



OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENTS AFFAIRS)

**LETTER OF ACCEPTANCE TO ABIDE BY
UNIVERSITY RULES AND REGULATIONS**

(To be completed in duplicate by those accepting the offer. Please return one copy and retain the second one).

Regulations Governing the conduct and discipline of the Students of the University prepared in accordance with the (Pwani University Statutes 2012) are reproduced here below. Read them carefully and confirm your willingness to abide by them by signing at the end of this document.

REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF THE STUDENTS OF THE UNIVERSITY.

Definition of student:

- (a). A person who has been formally registered to a course of study for an undergraduate degree within the University.
- (b). All occasional Persons who are registered students of another University but are admitted to courses of study within Pwani University.
- (c). All postgraduate students who are registered for higher degree courses within the University.

1. (Vice Chancellor's Powers)

The regulations and control of students' behavior shall be administered by the Vice Chancellor on behalf of the council.

2. Regulations.

The following regulations shall apply to all students:-

(a). **Motor Vehicle**

A student may not keep a motor vehicle on University Premises without written permission from the Registrar: such permission will not be given without proof of a current driving license, a valid road tax license and a current certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.

Responsibility of University property.

A student or group of students will be held responsible for any damage to University property resulting from misuse or willful destruction of such property by the student or group of students.

(c). **Academic Responsibility.**

Attendance of lecturers, tutorials, seminars, practical's and other scheduled courses of instruction are compulsory. The Dean of relevant School must authorize non-attendance due to illness or other good cause.

(d). **Noise and Disturbance.**

- i. **Any student found misbehaving in the hostel shall be referred to the University security office for further action.**
- ii. All forms of noise or disturbances will not be tolerated in the campus. Noise by playing loud music is strictly prohibited.
- iii. It shall be an offence against University regulations to create unreasonable noise or behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of University premises.

(e). **Loss of or Damage to Student's property.**

- i. The University disclaims all responsibility for losses of or damage to student's property while on University premises.

(f). **Fire Fighting Appliances and other facilities**

- i. All residents of the Hostels must ensure that there is no wastage of electricity, water and other facilities provided
- ii. It shall be a serious offence against University regulations to interfere with, damage or remove, other than for fire fighting purposes, any fire fighting appliances.
- iii. Conducting any form of commercial business and use of electrical heating appliances/ cooking in the hostel rooms is strictly prohibited

(g). **Procession and demonstration.**

- i). It shall be a serious offence for any student or group of students whilst within the University to convene, organize, participate or in any way be involved in any demonstrations, gathering or processions or in any unauthorized ceremonies, gatherings or demonstrations for which permission has not been obtained from the University or Government authorities.
- ii). It shall be a serious offence for any student or group of students to organize or participate in pickets or in any manner prevent any student or member of staff from performing their normal duties.

(h). **Drunkenness**

- i. Whereas consumption of alcohol is not prohibited, drunkenness and disturbances of other students because of drunkenness will constitute a serious offence.

(i). **Drug-Taking and Possession of drugs**

- a) It is a serious offence against University regulations to possess or take drugs as a student of this University.

b) Storage of alcoholic drinks/drugs/narcotics in the hostels is strictly prohibited.

Correspondence

- (i). Correspondence to the press or other mass media by members of the University in their individual capacity, individual students or officials of the students' organization and other students should bear their individual names and their private addresses.
- (ii). No student shall make any public statement on behalf of the union or other societies on matters affecting the University without special authority from the Vice Chancellor.

- (iii) Correspondence by individual students or by officials of the Students' Organizations (including students' societies) to representatives of foreign governments, or other sponsoring bodies, shall be sent through the office of the Dean of Students, who will forward as appropriate.
- (iv) Invitation to Government Ministries, representatives of foreign governments or other important persons to visit the University in their official capacity shall be notified to the University authorities in good time.

3. **DISCIPLINARY PROCEDURES.**

(a) **Academic Matters.**

- (i). Within the Pwani University order 2007, and the provisions of Statutes/Regulations made thereunder, the Senate is empowered to discipline all students on all academic matters. Such discipline includes: receiving and approving recommendations from School Boards and Board of Examiners with respect to who qualifies to sit University Examinations, who writes supplementary/retakes examinations, who repeats which year, breach of examination regulations and who is to be discontinued from approved programmes of study. The decision of the Senate is binding subject only to an appeal for review on the basis of fresh evidence.

(ii). Breach of Examination Regulations

What Constitutes an Examination offence or irregularity.

