



KMTC is ISO 9001:2015 Certified

Kenya Medical Training College



STUDENT'S HANDBOOK

MAY 2019

TABLE OF CONTENTS

PREFACE **i**

FOREWORD **ii**

ABBREVIATIONS **iv**

DEFINITION OF TERMS **v**

EXECUTIVE SUMMARY **vii**

1.0 PRELIMINARY INFORMATION **1**

2.0 ADMISSION TO KMTC **1**

3.0 DISCIPLINARY AUTHORITY **2**

4.0 CONDUCT OF STUDENTS **2**

 4.1 General Provisions 2

 4.2 General Conduct 2

 4.3 Dressing 4

 4.4 Conduct Related to Health Matters 4

 4.5 Catering Services 5

 4.6 Security 6

 4.7 Games, Sports and Recreation 8

 4.8 Correspondence 8

 4.9 Residential Regulations 9

 4.10 Application Procedure 10

 4.11 Room Clearance 10

 4.12 Security in the Hostels 10

5.0 GENERAL STUDENT WELFARE **10**

 5.1 Non-residential Conduct 10

 5.2 Substance Abuse 10

 5.3 Relationship of Students and Members of Staff 11

 5.4 Corruption is Prohibited 11

5.5 College Property.....	11
5.6 Utilization of College Buildings/property.....	12
6.0 ACADEMIC RESPONSIBILITY	12
6.1 General	12
6.2 Leave of Absence	12
6.3 Re-admission	13
6.4 Research	13
6.5 Withdrawal from the College.....	13
6.6 Library Rules	13
6.7 Library Fines and Penalties	14
6.8 Examination Regulations.....	15
6.9 Student Extra Curricula Activities	15
6.10 Transport Services	16
7.0 STUDENTS ASSOCIATION	16
8.0 CLUBS AND SOCIETIES	17
8.1 General	17
8.2 Procedures for Forming Clubs or Societies	17
8.3 Management of Clubs or Societies	18
8.4 General Conduct of Clubs and Societies	18
9.0 CHANNELS OF COMMUNICATION	18
10.0 PROTECTION OF COLLEGE NAME	19
11.0 DISCIPLINARY OFFENCES	19
11.1 General	19
11.2 Criminal Offences	19
11.3 Civil Offences	20
11.4 Cyber Offences	20
11.5 Other Disciplinary Offences	21

12.0	DISCIPLINARY ACTIONS	22
12.1	Jurisdiction	22
12.2	Officers in Charge	22
12.3	Enforcement of Regulations	22
13.0	DISCIPLINARY PROCEDURES	23
13.1	Meeting of the Students Disciplinary Committee	23
13.2	Procedure of the Committee	23
13.3	Powers of the Students Disciplinary Committee	24
13.4	Communication of Disciplinary Decisions	25
13.5	Appeal	25
13.6	Procedure of Appeal	25
14.0	INFRASTRUCTURE	25
14.1	Hostel / Housing	25
14.2	Visitation	25
14.3	Stewardship of College Property	26
14.4	Residence Hall Damages	26
14.5	Lost Keys/Combo/Lock Changes	26
14.6	Work Orders	26
14.7	Loss of Student Property	27
14.8	Occupancy	27
14.9	Disability Services	27
14.10	Student Safety and Security on Campus	27
14.11	Students Support Services	27
14.11.1	Counseling Services	28
14.11.2	Support for Students with Special needs, Vulnerable and Special Populations	28
14.11.3	International Students Support	28

14.12 Student Extra Curricula Activities	28
14.13 Innovation	28
14.14 Corporate Social Responsibility	28
15.0 SAVING CLAUSE	29
16.0 REVIEW	29
DECLARATION FORM : OFFICE OF THE DEPUTY REGISTRAR STUDENTS AFFAIRS ...	30
ANNEX I: KMTc AWARDS	31
ANNEX II: RECOMMENDED TYPE, SIZE, STYLE, COLOR AND LENGTH OF MEN AND LADIES UNIFORM	34
APPROVAL	37

PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board, I am delighted to approve this Student Handbook for use by Management. The KMTc Board is determined to improve access to and equity of quality medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals, Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

In response to the 2010 Constitutional agenda, the Board will continue to direct efforts at advancing community – oriented programs that respond positively to the country’s social and economic development agenda. This Students Handbook therefore will enable registered students have a better understanding of the College, its staff and services. The Board is dedicated to offer oversight on the operations and management of the College to ensure sustainable delivery of health training and coverage in the country and beyond. I believe successful operationalization of the Student Handbook will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairman, KMTc Board of Directors.

FOREWORD

On behalf of Management Staff, I welcome every student who has chosen to join of Kenya Medical Training College. Founded in 1927, KMTC is the oldest and largest mid-level medical training and research institution in Kenya, and within East Africa.

This booklet provides important information that governs the conduct of students in the College. The guidelines contained herein will enable students cope with life in the College in pursuit of studies besides individual development and fulfillment. The rules and regulations contained in the Students Handbook have been simplified to provide general information on academic programmes, policies, students services as well as facilities available to make students stay at KMTC easy. Information on corrective and disciplinary processes has been clearly outline.

In this edition, attention has been given to the contents to incorporate requirements of the Constitution of Kenya 2010, KMTC Act of 1990 (as amended), subsequent amendments and KMTC Statutes. Some of the areas include recognition of the Bill of Rights, promotion of national values, cohesion, integration and entrenchment of integrity in student leadership.

Students are reminded to read and understand these rules and regulations. It is a requirement that a student should sign a declaration to confirm readiness to abide by these rules and regulations before accepting the offer to undertake studies at the College. It is envisioned that by accepting to live harmoniously in the community of scholars, students will attain desirable standards that facilitate learning. I wish every student a wonderful learning experience and enjoyable stay at KMTC



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ABBREVIATIONS

BoD	Board of Directors
CEO	Chief Executive Officer
CSR	Corporate Social Responsibility
DDA	Deputy Director Academics
KMTC	Kenya Medical Training College
NHIF	National Hospital Insurance Fund
SAAG	Students Aids Action Group
SRC	Students Representative Council

DEFINITION OF TERMS

Board of Directors:	Means the Board of Directors of the Kenya Medical Training College established under section 9 of the Kenya Medical Training College Act of 1990 (as amended).
College:	Means the Kenya Medical Training College and its constituent training campuses established under the Kenya Medical Training College Act of 1990 (as amended).
CEO:	Means the Executive Head of the Kenya Medical Training College.
Principal:	Means the person who for the time being is or acting as head of a constituent training Campus of the Kenya Medical Training College;
Head of Department:	Means the person who for the time being is or is acting as the Head of a department in a Campus of Kenya Medical Training College.
Student:	Means any person registered to undertake studies at the Kenya Medical Training College.
Misconduct:	Means a contravention of these rules for which a penalty ranging from a warning letter or suspension for a period not exceeding three (3) months is prescribed.
Serious misconduct:	Means a contravention of the rules under the Students Information Handbook in respect of which a penalty of suspension for a period not less than six (6) months but not exceeding one year is prescribed.
Gross misconduct:	Means a contravention of rules under the Students Handbook in respect of which a penalty of expulsion is prescribed.
Month:	Means a calendar month.
Hostel:	Means any structure or building wherever located used solely and exclusively for purposes of housing Kenya Medical Training College students whether or not such structure or building is owned by the College.
Deferment:	Means postponing or delaying studies/learning activities before completion of the course.
Discontinuation:	Means termination of studies/learning activities before completion of the training program.
Self-Discontinuation:	Means termination of studies by individual student without official permission before completion of the program.
Dismissal:	Means expulsion from the College.
Suspension:	Means termination of studies of a student for a specified period of time during the course of training.
Registration:	Means enrolment of a student into a program of the Kenya Training College and in a specified Campus.
Deregistration:	Means expunging of a student from the College database due to gross misconduct.

