to unit loads. Candidates must report to the examination room fifteen minutes before the scheduled time of commencing the examination.

1.2.2.3 Answers to questions

1.2.2.2.3 All answers to examination questions should be written legibly.

1.2.2.3 Entering and leaving the examination room

1.2.2.3.1 Without the special permission of the invigilators, no candidate may enter the examination room more than half-an-hour after the examination has begun, or leave it until one hour of the examination period has elapsed.

1.2.2.4 Candidate's Examination cards

1.2.2.4.1 For all SEKU examinations **must** bring with to the examination room student's identifications and Examination cards or any other identification document certified by the University.

1.2.2.5 Students with physical challenges and/medical conditions

1.2.2.4.1 Candidates who are physical challenged or are suffering from chronic medical conditions can request for special examination arrangements. In such case, the candidate must:

- a) Apply for consideration as soon as possible after the start of the semester.
- b) Ensure that he/she is registered for this support
- c) Provide supporting evidence substantiating his/her challenges or disadvantages
- d) Register with the Chief Examiner for physical challenged support at least four (4)
- e) Weeks prior to commencement of the examination period.

1.2.2.6 Examination materials

1.2.2.6.1 Gaining access to examination questions before the examination is an offences. The Examiner will inform the candidate in advance which items will be permitted into the examination room. Briefcases, bags, mobile phones, pagers, personal organizers and similar electric devices must not be taken to the examination desk, but must be deposited elsewhere, as instructed by the invigilator. If a candidate is found in possession of a mobile phone in the examination venue, it will be deemed as a **breach of examination rules**.

1.2.2.7 Examination booklets and notes

1.2.2.7.1 All examination answer booklets must be submitted intact. Candidates must remember that:

- a. No part of the examination booklet should be defaced, removed or destroyed.

- b. All notes, rough work and calculations must be done in the examination answer booklet
- c. No answer booklet or supplementary sheet may be taken from the examination room.
- d. A candidate in possession of a booklet or supplementary sheet will be liable to severe disciplinary action.

1.2.2.8 Behavior during an examination

1.2.2.8.1 The following behavior will be deemed as a breach of examination rules:

- a) Communication in any way with any person other than an examiner or an invigilator during an examination.
- b) Looking at or copying from another candidate's paper or enabling another candidate to copy from one's paper.
- c) Copying questions or answers either on paper or with a calculator to take from the examination room.
- d) Taking an examination for another candidate or arranging to have another person take examination for the candidate.
- e) Smoking, chewing, eating and drinking in an examination room is prohibited.
- f) Having access to or consulting notes or any form of written material during the examination is not allowed.

1.2.2.9 Exclusion, absence, or failure to attend an examination

- a. **Exclusion:** An invigilator has the power to exclude a student from an examination room if a good cause to that is established.
- b. **Absence:** If a candidate needs to leave an examination room during the examination and return to the room later, he/she must obtain permission from an invigilator during his/her absence from the examination venue.
- c. **Failure to attend:** If a candidate fails to attend an examination at the time and place published in the final timetable, except where prevented from doing so by illness or other acceptable reason, he/she will be deemed to have failed that part of the assessment.

1.2.2.10 Examination Time-table clashes

1.2.2.10.1 If a candidate is scheduled to sit two examinations at the same time he/she must NOTIFY the chairman of the Department at least seven (7) days prior to the commencement of the examination.

1.2.2.11 Special consideration

1.2.2.11.1 If a candidate is prevented from attending an examination due to illness, **medical or compassionate grounds**, it is his/her responsibility to inform the Chairman of the department, and furnish the same with the same with supporting documentary evidence within the shortest time possible.

1.2.2.11.2 Special examination **will not be approved** unless they fall within one of the above categories or in exceptional circumstances beyond the Candidate's control, and supporting documentation is provided.



STUDENTS WELFARE

1.0 PREAMBLE

1.1 South Eastern Kenya University provides a network of support services to help students get maximum benefit during their entire period of study at the institution. The University administration and the supervisory system are at the heart of network of services that ensures that students have easy access to appropriate support for any problem they may encounter.

