



UNIVERSITY OF NAIROBI

Document: **PROCEDURE FOR STUDENTS DISCIPLINARY CASES**

College: **CORPORATE**

Doc. No: **UON/OP/62**

Date of Issue: **August 31, 2016**

Rev No: **07**

Issued By: **VICE-CHANCELLOR**

Authorized By: **UNIVERSITY MANAGEMENT BOARD**

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0.1 DOCUMENT CHANGES

DATE	CLAUSE	AUTHORIZED BY
May 15, 2008		VC
July 29, 2009		VC
October 14, 2009	0.1 – Document changes	VC
March 21, 2010	0.1 - Added DVC(SA) in the distribution list 1. Rephrased the purpose 2. Rephrased the scope and deleted acronym 4. Deleted acronyms	VC
March 25, 2014	2. Objective added 3. Scope amended to set out the boundaries of the procedure 5. Definition of terms and acronyms reformatted into tabular form	VC
March 31, 2015	0.7 – Added ‘REGISTRAR, STUDENT AFFAIRS’ 3 – Added ‘or Chief Security Officer’ 4 – Deleted ‘University of Nairobi Act, 1985’ 5 – Added ‘SMU Manager’ 6.1 – Added ‘SMU Manager’ 6.3 – Added ‘Registrar, Student Affairs’ 6.4 – Added ‘Deputy Vice-Chancellor (Student Affairs)’ 7.2 – Added ‘or Chief Security Officer’ 7.5– Added ‘or SMU Manager’ 7.6– Added ‘or Registrar, Student Affairs’ and ‘or Halls Disciplinary Committee’ 8– Added section on RECORDS 9.1– Updated Process Map to reflect corrections made in the method.	VC
August 31, 2016	Changed Issuing authority from MR to Vice Chancellor and Approval from VC to UMB Revision no. Changed from 06 to 07 0.1 – Document changes, new row created and UMB added in the last column of new row. Document distribution- entire section removed Record section 8- Title changed to documented information	UMB

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1. PURPOSE

To ensure that University students abide with the rules and regulations governing their organisation, conduct and discipline in accordance with the University rules to ensure that the students carry themselves with highest standards of integrity.

2. OBJECTIVE

To ensure disciplinary issues are handled expeditiously in terms of the period between the reporting of the misconduct and final decision.

3. SCOPE

The procedure comes into effect when the Principal or Chief Security Officer of the college receive a report of misconduct by a student and ends when the concerned student receives notification of the final disciplinary decision on the matter.

4. REFERENCES

- 4.1 Statutes
- 4.2 Regulations governing the organization, conduct and discipline of students
- 4.3 Service Charter

5. DEFINITION OF TERMS AND ACRONYMS

Term	Acronym	Definition
Personal File		Contains information about the student
Warden/SMU Manager		Teaching member of staff assigned administrative responsibility over the student's residential matters

6. RESPONSIBILITY

6.1. Student's Warden/ SMU Manager

Responsible for initiating disciplinary matters relating to non observance of rules and regulations that govern the conduct in the halls of residence.

6.2. Dean of Students

Responsible for ensuring that students are counselled and that the disciplinary process is carried out objectively.

6.3. Registrar, Academic/ Registrar, Student Affairs

Responsible for communicating to the student the decision made by the Disciplinary Committee.

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6.4. Deputy Vice-Chancellor (Academic Affairs)/ Deputy Vice Chancellor (Student Affairs)

Chairs the Senate Student Disciplinary Committee.

6.5. Vice Chancellor

Approves the recommendation of the disciplinary committee.

7. METHOD

7.1. Identification and reporting of infringement/infraction of the Regulations Governing Discipline, Conduct and Organization of Students (RGDCOS) to the relevant authority.

7.2. Principal or Chief Security Officer notifies the Vice Chancellor.

7.3. The Registrar, Academic requests the Legal Officer to craft charges.

7.4. The charges are forwarded by the Registrar, Academic to the respective Principal.

7.5. The Principal or SMU Manager constitutes a disciplinary committee in accordance with the University Statutes.

7.6. The student is notified by the College Registrar or Registrar, Student Affairs of the charges and dates when to appear before a College Disciplinary Committee or Halls Disciplinary Committee.