Christian Union:	Means all students Christian faith groups such as AIC, ACK, PCEA, Methodist, Pentecostal or Evangelical.
Catholic Action Group:	Means Christian students from Catholic Church background who profess Christian faith.
Seventh Day Adventist:	Means Christian students whose day of worship is Saturday.
Muslim:	All students who profess Islamic faith.
Members of staff:	Means all staff in KMTC and its affiliate Campuses and at the clinical sites.
Guest:	Means anyone who is not a KMTC student. Guests must be accompanied by their host at all times while on Campus and are NOT allowed to access the Hostel.

EXECUTIVE SUMMARY

This Students Handbook has been prepared to enable the Students have a better understanding of the College, it's staff and services. You will find a lot of information in this handbook that will enable you to adapt to campus environment with ease.

The Handbook contains general information on academic programs, policies, student services, as well as available facilities at Kenya Medical Training College. Also included are rules and regulations you are expected to adhere to while you are a student at KMTC. The KMTC Board of Directors reserves the right to interpret and change any section of this hand book from time-to-time as it may deem fit.

This Handbook supersedes and replaces all previously published and/or online versions of the KMTC Student Handbook.

Each student, by enrolling at KMTC, is responsible for reviewing and adhering to all published student life policies and College standards. The student shall bear responsibility for any misinterpretation of rules and regulations. Please note that the primary purpose of your admission to the College is the pursuit and achievement of your academic goals.

While the policies and standards outlined in this Handbook provide students with an effective set of guidelines for personal conduct, the College retains the right to enact additional policies and regulations, correct errors, or to modify existing policies as it determines. New or modified policies are effective immediately upon publication (including online publication) unless otherwise noted.

KMTC does not unlawfully discriminate on the basis of race, color, national or ethnic origin, age, gender, or disability in administration of its educational policies, admissions, financial aid, employment, educational programs or activities.

1.0 PRELIMINARY INFORMATION

- i. Kenya Medical Training College is a State Corporation under the Ministry of Health founded in 1927 and established by the KMTC Act of 1990 (as amended). KMTC is entrusted with the role of training various health disciplines in the health sector, to serve the local, regional and international markets. The College aligns its strategies to those of the health sector, which in turn draws its focus from the national Agenda.
- ii. These rules and regulations are developed by the KMTC Board of Directors in accordance with the provisions of KMTC Act of 1990 (as amended), its subsequent amendments, and other College Statutes.
- iii. The CEO shall be responsible to the Board of Directors for the adherence to these rules by the students.
- iv. This Student Handbook has been developed to provide information and guidance to students admitted to pursue academic programmes at the College.
- v. The regulations shall be binding to every student of the College upon registration and so long as such a student remains registered.
- vi. Every student shall be required to read these regulations and sign a declaration appended herein that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby before being registered.
- vii. Failure or refusal to comply with clause vi, above may constitute ground for denial of registration.
- viii. These regulations shall apply to all students of KMTC.
- ix. All students shall be required to read and abide by these rules and regulations.

These Rules and Regulations shall not preclude the College from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the College. Once a bond, assurance or undertaking is executed, it shall have the same effect as if it were part of these rules and regulations

2.0 ADMISSION TO KMTC

All students must comply with joining instructions on admission to College.

Admission to KMTC: All students reporting for admission to KMTC must present a letter from KMTC CEO offering them the opportunity to train in the College, the original Certificates, National Identity Card and other documents listed in the joining instructions on the date of reporting.

Registration: All students must be registered on admission by paying the required amount of College fee and completing the necessary documentation.

Course enrolment: Students will be enrolled in the courses they had applied for in their Departments after registration.

Change of course: Change of course on admission is not acceptable and if necessary, advice should be sought from the Registrar before admission day.

Identity Cards: Students identification cards will be issued to all registered students and should be worn at all times in the Campus

Loss of identity card: Loss of identity card should be reported to the Dean of students but replacement may require the student to pay a prescribed fee.

Discontinuation or deferment of studies: If a student wishes to discontinue or defer for whatever reason, he/she shall write to Chief Executive Officer requesting the same.

Clearance from Campus: All students will be expected to clear when leaving the Campus. A clearance form will be issued and one must ensure all areas are dully signed. Clearance shall be undertaken when and not limited to: -

- i. Upon completion of training
- ii. Proceeding on leave
- iii. Debilitating illness requiring break in training
- iv. Proceeding for clinical practice/placement away from Campus
- v. Upon discontinuation or deferment from training

Resumption of Training: Students who have discontinued or deferred and wish to resume training shall re-apply to the Chief Executive Officer.

International Students: International students are advised to make appropriate travel and accommodation arrangements on time before the admission day. Any required support should be sought from the Registrar, the HoD or the Dean of students with regard to pre-arrival, post arrival and/ or personal matters.

3.0 DISCIPLINARY AUTHORITY

- i. For purposes of these regulations the CEO, acting on behalf of Board of Directors, is the disciplinary authority of the College 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 College pending further disciplinary measures for a period not exceeding four months.
 - c. Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.
- ii. The CEO may delegate such functions to any of the Deputy Directors or Students Disciplinary Committee.

4.0 CONDUCT OF STUDENTS

4.1 General Provisions

- i. The provisions in this document shall be applicable with respect to the conduct of students within and in so far as applicable outside the College precincts.
- ii. As enshrined in Chapter Four (4) of the Constitution of Kenya 2010, the College will guarantee the rights and freedoms of students subject to the limitations of the Bill of Rights in the Constitution.
- iii. A student shall be expected to promote national values and principles set in the Constitution of Kenya under Chapter 10.

4.2 General Conduct

- i. Respect and adhere to the administrative and academic rules, procedures and structures established by the KMTCC Act of 1990 (as amended), the College Statutes, these Rules and Regulations, and all other documents that govern students at KMTCC.
- ii. Respect the rights and privileges of the members of the College community at all times.
- iii. Refrain from any conduct that might bring the College or any section or program thereof into disrepute or public odium.

- iv. Carry him/herself in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens.
- v. Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions or at any other College functions.
- vi. Take reasonable care of property of the College and shall be held responsible for loss or damage to any such property where it is deemed to have been caused by negligence, willful destruction or misuse of such property by the student or group of students.
- vii. Where a student(s) has/have rented College premises for business purposes he/she must pay prescribed rent in full.
- viii. Permission to keep a vehicle/motorcycle within the College premises shall only be given with proof of a valid insurance cover, a current driving license, and proof of ownership (copy of registration logbook).
- ix. Permission may be denied or withdrawn at the discretion of the Deputy Director Academics (DDA) without notice.
- x. Parking of vehicles and motorcycles shall be at the owners' risk and the College shall not be held responsible for loss or damage. However, students shall not be permitted to operate commercial vehicles in the College.
- xi. Students with permission to use motor vehicles shall be issued with stickers and park appropriately as may be directed.
- xii. Motor Vehicles and Motor cycles: A student shall not keep a motor vehicle or motor cycle on College premises without prior written permission from the Principal.
- xiii. Noise and nuisance: Students are not allowed to create unreasonable noise, or engage in unruly and rowdy behavior to the disturbance or annoyance of other occupants of College premises.
- xiv. Fire-fighting appliances: A student shall not interfere with, damage or remove, other than for firefighting purposes any of the fire-fighting appliances.
- xv. Security: Students are advised to take reasonable care to ensure personal security and safety of their personal effects. While reasonable security shall be provided, the College is not liable for losses of or damage to students' personal property while in College premises.
- xvi. Refrain from all acts of fraudulent activities, violence, hooliganism, unruly or rowdy behavior or any conduct likely to cause a breach of peace and disturbance to others within and outside the College.
- xvii. Not access unauthorized College official documents.
- xviii. Not tamper with College official documents.
- xix. Not engage in any unauthorized fund raising activities.
- xx. Not use College facilities for political or any unauthorized purpose.
- xxi. Not engage in political activities and any other unauthorized activities within College.
- xxii. Refrain from any conduct that might bring the College or faculty or program thereof to disrepute or public odium.

Any student who contravenes these rules will be guilty of serious misconduct.