- Copying answers from other candidates.
- Possession during the examination of unauthorized written/printed materials, gadgets/weapons.
- Receiving or passing unauthorized verbal or written communication to or from other candidates during the examination.
- Written evidence of materials relevant to the examination on the candidate's body parts, clothing and examination room surfaces.
- Possession of used, or unused, examination-answer booklet(s) outside the examination room.
- Returning examination booklets with written answers after the authorized examination time.
- Possession of computerized devices; mobile phone, calculators, i-pad, etc. during an examination session, unless otherwise authorized by the examiner.
- Impersonation for or on behalf of another candidate.
- Forgeries and plagiarism.
- Storming out of the examination in protest, disruption, obstruction and/or destruction evidence..
- Deliberately causing a commotion or disturbance during an examination.
- Obstructing the invigilator from obtaining the unauthorized material or the evidence of cheating.
- Sitting for unregistered examination.
- Acting in contravention to the University examination regulations during an examination.

Involvement in any examination irregularity will automatically lead to expulsion from the University.

Expelled students can however seek redress by lodging an appeal to the Chairman, Pwani University Senate.

(b). **General Offences**

The Senate Students' Disciplinary Committee, set up under section 12(1)F of the Pwani University order 2007 composed of:-

- (i). Vice chancellor (**Chairman**)
- (ii). Deputy Vice chancellor (Academic)
- (iii). Deputy Vice chancellor (Administration).
- (iv). Two students Representatives – One of whom shall be the PUSA Chairman.
- (v). Two Senate Representatives.
- (vi). Dean of School of the Student concerned.
- (vii). Chairman of the relevant Department.
- (viii). Relevant Warden.
- (ix). Registrar (Academic) – **Secretary**.

The Committee deals with all general offences committed by students in their day to day activities within the University, other than the offences the University considers as major offences.

A student shall be given an opportunity of being heard before the Students Disciplinary Committee makes its decision.

(c) **1. Penalties for general offences**

Under the Senate Disciplinary Committee, the penalties for the various general offences will vary according to the gravity of the offence. The penalties will include:-

- (i). Letters of warning, which will be carried in the Student's file.
- (ii). Payment for damages.
- (iii). Suspension from the University for a specific period.
- (iv). Expulsion from halls of residence.
- (v). Expulsion from the University.
- (vi). A combination of any two or more of the above.
- (vii). Any other penalties as the committee may deem fit.

2. Penalties for Examination irregularity.

- (i) A written warning.
- (ii) Cancellation of Unit concerned.
- (iii) Cancellation of the entire semester examination
- (iv) Suspension from the University for one year.
- (v) Expulsion: (a) With grades; (b) Without Grades
- (vi) A combination of any of the above (i) – (v).

(d). Council shall have the right to expel a student from the University without reference to the students when a student commits any of the following:-

- (i). Boycotts lectures.

- (ii). Maliciously or willfully damages University property.
 - (iii). Proved to be engaged in theft cases and/or in possession of any form of offensive weapons.
 - (iv). Violates regulations 3(g).
 - (v). Assaults any member of staff in the discharge of official duties.
 - (vi). Convicted by a Court of Law for any criminal offence, which the Council shall deem serious enough to warrant expulsion from the University.
- (e). **State Security matters.**

The sovereignty of the State, together with the State Security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, notwithstanding the existing University machinery, the State Security machinery cannot be faltered in the execution of its functions and duties. Such machinery is outside the University jurisdiction and any redress to action taken to such powers should be sought from the Government without in any way involving the University.

4. VARIATION OF REGULATIONS

The Vice Chancellor shall have the power to add to and/or vary regulations contained in Section 3 until the next meeting of Council, but such addition or variation shall cease to have effect unless confirmed by Council at such meeting.

DECLARATION BY STUDENT

This is to confirm that **I DO ACCEPT** the offer, and **I PROMISE TO ABIDE BY** the Regulations governing the conduct and discipline of the students of the University as spelt out in the regulations above.

Candidates Name: _____
(SURNAME) (OTHERS)

School & Degree Admitted to: _____

Admission Number: _____

Signature: _____ **Date:** _____



OFFICE OF THE DEPUTY VICE CHANCELLOR(A & SA)

FEE REQUIREMENT FOR KUCCPS STUDENTS

The fees indicated below are required to be paid by every student on or before the day of registration.

Please note that payment must be made in the Pwani University Account in any branch of the following banks:

1. Equity Bank Ltd (Kilifi Branch) Acc No. 0460291566407,
2. Barclays Bank Ltd (Kilifi Branch) Acc. No. 1046501,
3. Cooperative Bank (Kilifi Branch), Acc. No. 01129465147200.

NB: PAYMENT OF FEES BY CASH OR PERSONAL CHEQUES IS NOT ACCEPTABLE

FOR FEE STRUCTURES REFER TO PWANI UNIVERSITY WEBSITE: www.pu.ac.ke

Or

Use direct link: www.pu.ac.ke/forms/fee2015/FEE_STRUCTURE_08_2015.zip

DECLARATION OF ACCEPTANCE TO PAY FEES

I Full Name of Parent (or Guardian if Parents are not available).