7.7. Committee conducts the disciplinary case and makes recommendations to the Vice Chancellor for action.

7.8. Approval of recommendations is made by the Vice - Chancellor for implementation and action. Registrar, Academic informs the student of the decision made

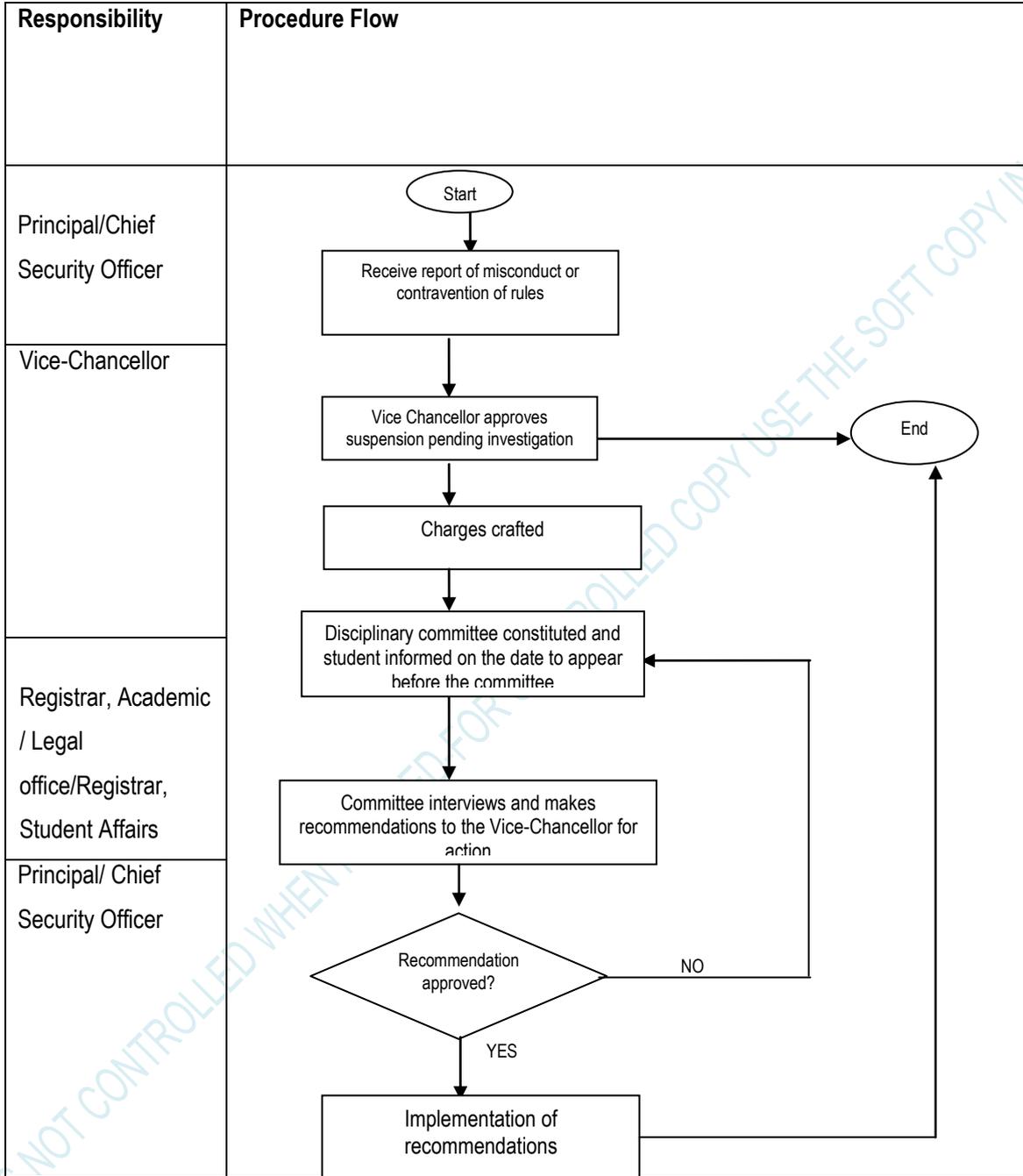
8. DOCUMENTED INFORMATION

Relevant documented information shall be maintained.

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9. APPENDIX

9.1. PROCEDURE FLOW FOR STUDENTS DISCIPLINARY CASES



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Principal/College Registrar/ Chief Halls Officer	
Vice-Chancellor	
Academic Registrar Registrar, Academic/Registrar, Student Affairs	

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