4.3 Dressing

- i. Students shall maintain the highest standards of personal hygiene and shall dress decently at all times within and outside the College precincts.
- ii. Except where the College administration allows, students shall be full KMTC uniform in offices, lecture rooms, practical sites and official functions within and outside College, failure to which they shall not be attended to or allowed to participate in the learning activity.
- iii. Both MALE and FEMALE students should observe the following:
 - a. No jewelry on eyebrows, belly, lips, tongue and nose.
 - b. No exposed tattoos and wordings on any part of the body.
 - c. Hairstyles should be neat and clean. No hats/caps, headscarves, sunglasses in class, offices and at official functions of the College unless with permission or religious reasons.
 - d. No Shirts, T-shirts and trousers with obscene wordings and/or expressions.
- iv. For female students, the following type of dressing is not allowed: -
 - a. Dresses/skirts that are above the knee line such as mini-skirts and shorts.
 - b. Dresses/skirts with slits extending above the knee and dresses/blouses with open necklines that expose breasts.
 - c. Body-hugging/tight trousers, low riding trousers, peddle-pushers or bulky trousers.
 - d. Dirty, torn jeans that reveal parts of the body, bare-backs, navel-gazers, commonly known as "tumbo-cuts", see-throughs, sagging trousers and clothing that expose and/or show inner wear.
- v. For male students, the following type of dressing is not allowed:
 - a. Earrings and studs on one or both ears and on other parts of the body.
 - b. Clothes that expose the chest and/or tattoos on any part of the body.
 - c. Shirts, T-shirts and trousers with obscene wordings and/or expressions.
 - d. Jewelry, necklaces and rings on ears and/or eyebrows.
 - e. No Braided hair.

Any student who contravenes any of these rules shall be guilty of misconduct.

4.4 Conduct Related to Health Matters

- i. Apart from complying with the government laws, on health, all students shall be required to comply with health requirements as may be laid down by the College from time to time.
- ii. Students may seek medical attention on all cases requiring such services as per provisions within the Campus.
- iii. Except in emergency cases, where a student wishes to seek medical services outside the Campus, he/she shall notify the Medical Officer.
- iv. In case of treatment required outside the College, KMTC will take the student to a public hospital, however the student shall use his/her NHIF cover or that of the parent if under 18 years.

- v. Where a private practitioner has treated a student, the medical report shall be submitted to the College Medical Officer for record.
- vi. The College shall not be responsible for student treatment outside the provisions given within the College hence costs incurred for treatment obtained in health facilities other than the College shall be the full responsibility of the student and the parent, guardian or sponsor.
- vii. For cases of injuries sustained by the students during sporting activities, the College will provide basic first aid support before referring the student to the nearest medical facility.
- viii. All cases of emergency or serious illness in the hostels requiring medical attention must be reported at once to the housekeeper/hostel warden on duty.
- ix. Students on vacation or attachment/clinical practice shall be entitled to medical services at the College health facility.
- x. All students should have health insurance e.g. NHIF at all times during their training.
- xi. All new students are required to have received immunization against hepatitis B and complete subsequent doses in time.
- xii. Students are encouraged to disclose their existing medical condition to the medical officer, HoD, Dean of students or course coordinators for support.
- xiii. No student shall prescribe, administer drugs, or offer any such medical services to a fellow student or anyone else except under supervision and in the designated areas. Any student who contravenes this rule shall be guilty of serious misconduct.
- xiv. Female students are advised to avoid pregnancy during training. Any student who becomes pregnant in the course of her studies is advised to report the pregnancy to the head of department within a period of three months.
- xv. Any such student shall apply for maternity break one month to the expected date of delivery.
- xvi. Upon delivery the student may resume studies and join the next appropriate class.
- xvii. Any student experiencing pregnancy complications warranting hospital admissions or bed rest shall be advised to defer her studies.
- xviii. Any student who is unable to attend learning activities due to illness must report to the HoD within ten (10) days failure to which will be regarded as self-discontinuation.
- xix. Any student who absentees him/her self from the learning activities for a period of more than 30 days for any reason will be liable for demotion.
- xx. Abortion is prohibited unless under medical advice. Any student who contravenes this rule shall be guilty of gross misconduct.
- xxi. No student shall solicit for money or collude with staff to defraud fellow students, clients, patients or caretakers in exchange for service. Any student who contravenes this rule shall be guilty of gross misconduct.

4.5 Catering Services

The College operates a Cafeteria system in all Campuses directly, or through its outsourced catering services, which sell and serve soft drinks, beverages and meals to students at subsidized prices. The dining hall is operational daily.

Students should observe the following guidelines regarding catering services:

- i. No meals will be served in the dining hall after the scheduled meal times without prior arrangement with the caterer.
- ii. Students are expected to queue in an orderly manner during payment and service of meals.
- iii. No plates, cups or cutlery will be carried out of the dining hall.
- iv. Students are required to keep the tables clean while eating in the dining hall. They are also required to clear their plates in the garbage bins that will be provided and leave them at designated areas.
- v. Students are not allowed in the dining hall while wearing their lab coats. The lab coats will be hung at a designated area in the dining hall.
- vi. Students are expected to dress decently while in the dining hall. Slippers and hats are not to be worn in the dining hall.

Any student contravening this rule shall be guilty of misconduct.

4.6 Security

- i. The following is required:
 - a. Every student should participate in ensuring that the College precincts are secure at all times.
 - b. If any student reasonably suspects that a person has committed or is about to commit an offence within the College precincts, such student shall be required to report the matter to the College Authorities.
 - c. Any student who becomes aware of a threat to security or is aware that someone has or is about to commit an offence and fails to report such threat shall in addition to any criminal liability that may attach under any written law, be guilty of serious misconduct.
- ii. All students shall use the designated entrances when entering or leaving the College precincts and use designated paths while within the KMTC precincts.
 - a. Any student who contravenes this rule shall be guilty of misconduct.
 - b. Any student, who damages a wall/fence, shall be required to bear the cost of the repairs.
- iii. Students shall not organize or hold parties or meetings within the College precincts without prior written permission from the Principal.
 - a. Any student who contravenes this rule shall be guilty of serious misconduct.
 - b. KMTC shall not be responsible for meetings or parties of students held outside the College precincts.
 - c. Any damages arising from such meetings or parties shall be borne by the responsible students.
- iv. Students shall allow security checks, whether impromptu or otherwise, to be carried out in the College precinct, hostels, and entrusted premises or at entry points.
 - a. Any student who fails to cooperate during security checks, the security personnel shall have the option of using any appropriate means to ensure the security checks are effected.
 - b. Any student who inhibits or blocks security personnel from carrying out security checks shall be guilty of serious misconduct.

- c. In addition, the student shall bear the cost of damages arising from his/her refusal to co-operate with the security personnel.
- v. All vehicles and luggage entering the College precincts shall be subjected to security search at the gates.
 - a. Impromptu checks may be conducted on vehicles and luggage within the College precincts.
 - b. Any student who inhibits or blocks security personnel from carrying out security checks on vehicles and luggage shall be guilty of serious misconduct.
- vi. Any student suspected to have committed any felony under the Penal Code and Sexual Offence Act shall forthwith be handed over to the police for further action in accordance with the relevant law.
 - a. Any student who is suspected to having committed a crime and becomes exceedingly violent shall immediately be handed over to the police.
 - b. Any incident where a student is arrested or handed over to police shall be communicated to the CEO immediately.
 - c. Nothing in this rule shall be interpreted to impede the police in their operations including but not limited to arresting students who are subjected to have committed cognizable offences within and outside the College precincts.
- vii. Any student who is arrested or arraigned in a court of law to answer charges of a criminal nature shall inform the Principal of the arrest or arraignment immediately.
- viii. Any student who is charged with a capital offence or convicted of an offence whose punishment is a custodial sentence of more than six months shall, be expelled from the College.
 - a. Any student who is convicted for an offence whose custodial sentence is less than six months shall be guilty of serious misconduct.
- ix. Any person not being a student who is suspected of having committed a crime within the College precincts shall be handed over to the police for further action.
 - a. Any student who witnesses the commission of a crime shall, if called upon to do so, be required to record a statement with the police.
- x. All students are required to have in their possession receipts, invoices or another prima facie evidence of ownership of their personal belongings.
 - a. Any student who wishes to bring into the College precincts an item for which such student does not have prima facie evidence of ownership shall disclose details of the item to the security office at the time of bringing the item into the College precincts.
 - b. The College shall bear no responsibility for any loss of or damage to any property belonging to students or their guests while such property is in the College premises.
- xi. Hawking of any manner of wares whatsoever is strictly prohibited within College precincts.
 - a. The Principal or CEO may permit organized groups of students to sell any merchandise by hawking or raffle tickets to raise money for specific charitable projects or for any other permitted cause.
 - b. Any student who contravenes this rule shall be guilty of serious misconduct and their wares confiscated.