ID/Passport No.

Parent/Guardian of (full name of the student)

Admission/Reference Number Who has been
admitted to pursue a course leading to the degree of Bachelor of

do hereby accept to pay the required fees within three (3) weeks into the semester.

Signature of parent/Guardian Date.....



OFFICE OF THE DEPUTY VICE CHANCELLOR (A & SA)

LETTER OF ACCEPTANCE OF OFFER BY THE PROSPECTIVE STUDENTS

(To be completed and returned by those ACCEPTING the offer)

Dear Sir,

With reference to your letter offering me a place in the school of

.....

for a course leading to a **degree of**

.....

This is to confirm that **I ACCEPT** the offer, and **I PROMISE TO ABIDE** by the Rules and Regulations governing the organization, conduct and discipline of Pwani University as spelt out in the “Regulations Governing the Conduct and discipline of the Students of the University”, prepared in accordance with the Pwani University Act.

FULL NAME:

ID NO. SCHOOL/DEGREE COURSE

ADMITTED TO

ADMINSSION NUMBER

SIGNATURE DATE

NOTE: If you are not accepting this offer, please complete and return **FORM PU/3B**.

PU/3B



OFFICE OF THE DEPUTY VICE CHANCELLOR(A & SA)

LETTER OF NON-ACCEPTANCE OF OFFER BY THE CANDIDATE

(To be completed and returned by those NOT ACCEPTING the offer)

Candidate's Name

Admission Ref. No.....

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

for a programme leading to

this is to confirm that I DO NOT ACCEPT the offer, because of the following reasons:-

(Mark **X** against that which is applicable).

1	Family Problems	
2	Ill health	
3	I have been offered an Overseas Scholarship	
4	The University has not offered me the course I applied for	
5	I have taken on employment	
6	Any other reasons (state the reasons here)	

Yours faithfully,

(Surname)

(other names)

Signature: Date:

PU/4



OFFICE OF THE DEPUTY VICE CHANCELLOR(A & SA)

University Admission No _____

STUDENTS ENTRANCE MEDICAL EXAMINATION

IMPORTANT: Students MUST bring this form duly signed during the registration.

NOTE: A chest X-ray may be required if the doctor examining a student feels it is

necessary. The film should be given to the student to bring to the University Medical officer during the registration period.

PART 1: A) SURNAME OTHER NAMES

DATE OF BIRTH SEX

NATIONALITY RACE/TRIBE

RELIGION SINGLE/MARRIED.....

SCHOOL ADMITTED TO:.....

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?

- 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 genitor-urinary system Yes/No
- Allergies to food or drug Yes/No
- Malaria Yes/No
- Sexually transmitted disease Yes/No
- Any disease of the digestive system Yes/No

If the answer to any of the above is yes, please give details with dates in terms of month and year.

.....

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

.....

e) Has any member of your family suffered from

- i) Tuberculosis Yes/No.
- ii) Insanity of mental illness Yes/No
- iii) Diabetes Mellitus/Insipidus Yes/No

f) Have you been immunized against any of the following diseases:-

- i) Small Pox Yes/No Month and Year
- ii) Tetanus Yes/No Month and Year
- iii) Poliomyelitis Yes/No Month and Year

Signature

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

a) Height Weight

b) VISUAL ACUTTY

Without Glasses R. 6/ L. 6/

With Glasses

R. 6/

L. 6/

- c) Hearing Right Ear Left Ear
- d) Condition of: Teeth
- Nose
- Throat

- e) Lymphatic Glands
- Circulatory System
- Blood Pressure Pulse
- Systolic Diastolic

- f) Respiratory System
-
- X-ray Chest if necessary

THE STUDENT TO BE GIVEN THE CHEST X-RAY FILM, IF ANY, TO BRING TO THE UNIVERSITY MEDICAL OFFICER DURING REGISTRATION

- g) Abdomen
- Spleen
- Any Evidence of Hernia
- Any Evidence of hemorrhoids

- h) Urine Albumin sugar

- i) Any other observation apart from the ones stated above
-
-
-
-
-

j) Blood Khan Test

K) Any other observation of importance

.....

.....

Date: Signature:

Address:

Rubber Stamp

PART III

(To be completed at the University)

SPECIAL REMARKS

Fit/unfit for University Education

Is/Is not on treatment at present

DATE: SIGNATURE

PWANI UNIVERSITY

PU/5



OFFICE OF THE DEPUTY VICE CHANCELLOR (A & SA)

Course Admitted to:

EMERGENCY OPERATIONS/ADMISSIONS

(For those students who are under 21 years)

Approval of your parents (or guardian in case none of your parents is alive) is required for the VICE CHANCELLOR, PWANI UNIVERSITY or his designate to give consent on their behalf, for an emergency operations or admission into a hospital to be carried out on you should a situation calling for such an operation or admission into a hospital arise.