1.2 Students have welfare at SEKU is primarily handled by the office of the Dean of Students. This office deals with all aspects of the student's life including counseling accommodation, health, spiritual guidance and students with disabilities and special needs. Students are advised to report the Dean of Students office on matters related to their personal life, and which they feel require attention from the University administration.

2.0 GUIDANCE AND COUNSELLING SERVICES

2.1 The University offers professional guidance and counseling services to help students with problems of all kind, be it emotional, personal or academic. Consultations are completely confidential.

3.0 ACCOMODATION

3.1 Accommodation and catering services are available at the University. There are day and night halls officers to address student welfare services like security, special diets, room-mate problem, cleaning and management of the halls of residence.

4.0 HEALTH SERVICES

4.1 The University has a health center that that provides treatment of illness, injuries and family planning health services to the students, staff and to the community.

4.2 All cases of emergency, serious illness or sexual assault requiring medical attention must be reported immediately to the nearby University authority.

4.3 In case of sexual assault/rape, students are advised to report to the senior medical Officer within 48hours and are not supposed to do anything that can erase evidence e.g. bathing before reporting to the Senior Medical Officer.

4.4 Except in emergency cases, where a student wishes to seek medical services outside the University, he/she shall notify the University Senior Medical Officer. The

University will not pay medical bills incurred by the student without authority and prior referral by the Medical Officer.

4.5 Students shall avail themselves for medical examination as and when required by the University Administration.

4.6 In case of pregnancy, students must report to the University Senior Medical Officer immediately. The affected students are advised to do so for the purpose of:

- i. Information
- ii. Guidance and counseling
- iii. Advice on:
 - a. Antenatal care,
 - b. Confinement, her conduct during pregnancy
 - c. Special examination in case the University examination are done while the student is on confinement
 - d. The period of absence during confinement
 - e. Postnatal care
 - f. Child welfare
 - g. Family planning

4.7 The University shall provide services related to HIV/AIDS including VCT services at the University health centre and condom dispensers at designated points.

5.0 STUDENTS WITH PHYSICAL CHALLENGES AND/OR SPECIAL NEEDS

5.1 SEKU is committed to responding to the needs of students with physical challenges or special then to endure that gifted and deserving students with disability will have an equal opportunity to acquire education and ad much as possible participate in the various aspects of the University life.

6.0 SPIRITUAL SERVICES

6.1 The University has Chaplaincy available for spiritual guidance to students and the University personnel.

7.0 MARRIAGE OF STUDENTS

7.1 Any student who gets married is advised to notify the Dean of Students immediately.

8.0 RECREATION AND SPORTS SERVICES

8.1 Facilities are available for student's recreation and sports. Through the office of Sports and Games, SEKU provides an environment for students and staff with talent in sports to exercise and develop their abilities through various indoor and outdoor sports. This creates opportunity for participants to compete at national and international levels.

8.2 Available sports facilities may include football, netball, volleyball, basketball, handball, hockey, rugby and netball pitches, tennis court, badminton and darts. There are game clubs which organize tournaments at the University and national levels.

8.3 Students are encouraged to take active participation in sports, and are requested to bring with them personal sports gear.

8.4 Observance of such rule as may be enacted by the Games and Sports Department will be obligatory.

9.0 STUDENTS SOCIETIES AND CLUBS

9.1 Students of SEKU are at liberty to form clubs, societies or organizations as long as they do not conflict with the University mission and the public interest.

9.2 The office of the Dean students is charged with the responsibility of registering, facilitating and monitoring operations of professional clubs and welfare associations in the student community. Through these organizations, students are able to participate in community activities and professionalism related events.

9.3 Students proposing to form clubs or societies within the University shall observe the following procedures:

- a. Prepare the objectives of the intended club or societies, the names and designation of the interim office bearers and patron, an indication of likely membership and possible source of funding.
- b. The interim office bearers shall discuss the proposal with the Dean of Students and will then apply for the registration of the club or society to the Principal through the Dean of Students.
- c. Upon registration, the clubs or societies shall operate strictly within the provision of the approved constitution.
- d. All scheduled clubs or society activities must be forwarded to the Dean of Students office and approved before the beginning of each semester.
- e. The University may refuse and/or cancel the registration of a club or society without assigning the reason thereunto.

9.4 The University shall not provide financial support to students societies/clubs