- xii. Campus hostel gates shall be closed at 11:00 pm and students subjected to security checks. Any student who contravenes this rule shall be guilty of misconduct.
- xiii. Vehicle Rules & Regulations:
 - a. All student vehicles, motorcycles or bicycles must be registered with the Campus Security office for access to the Campus.
 - b. Parking within the Campus is at owner's risk.
 - c. All students shall observe discipline when using College vehicles.
 - d. Any student who contravenes this rule shall be guilty of misconduct.
 - e. The College does not allow for overnight parking or abandoning of vehicles on Campus unless prior permission is granted by the College.
 - f. Any such vehicle shall be reported to the police for further action

4.7 Games, Sports and Recreation

- i. Students are encouraged to take part in games, sports and recreation to promote talent development and good health.
- ii. A student is expected to obtain personal attire, training kits and equipment for games and sports of choice.
- iii. Where possible students representing the College in sports or competitions will be provided with official College kits during competitions only.
- iv. The kits or equipment must only be used for the defined purposes.
- v. The kits or equipment issued must be surrendered at the end of the competitions or performance.
- vi. Ceremonies: a student or groups of students who may want to conduct any ceremony within the College must seek the permission of the Principal. Such permission shall be made to the student through the group Patron and HoD.
- vii. Students' entertainment: 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, shows shall not run beyond midnight (12.00 midnight).
- viii. Discos and other dances may be held on Friday and Saturday evenings only following approval by Principal.

4.8 Correspondence

- i. All public statements/correspondences affecting the College which are intended to be issued on behalf of an association of students must receive prior written approval of the CEO.
- ii. Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear individual names and signatures.
- iii. Advertising notices must be in approved designated notice boards and shall be subject to approval by the Principal.
- iv. A student granted permission to place advertisements on notice-boards shall remove such notices within one week after the advertised event takes place.
- v. Correspondence through letters by individual students or by officials of the Students Organization, clubs and societies to the bodies listed below, on matters pertaining to the College shall be approved by CEO. The bodies include:

- a. National and county government officers
 - b. Foreign government officials
 - c. Cabinet Secretaries, Members of Parliament, Senate or other dignitaries
 - d. Sponsoring bodies
 - e. Other such bodies
- vi. Invitations to Cabinet Secretaries, government officials, politicians and representatives of foreign governments or any other important persons to visit the College in their official capacities shall be notified within adequate time to the CEO through the Deputy Registrar Students Affairs.

4.9 Residential Regulations

- i. The College does not guarantee accommodation to students offered admission at the institution.
- ii. Students shall conduct themselves with responsibility and maturity while in residence at the College and shall particularly strictly observe the following:
 - a. Adhere to the list of allocation of rooms as determined by the accommodation officer. Change of rooms or hostels once allocation has been done shall not be allowed without written permission of the accommodation officer. Interference or removal of locks from the hostel rooms' doors is strictly prohibited.
 - b. Hostels are prohibited for non-boarders and outsiders.
 - c. A student shall not disfigure, remove furniture or equipment from their rooms.
 - d. A student shall vacate the room when away on practical attachments, during College vacations and on completion of training.
 - e. No deliveries shall be allowed to take place in the hostels.
- iii. Upon allocation of hostel rooms, all students shall be required to fill and sign an inventory form which shall also be countersigned by the Hostel warden.
 - a. On vacating the room, all items as described in the inventory form shall be returned in a tenable condition save for reasonable wear and tear and a clearance form completed.
 - b. Any missing items, damaged or fittings in the room as compared with the inventory shall be surcharged.
- iv. Student shall not be allowed to cook or heat liquids in the room except in the designated areas.
- v. Students shall not tamper with or vandalize fire-fighting appliances, electrical wires and fittings in the hostel rooms.
- vi. Male students are prohibited in accessing the designated female rooms and vice versa.
- vii. No obscene literature, graffiti, nude pictures, photographs, paintings, pornographic materials or other indecent objects shall be displayed on the hostel room doors, walls or any other place within the hostels.
- viii. The student shall adhere to any other prescribed hostel rules.

Any student who contravenes any of the hostel rules unless otherwise specified above shall be guilty of misconduct.

4.10 Application Procedure

- i. Accommodation is applied and paid for per semester.
- ii. Accommodation is not guaranteed and the process will be based on availability of hostel spaces on first come first served basis.
- iii. Applications will be done online by logging into the KMTC portal where applicable or forwarded to Principal.
- iv. The student will be required to pay full fees for the semester plus accommodation fee in order to be issued a room.
- v. Students who will not have paid for booked rooms within the first week of semester will automatically lose them.
- vi. On confirmation of payment, the student will be allocated a room after signing the necessary document(s).

4.11 Room Clearance

Students shall vacate the hostel rooms when proceeding for practical, or on suspension, discontinuation or completion of approved duration of stay.

4.12 Security in the Hostels

- i. All access points will be manned by security personnel.
- ii. All hostel premises will be patrolled periodically to ensure security of students and College property.
- iii. Students should report any unusual incident to the security personnel.
- iv. All residents should be in the hostels by 11:00 pm for security purposes.

5.0 GENERAL STUDENT WELFARE

- i. In case of illness, students should report to the College clinic.
- ii. Any fire incidences should be reported to the security personnel immediately.
- iii. In case of fire outbreak, students should report at the designated fire assembly points.
- iv. Students are advised to communicate any issues of concern through the house-keeper/warden and also make use of suggestion boxes.

5.1 Non-residential Conduct

- i. Any student who is not offered accommodation in the College hostels will be expected to look for accommodation outside the Campus.
- ii. The College Regulations are still binding irrespective of whether accommodated in the College or outside.
- iii. A non-resident student should ensure they meet their rental obligations with the proprietors.

5.2 Substance Abuse

- i. Possession, distribution and smoking of cigarettes, shisha, cigars, pipes or any other substances like kuber, tobacco and chewing of miraa (khat) or muguka and consumption of alcoholic substance is strictly prohibited within and outside the College.

- ii. Any student who contravenes this rule shall be guilty of serious misconduct.
- iii. Possession, distribution and abuse of heroine, bhang, cocaine, mandrax or any other narcotic or psychotropic substance is strictly prohibited within and outside the College. Any student who contravenes this rule shall be guilty of gross misconduct and shall be, in addition to any criminal liability that may attach thereto under any written law, liable to expulsion from the College.

5.3 Relationship of Students and Members of Staff

- i. Students shall co-exist with each other and relate with members of staff harmoniously, courteously, and respectfully and avoid any insults and verbal indecency whatsoever.
- ii. Physical confrontation, swearing, cursing, blackmailing, threatening or any other use of indecent and abusive language whether verbal, written or through electronic media is strictly prohibited whether directed to staff, students or any member of the public.
- iii. Publishing of defamatory remarks concerning other students, the College or any of its members of staff is strictly prohibited.

Any one contravening this rule is guilty of gross misconduct and shall be liable to expulsion from the College and in addition to any criminal liability that may attach thereto under any written law

5.4 Corruption is Prohibited

- i. The College is a corruption free zone. All students must not engage in bribery or any other corrupt activities.
- ii. Any student who contravenes this rule shall be guilty of gross misconduct and shall, in addition to any criminal liability that may attach thereto under any written law, be liable to expulsion from the College.