FORM OF CONSENT

I hereby agree that the **Vice Chancellor, Pwani University**, or his designate may consent to an emergency operation, or admission into a hospital, on

.....

Admission No. (insert name and number) if it has proved impossible to contact me in time.

Name of Parent/Guardia.....

Signature

Relationship

Address and Telephone No.

.....
.....

PU/6



OFFICE OF THE DEPUTY VICE CHANCELLOR(A & SA)

STUDENT'S PERSONAL DETAILS

(To be competed in duplicate)



Information required in this form is intended to help the University administration understand the student better. It will be used for the purpose of improving the student's welfare while at the University.

Full Name:

(Surname)

(Other Names)

University Admission Number

Date of Birth Place of Birth

Sex: Male/Female

Religion National Identity No. I/D

Nationality Passport No. Country

Family Home Address

Sub-LocationName of Sub-Chief

Location Name of Chief

Division District

County

Postal Contact Address

Tel. Number

- 8. a) Marital Status: Single/Married
- b) Name and Address of Spouse (if married)

.....

- 9. Full name and address of Mother
- Alive/Deceased)

Occupation of Mother Tel. Fax

- 10. Full name and address of Father
- Alive/Deceased)

Occupation of Father Tel. Fax

- 11. Name and Address of Guardian (if both parents are incapacitated)

.....

Occupation of Guardian

Tel. Fax

- 12. Name (s) of brother (s), sister (s), and dates of birth.

- 13.

Name	Date of Birth
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i)

ii).....

iii).....

iv).....

- 14. Give names and address of three persons who can be contacted in case of emergency:-

Name	Relationship	Address, including telephone if Available
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i).....

Tel Fax

ii)
 Tel. Fax

iii)
 Tel Fax

15. Name and address of secondary school(s) attended and dates

i)
 ii)
 iii)

16. **K.C.S.E or Equivalent Results**

	<u>Subjects</u>	<u>Grade</u>	<u>Subjects</u>	<u>Grade</u>
i)	vi)
ii)	vii)
iii)	ix)
iv)	x)
v)		
vi)		

16. Any Other institution/qualification:

	<u>Institution/School and Address</u>	<u>Qualification</u>
i)

ii)

17. Games/Sports: Which games or sports are you interested in?

Soccer Hockey Basketball Netball
 Lawn Tennis Athletics Swimming Darts.....
 Volleyball Badminton..... Rugby Table tennis

Squash Martial Arts

If others specify

.....

18. Did you represent your school in games/sports? If you did, in what capacity?

.....

.....

.....

19. Clubs Societies and Hobbies: Which clubs, societies or hobbies are you interested in? Please give details of your participation below:

.....

.....

Which clubs/Societies/Hobbies would you like to participate in at Pwani University?

Please give any information you think is useful to communicate to this University in order to improve you welfare as a student.

.....

.....

Give any other information not covered above but you think might assist the University to know you better.

I certify that the information I have provided is correct.

Signature:

Date:



OFFICE OF THE DEPUTY VICE CHANCELLOR (A & SA)

DECLARATION

I hereby undertake to complete the course for which I have been admitted at PWANI UNIVERSITY unless I am requested to discontinue by the University authorities.

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

I accept the regulations made from time to time for the good order and governance of the University, lawfully made by the Vice Chancellor and other duly appointed officers of the University.

Name of Candidate

Admission No.

Signature

Date



ADMISSIONS OFFICE

ACCOMMODATION APPLICATION FORM

NAME..... **Reg. No**.....

COURSE..... **GENDER**.....

1. ON-CAMPUS ACCOMMODATION FOR KUCCPS STUDENTS

The University has limited accommodation space in campus. Any student wishing to stay in the university hostels will be required to pay at the rates indicated below.

A student is therefore expected to indicate here below the type of room he/she wishes to be assigned and also pay the required rate in any of the Pwani university account numbers indicated in **Form PU/1**.

	Category of Room	Rate payable per student per semester	Place a tick here on the category of room.
1	Room shared by two(2) students (New hostel)	5,500/=	
2	Room shared by four(4) students(New hostel)	4,500/=	
3	Room shared by six(6) students (New hostel)	4,200/=	
4	Room shared by four (4) students (Old hostel)	3,500/=	

NB: This form should be filled and submitted to Accommodation office on the day of registration.

2. OFF-CAMPUS ACCOMMODATION.

There are off-campus private hostels for accommodation of Students. Most of these hostels are within Kilifi Town, close to the University.

The rates vary between 2,500/= to 6,000/= per student per month.

These hostels are managed by respective landlords and/or caretakers. Those who are interested should seek advice from the Dean of Students Office or the Pwani University Students Association President.