5.5 College Property

- i. College property shall be handled by all students with utmost care so as to ensure that the same is not lost, damaged, destroyed, wasted or vandalized.
- ii. Any student/group of students who cause(s) any damage, destruction, loss, vandalism or wastage to materials, furniture or any other property should be reported to the head of department/in-charge immediately in writing.
- iii. Any student/group of students found guilty of this will be surcharged for the same.
- iv. In cases where loss, damage, destruction, wastage or vandalism of College property is not attributable to a particular student/group of students, general surcharge shall be levied against all students involved in the activity from which the damage, destruction, wastage, vandalism or loss arises.
- v. All surcharges will be included in the tuition fees.
- vi. Students shall not disfigure buildings or any premises entrusted to the College by pasting posters or writing on the walls.

Any student who willfully damages, disfigures, destroys, wastes, vandalizes or loses College property/any premises entrusted to the College shall be guilty of serious misconduct and shall, in addition be surcharged.

5.6 Utilization of College Buildings/property

- i. Utilization of College building and property shall be controlled. Utilization of College buildings and property after normal operational hours is restricted except when the student has a written authority by the Principal. Accesses to restricted areas in the College are prohibited unless with written permission from the Principal.
- ii. Any student who contravenes this section shall be guilty of gross misconduct and shall be liable to expulsion from the College and in addition to any criminal liability that may attach thereto under any written law.

6.0 ACADEMIC RESPONSIBILITY

Students shall pursue the courses for which they have been admitted into and comply with all rules and regulations established by the College.

6.1 General

- i. Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction is compulsory.
- ii. A student should obtain prior permission in case of absence from academic activity.
- iii. Students shall be expected to comply with all other rules or regulations governing academic programmes and examinations.
- iv. In case of absence from class/lectures for good cause such as illness, the absence must be authorized by the Head of Department in the Campus where the course is offered upon production of evidence e.g. a medical certificate.
- v. A student shall refrain from any conduct whose object or logical consequence is to disrupt the operations of academic programmes or activities of the College.
- vi. In addition to the above students shall be expected to comply with all other regulations made by Departments and Campuses or any other such units of the College e.g. Libraries.
- vii. Students may take part in a College academic or social trip only with permission by the Principal as the case may apply. Where permission is granted the names of any students on such trips shall be submitted to the Principal.
- viii. Once a student has been offered an opportunity to study at the College, such student shall report on the date and time specified in the letter of admission.
- ix. Except for good cause a student shall attend all lectures, tutorials, seminars, practical and other scheduled courses or instructions.
 - a. Continuous absences of a student for a period of ten (10) consecutive days without permission from the College shall be deemed to have forfeited the training.
 - b. Any student who presents himself/herself thirty (30) minutes after the lesson has started shall not be allowed to join the session.

6.2 Leave of Absence

- i. The College may allow a student be away on any of the following grounds:
 - a. Sickness
 - b. Pregnancy

- c. Bereavement of nuclear member of the family
- d. Deferring studies
- e. Personal issues
- ii. Student wishing to be away shall submit a written request to CEO through Principal specifying the period of absence and obtain response before leaving the Campus. However, the rule of 10 days absence will still apply
- iii. The College shall not entertain any claims where a student takes leave without prior official permission.
- iv. In all cases of absence from classes on account of illness and maternity, a medical report to that effect shall be submitted by the Principal or the Head of Department, or Dean of relevant Campuses.
- v. In all cases of absence, evaluation of period of absence will determine the appropriate class to be placed in.

6.3 Re-admission

- i. A student seeking re-admission, shall submit a request for resumption of studies in writing to the Deputy Director Academics (DDA).
- ii. Once the request is accepted the student will proceed to register for the course and appropriate year as may be set from time to time.

6.4 Research

- i. The College allocates adequate resources to ensure that quality research studies that meet international standards are undertaken by its students.
- ii. Research is mandatory to all Diploma and all Higher Diploma students who are expected to undertake research in thematic areas.
- iii. The writing of the research proposal, collection of data and the final report writing are undertaken by individual students under the supervision of the subject lecturers as well as the assigned supervisors.

6.5 Withdrawal from the College.

- i. A student who wishes to withdraw from the College shall submit written notice to the CEO.
- ii. The student should thereafter proceed to clear with College Departments as appropriate.

6.6 Library Rules

- i. Upon registration all students shall be members of the Campus library.
- ii. Students shall adhere to instructions while using available resource materials.
- iii. Library users shall take care of their belongings and library staff shall not be responsible for the loss.
- iv. A student who borrows books from the library shall be required to produce their College or national Identity card.
- v. Books are borrowed for two (2) weeks renewable once for two (2) weeks.

- vi. No student shall be allowed to use another student's identity card for purpose of borrowing books or materials from the College Library.
- vii. Students shall ensure that the books or library materials they intend to borrow from the library are in good condition prior to borrowing.
- viii. A student, who writes, loses or returns a book or library materials in a torn or worn out condition shall be required to bear the cost of replacing or mending the same to a satisfactory condition within a period of four (4) weeks.
- ix. A student shall be allowed to borrow a maximum of two (2) books from the College library for a period not exceeding fourteen (14) days.
- x. The College librarian shall at any given time determine the books or materials that are on high demand and students shall be allowed to borrow such books/ materials for a period not exceeding seven (7) days.
- xi. The students shall be allowed to borrow books in respect of which limited copies are available in the College library for a period not exceeding three (3) days.
- xii. No student shall be allowed to take books designated by the librarian as reference books from the College library under any circumstances whatsoever.
- xiii. Failure to return books or materials at the required time shall attract fines at such rates as the administration may determine from time to time.
- xiv. Students shall not invite or allow friends, relatives and other persons who are not duly registered members of the library.
- xv. Silence shall be observed in the library and within the College precincts at all times.
- xvi. Library shall be opened at such times as may be determined by the College and shall observe the time schedule as given.
- xvii. The administration reserves the right to review College library hours.
- xviii. Foodstuffs and drinks consumption shall not be allowed in the College library.
- xix. The library shall not be used for relaxation, siesta, dozing off or any other conduct incompatible with the use of the library.
- xx. Students shall leave bags, over-coats and other personal effects at the designated place at the point of entry.
- xxi. The College library staff shall carry out inspection of library users when entering and leaving the library.
- xxii. Students shall leave books or materials at the reading tables after use and shall under no circumstances return the books or materials to the shelves.
- xxiii. Students shall be at liberty to consult or seek guidance and clarification from the library staff regarding the use of the library facility.

Any student who contravenes library rules shall be guilty of misconduct.

6.7 Library Fines and Penalties

- i. Students will be held responsible for any book in their charge and will be required to pay current cost for replacement of a lost book, damaged or defaced and a non-refundable administrative charge to cover the cost of ordering, cataloguing and other processing of the books which have been lost.
- ii. Overdue books will be charged until the book is returned or replaced as stipulated in the Library Rules and Regulations.

The librarian has the power to suspend or exclude for use of library facilities any student who persistently disregards library rules and regulations

6.8 Examination Regulations

- i. Registration: Only KMTC registered candidates shall be eligible to sit the College examinations.
- ii. Eligibility for Examination: All students are expected to familiarize themselves with the examination rules and regulations on the College and fulfil all examination requirements in each semester or academic year.
- iii. Attendance: Students should attain 90% attendance in all units or modules and must have achieved the requirements as stipulated in the relevant curricula to be eligible to sit the College examinations.
- iv. Mode of examination: The College examinations shall be presented in any one or combination of the following:
 - a. Written Examinations
 - b. Oral Examinations
 - c. Practical Examinations
- v. Examination cards: All candidates shall be required to produce valid EXAMINATION CARDS to access the examination venue. Examination cards shall be downloaded from the official KMTC portal or issued by the HoD upon meeting the prescribed requirements.
- vi. Lateness: No candidate will be allowed in the examination room fifteen (15) minutes after the examination has started and no extra time shall be extended at the end of the examination period for any candidate who reports late for the examination
- vii. Absenteeism: A candidate should not absent him/herself from any examinations. Any such candidate will be required to submit a written explanation and attach evidence to the departmental examination committee for determination.
- viii. Examination malpractice: Candidates must refrain from any examination malpractice as contained in Examination Policy. Students MUST understand regulations related to examination and refrain from any malpractice. Such include cheating, use of written notes, printed papers or books, phones, exchanging notes or keeping the answer booklet etc Candidates who commit examination malpractice shall be disqualified from the whole examination.
- ix. Answer booklets and materials: Use of ONLY the provided Examination Number is allowed in the examination booklet. All official unused materials shall be submitted to the invigilator/examiner at the end of the examination. Candidates shall not remove any examination aids provided by the College from the examination room.
- x. Examination pass mark: The examination pass mark is 50% in both theory and practical. Any candidate whose mean score falls below 50% at any given academic year shall be made to repeat a whole academic year.
- xi. Examination results: Results of examinations shall be released to the student and the communication made in writing or Individual Student Score Sheet.
- xii. Supplementary Exams: Any candidate who attains less than 50% in any subject/module will sit for supplementary examination as per the conditions spelt in the Examination Policy. A student who fails a supplementary exam shall be made to repeat.

6.9 Student Extra Curricula Activities

All students are expected to participate in extra curricula activities.

The College has a wide range of these activities which include various sporting events, religious groups activities, Students Aids Action Group (SAAG), Presidential Award teams in addition to participation in community service.

6.10 Transport Services

The College provides transport to students for academic activities. Planned activities in the calendar of events are given first priority for transport. Transport is also given for extra curricula activities however; plans and schedule must be made in advance to the Principal for planning and budgeting purposes.

7.0 STUDENTS ASSOCIATION

- i. There shall be established in the College student's organizations whose objectives shall be to:
 - a. Promote welfare of students in the College.
 - b. Promote academic activities of the students in the College.
 - c. Develop and encourage cohesion and health social life in the College.
 - d. Promote good working/learning environment between students and staff.
- ii. Establishment of all student organizations shall be approved by the College.
- iii. The approved student's organizations shall be limited to;
 - a. Offices of the organization.
 - b. The duties and powers of such aforesaid offices.
 - c. The frequency and procedures of meetings.
 - d. Ways and means of raising funds for the organizations.
 - e. The purposes to which the funds of the organization shall be utilized.
- iv. Every approved students organization shall be subject to the following;
 - a. All students' organization shall declare their account and source of funds.
 - b. All students' organizations shall declare the signatories to their bank accounts.
 - c. All students' organizations bank withdrawals shall be approved by their respective Matron/Patron.
 - d. All students' organization funds shall be audited by the College.
 - e. All students' organizations shall identify a Patron/Matron among the academic staff to link them with the management.
- v. All students aspiring for leadership in their respective organization shall be vetted by College management using the following criteria:
 - a. Well disciplined.
 - b. Good academic performance.
 - c. No adverse report.
 - d. Confidential recommendation from the department.
 - e. Adherence to any other College directive, or regulation

- vi. All student organizations shall be consistent with national values and cohesion.
- vii. Grievances arising from the student organizations shall be channeled through the respective patrons to management.
- viii. Other students' grievances shall be channeled through the established College communication procedure.
- ix. The College acknowledges spiritual growth and wellbeing of students which shall operate within established organizations (Christian Union, Catholic Action, Seventh Day Adventist, and Muslim).
- x. Any organization operating without approval by the College management shall be deemed to have contravened these rules shall be guilty of gross misconduct.
- xi. For purposes of students membership in the Academic Board pursuant to section 11(1) (f) of the KMTC Act of 1990, the students' organization shall elect two representatives to the Academic Board.
- xii. In addition to any other permit that may be required by the law, all meetings and other activities of the students' organization to be held shall not take place without the prior permission of the Principal in writing.
- xiii. Organizing or participating in boycotts, strikes, riots and demonstrations is prohibited. Any student who contravenes this rule shall be guilty of gross misconduct.
- xiv. In addition to any other liability that may attach thereto, students remain accountable to the College in respect of their relationship with members of the general public and of conduct and utterances in matters that lie in the public domain wherefore:
 - a. All student groups shall not invite visitors to the College without prior approval by the Principal.
 - b. Any student who contravenes this rule shall be guilty of serious misconduct.

NB: The College student rules and regulations supersede all other instruments governing student's organizations.

8.0 CLUBS AND SOCIETIES

8.1 General

- i. Clubs and societies may be formed for the advancement of the functions and objectives of the College.
- ii. A club or society shall be set up to promote academic achievement, national values, cohesion, integration and principles of good governance.
- iii. Regional or ethnic based clubs or societies shall not be registered.
- iv. All clubs or societies shall be registered to operate within the College by the Deputy Registrar Student Affairs.
- v. Clubs and Societies shall be self-supporting in all financial matters.

8.2 Procedures for Forming Clubs or Societies

- i. The student or groups of students who intend to form a club or a society shall submit a draft proposal to the Deputy Registrar Student Affairs through Principal.

- ii. The proposal should include:
 - a. Justification or the need for formation of such club or society.
 - b. Objectives of the club or society.
 - c. Names of proposers and proposed patron.
 - d. An indication of likely membership.
 - e. Possible sources of funding.
- iii. The proponents shall then prepare the constitution of the proposed club or society.
- iv. On recommendation by the Deputy Registrar Student Affairs, the proponents should seek approval for registration of the club or society from the Deputy Director Academics (DDA).
- v. The College may deny or cancel the registration of a club or society by assigning reason(s) thereunto.

8.3 Management of Clubs or Societies

- i. All clubs and societies shall be managed in accordance with their approved constitutions.
- ii. All scheduled activities including meetings must have prior approval of the Deputy Registrar Student Affairs.
- iii. A list of scheduled activities shall normally be forwarded to the Deputy Registrar Student Affairs at the beginning of each semester.

8.4 General Conduct of Clubs and Societies

- i. Topics of discussion by outside guests shall be approved by the Principal and/or CEO through the Deputy Registrar Student Affairs.
- ii. Guest speakers shall be approved by the Principal.
- iii. The clubs/societies shall not use College facilities for Ward, Constituency, County or national political campaigns.
- iv. Clubs or societies shall not use the College logo on their documents e.g certificates without approval of the CEO.
- v. Fund raising by students on Campus shall be allowed if authorized by the appropriate Government authorities and approved by the Principal
- vi. College facilities may not be used for county or national political campaigns
- vii. In addition to any other permits which may be required by the law, permission to hold meetings in the Campus precincts by students shall be given by the Principal through Head of Department and Security Services notified in writing.

9.0 CHANNELS OF COMMUNICATION

- i. In the redress of any grievances, students shall be expected to adhere to the laid down channels and procedures as follows:
 - a. Academic matters: class Coordinators, Heads of Department, Principals, Registrar, Deputy Director Academics (DDA) and CEO, in that order.
 - b. Residential matters: Student's representative, Housekeepers, Hostel or Catering Officers, Principal, Deputy Director Academics (DDA) and CEO, in that order.

- c. Welfare matters: Students Leaders, Dean of students, Principal, Deputy Director Academics (DDA) and CEO, in that order.
- ii. All students, students association, clubs and societies shall be expected to adhere to these procedures to ensure prompt processing of their grievances.

10.0 PROTECTION OF COLLEGE NAME

Any individual, Students Organization, Club or Society may not use the name "Kenya Medical Training College" or "KMTC" together with "College" without the written approval of the CEO through the Deputy Director Academics.

11.0 DISCIPLINARY OFFENCES

11.1 General

- i. Disciplinary offences shall include all crimes and other offences under the Laws of Kenya including any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of the College.
- ii. The College has no right of exclusive jurisdiction over its students in criminal matters and other offences covered by law.
- iii. All offences under the Penal Code Cap 63 and any other Laws of Kenya may be reported to police to take independent action.
- iv. Notwithstanding any action that may be taken by the police under the foregoing paragraph, the College may take independent disciplinary measures.
- v. Without prejudice to the generality of the above provisions, the conduct listed under 11.2, 11.3 and 11.4 below shall constitute specific disciplinary offences.

11.2 Criminal Offences

These shall include the following:

- i. Being drunk and disorderly
- ii. Possession or trafficking of prohibited drugs
- iii. Possession of illegal brew.
- iv. Affray or fighting
- v. Possession of offensive weapons e.g. daggers, bows and arrows, guns and fire arms, etc.
- vi. Assault or assault causing bodily harm.
- vii. Arson, attempts to commit arson or attempts to destroy or injuries to property.
- viii. Theft and other related offences e.g. robbery and extortion.
- ix. Handling of stolen property.
- x. Obstruction to perform duty.
- xi. Molesting other people.
- xii. Organizing and/or participating in unlawful demonstrations, processions or incitement.
- xiii. Rioting.
- xiv. Rape or attempted rape.

- xv. Kidnapping, abduction or detentions.
- xvi. Sexual harassment, indecent assaults, defilement.
- xvii. Indecent exposure/exhibition.
- xviii. Impersonation and false pretense.
- xix. Forgery, fraud, counterfeiting.
- xx. Illegal or unlicensed trade.
- xxi. Trespass.
- xxii. Aiding suicide or attempted suicide.
- xxiii. Concealing birth, killing of unborn child and abortion.
- xxiv. Abandonment of a minor.
- xxv. Subversion or treason.
- xxvi. Murder or manslaughter.
- xxvii. Illegal assembly.
- xxviii. Use of abusive or profane language.
- xxix. Threats to endanger one's life or property.
- xxx. Any other offence that shall be deemed as a crime from time to time by the laws of Kenya.

11.3 Civil Offences

These shall include:

- i. Failure to pay fines
- ii. Failure to honour summons
- iii. Failure to settle debts
- iv. Deviant behaviour such as willful breakage of property, etc.
- v. Any other offence that shall be deemed as a civil crime from time to time by the laws of Kenya.

11.4 Cyber Offences

Any misuse of internet or management information systems or electronic devices such as:

- i. Manipulation of fee balances.
- ii. Defamation of other people in the social media.
- iii. Sending or circulating abusive text messages.
- iv. Falsifying admission records.
- v. Promoting ethnic hatred, animosity or incitement.
- vi. Transfer of unauthorized information or materials.
- vii. Gaining access to unauthorized information.
- viii. Any other offence that shall be deemed as a cyber crime from time to time by the laws of Kenya.

11.5 Other Disciplinary Offences

The offences shall include:

- i. Threatening or holding hostage or extortion or to strike or physically harm any other student, staff or any other employee of the College, or a member of public.
- ii. Forceful ejection of students and staff from lecture halls, library, hostels and offices.
- iii. Interference with the movement of College vehicles or cause traffic obstruction in or outside the Campus.
- iv. Use of College facilities like halls, lecture theatres and common rooms by students for business, meetings and parties without written approval from the Principal.
- v. Accessing or using places on College 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.
- vi. Uprooting/damage of flowers/plants, defacing buildings, to harm/kill pets and domestic animals within the College precincts.
- vii. Keeping any kind of domestic animals and pets within the College precincts.
- viii. Being in possession of knives, sticks metal bars, harmful chemicals or any other articles which might endanger other members of the College community.
- ix. Malicious damage to College property.
- x. Operating or participating in the activities of a club or society that is not registered in the College.
- xi. Operating business activity within the College premises without prior authorized permission.
- xii. Making slanderous and/or irresponsible statements about matters affecting the College or Student's Association.
- xiii. Inviting unauthorized guests or dignitaries without permission.
- xiv. Addressing media, public about the College without permission from the CEO.
- xv. Boycotting lectures, practical, field work or other academic activity.
- xvi. Travelling to a College academic/social trip without prior approval by the Principal.
- xvii. Failure to adhere to College academic/social trip inventory/ travel guides or instructions.
- xviii. Use of any abusive or profane language while in the College.
- xix. To litter or throw any waste items outside the dustbins provided.
- xx. Cohabiting.
- xxi. Creating unreasonable noise or engaging in unruly and rowdy behaviour causing disturbance or annoyance to other persons in the College premises.
- xxii. Admission of visitors to College hostels/rooms.
- xxiii. Interfering with or blocking scheduled College activities such as lectures, seminars examinations.
- xxiv. Cooking in unauthorized areas.

- xxv. Publishing, writing and/or distributing of anonymous literature of a malicious nature, including placards.
- xxvi. Residing with a relative or unauthorized persons in the College hostels.
- xxvii. Subletting a hostel room.
- xxviii. Failure to surrender hostel key(s) or property when required.
- xxix. Failure to vacate College premises or hostels when required to do so.
- xxx. Accessing College premises, facilities, or participating in functions while on suspension or expulsion from the College.
- xxxi. Organizing, participating or financing demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the College or a government authority.
- xxxii. Failure to appear before the Campus/College Students Disciplinary Committee when summoned to do so.

12.0 DISCIPLINARY ACTIONS

12.1 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 College precincts.

12.2 Officers in Charge

- i. The responsibility of maintaining discipline at the College is vested with the Office of the CEO who may from time to time delegate such powers to other officers of the College for purpose of investigation and enforcement.
- ii. Administrative and Academic staffs of the College have authority to ensure that the rules and regulations are adhered to by all students.
- iii. Students on field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the College places them.

12.3 Enforcement of Regulations

- i. In the event of breach of the regulations, and depending on the nature of the offence the Campus staff shall adopt the following measures:
 - a. Require the student to make a written statement in response to the charges. Where the student fails to make the statement the disciplinary proceedings will continue.
 - b. Shall warn or caution the student either verbally or in writing.
 - c. Shall report the student to the Chief Security Officer in writing enclosing any documentary evidence for further investigation and processing.
 - d. The Chief Security Officer shall investigate and forward relevant documentation to Principal for further action.
 - e. Principal shall establish whether there is a case to answer. In this respect, the Principal may institute the following measures:
 - Warn or caution the accused.
 - Provide counseling to the student.

- Forward the case to the Campus Disciplinary Committee within fourteen (14) days.
 - Take any other action that may be deemed appropriate at that time.
- ii. The Campus Disciplinary Committee will be convened as need arises following receipt of cases forwarded.
 - iii. If a student is not satisfied by the decision at Campus, he/she may appeal to College Disciplinary Committee.
 - iv. A student who has taken the College to court or has a pending court case against the College shall be suspended from the College until the case is heard and determined.
 - v. In the event that a student who has pending or instituted court proceedings against the College wants to be heard by the Student Disciplinary Committee he/she shall be required to withdraw the case from the court.

13.0 DISCIPLINARY PROCEDURES

13.1 Meeting of the Students Disciplinary Committee

- i. The Chairman of the committee shall convene a meeting of the Disciplinary Committee within two (2) weeks after receiving the report.
- ii. The Chairman of the students Disciplinary Committee shall invite both the student and the complainant of the date and time of the meeting and inform them of the requirement to attend and their right to be present and to call witnesses.
- iii. The student shall be required to attend the hearing in person accompanied by the parent or guardian as captured in the College admission records.
- iv. Summons to attend shall take precedence over all other students' commitments.
- v. Students who fail to appear before the Student Disciplinary Committee will be expelled to show cause.

13.2 Procedure of the Committee

There shall be a Students Disciplinary Committee of KMTC constituted as follows:

- i. Disciplinary misconducts committed within the jurisdiction of a particular Campus shall in the first instance be reported to the Principal of that Campus.
- ii. The Principal shall refer the reported disciplinary misconduct to the relevant disciplinary committee for action.
- iii. There shall be disciplinary committees established as follows:
 - a. Departmental Disciplinary Committee comprising of the Head of the Department as the chairperson and academic staff appointed by the HoD.
 - b. The Campus Disciplinary Committee comprising of the Principal of the Campus as the chairperson, Deputy Principal in-charge of Academics as the secretary and other members appointed by the Principal of whom shall include academic staff.
 - c. The College Disciplinary Committee comprising of the Deputy Director Academics as the chairperson and other members appointed by the CEO, four (4) of whom shall be members of the Academic Council.

- iv. Disciplinary misconducts for which a penalty of a suspension for a period not exceeding twelve months is prescribed under these rules shall where applicable in the first instance, be dealt with by the Departmental Disciplinary Committee.
- v. The decision of the Departmental Disciplinary Committee shall be ratified by the Campus Disciplinary Committee.
- vi. Disciplinary misconducts, for which a penalty of a suspension for a period not exceeding twelve months is prescribed under these rules shall in the first instance, be dealt by the Campus Disciplinary Committee. Appeals from the decision of the Campus Disciplinary Committees shall be dealt with by the College Appeals Disciplinary Committee.
- vii. Gross disciplinary misconducts for which a penalty of expulsion is prescribed under these rules shall in the first instance be dealt with by the Campus Disciplinary Committee.
- viii. The decision of the Campus Disciplinary Committee shall be subject to appeal to the CEO.
- ix. The decision of the College Disciplinary Committee on any disciplinary matters shall be subject to appeal to the Board of Directors which decision shall be final.
- x. At all disciplinary proceedings before which a student is summoned, the student shall be entitled to a fair hearing and shall be accorded adequate opportunity to adduce any evidence in his/her defense.
- xi. Any student who is the subject of disciplinary proceedings shall appear in person before the disciplinary forum and not by any representative whatsoever.

13.3 Powers of the Students Disciplinary Committee

- i. The Disciplinary Committees shall have powers to impose any one of the following penalties: -
 - a. A letter of warning or reprimand.
 - b. Levy a surcharge for full replacement or repair of damaged, destroyed, wasted vandalized or lost property.
 - c. Suspension.
 - d. Expulsion.
 - e. Any other penalty prescribed under these rules.
- ii. In arriving at an appropriate penalty or combinations thereof the disciplinary authority shall be at liberty to consider past and present conduct of the student who is the subject of the disciplinary proceedings and not merely the immediate circumstances in furnishing the reasons for the disciplinary action. The record and decision of any disciplinary action taken against a student shall form part of the student's record.
- iii. Students appearing before the Disciplinary Committees shall be informed of the Committee's decision within fourteen days (14) from the date of the conclusion of proceedings.
- iv. A Student has the right to appeal in writing against any decision made at Campus level within fourteen (14) days.
- v. Any student who is expelled or discontinued shall forfeit all moneys paid to the College.
- vi. Nothing in these rules shall be read so as to impede the power of departments, faculties, and the Academic Council to make rules in respect of the administration of academic affairs of the College.

- vii. These rules and any decisions made pursuant thereto by the disciplinary authority herein above shall not derogate from the right of the police or any member of the public so entitled, to bring any civil action or to institute criminal proceeding in respect of the same set of facts against a 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 in the interest of security and public order.

13.4 Communication of Disciplinary Decisions

The Principal or Deputy Director Academics (DDA) shall respectively communicate the Campus and College Disciplinary Committees' decisions to the student and such decisions shall take effect immediately.

13.5 Appeal

- i. The student shall have the right to appeal to the CEO against the decisions of the Campus Student Disciplinary Committee and to Board of Directors against the decisions of College Students Disciplinary Appeals Committee.
- ii. The Students Appeal & Disciplinary Committee shall be a committee constituted as per existing College statutes.

13.6 Procedure of Appeal

- i. The student will apply directly in writing and addressed to the CEO, within fourteen (14) days of receipt of the Campus Disciplinary Committee's decision.
- ii. On receipt of appeal, the Chairman of the College Disciplinary Committee shall notify the student on the date of the hearing of the case.

14.0 INFRASTRUCTURE

(Residential Hostels/ Housing, Classrooms Pavements, roads)

14.1 Hostel / Housing

Experience of living on-campus is a valuable developmental tool designed to enhance the mission of the College by helping students develop critical thinking and communication skills along with a heightened appreciation for diversity and service learning. All residential students are expected to actively participate in and support the programs and procedures employed by residential / accommodation staff to achieve that end.

14.2 Visitation

- i. Students are responsible for the actions of their guests while the guests are on Campus. Guests are not allowed in students hostels and are subject to all rules of the Campus community as outlined in this Student's Handbook.
- ii. The College Management has the mandate to remove a guest from Campus immediately for disruption of the community, infringement of rules and regulations, harassment of staff, or other safety or community concern.

14.3 Stewardship of College Property

- i. Students are expected to exercise stewardship with regard to the College buildings and property. Damage, loss and theft of College property will carry punitive measures, including fines and other disciplinary actions as deemed necessary.
- ii. The classrooms are to reflect the standards and seriousness of the studies undertaken at KMTC. They are not to be used for meals or in other inappropriate ways.
- iii. Any damages or fines as a result of a guest's behavior and may be referred for disciplinary action and the hosts may be held responsible for the act.

14.4 Residence Hall Damages

i. Individual room damages

Damages to student rooms are the responsibility of the occupants. Students should inspect their rooms thoroughly upon moving in, noting any issues/repairs that need to be made and inform the Hostel in-charge immediately.

ii. Common area damages

Common area damages are charged to the student deemed to be responsible for the damage. In cases where responsibility for the damage cannot be determined, all residents of the damaged area will divide the cost of repairs evenly.

Please Note: Common area damage charges are assessed each month and added to students' accounts as appropriate. Individual damage charges are assessed at the end of the academic year or when a student checks out of a room. Common area damage charges cannot be appealed. Individual damage charges can be appealed and must be done so within ten (10) days of the charges being placed on a student's account. Appeals need to be addressed to the Principal of each respective Campus.

14.5 Lost Keys/Combo/Lock Changes

- i. When a room key is reported as lost, stolen, or duplicated, the lock will be changed with the student responsible for the loss being charged for the cost of the change, including the new keys or combination.
- ii. Keys, locks, and doors are essential components for the safety and security of students and their belongings. External and internal doors in all residence facilities should never be propped or tampered with. Safety and security is the responsibility of all students. Please refer to the Code of Conduct for further elaboration of the College policies regarding misuse of or tampering with keys and locks.
- iii. If a student requests a change in his or her combination lock, the student(s) will be billed for a combination change. Residents who are locked out of their rooms three or more times per year will be subject to disciplinary action. Students are strongly encouraged not to give out their combination or loan their keys to others, as this creates a potential security problem.

All hostel keys and ID cards are the sole property of the Kenya Medical Training College and may not be duplicated except by the College.

14.6 Work Orders

- i. Students who need to have repairs made in their individual bedroom, common room or other common space must notify their housekeeper as to the specific nature of the problem.

- ii. Students should never undertake repairs on their own.

14.7 Loss of Student Property

The College does not assume any liability for loss, damage, or injury resulting from theft, explosion, fire, mechanical failure of either gas or water lines, loss of electricity, defective wiring, or negligence of any occupant of the building. It is strongly urged that students purchase appropriate insurance policies to protect themselves from loss or damage to personal possessions.

14.8 Occupancy

- i. Assigned rooms may be occupied the day before the first day of classes for each semester. Special arrangements for early arrival of any student must be approved in advance by the Principal.
- ii. Living accommodations in the Hostels are not available during times when the College is not in session.
- iii. Students are expected to comply with all closing instructions that will be provided to them before each of the hall closings listed above. Failure to comply with these instructions will be addressed through the College's conduct system.

14.9 Disability Services

The College aims is to provide an environment where there is equality of opportunity and where Persons With Disabilities (PWD) can enjoy a quality experience while studying or working in the College. Among other things, and in liaison with other offices, the Disability Mainstreaming Committee is mandated to:

- i. To coordinate and facilitate comprehensive quality infrastructural services to students and staff with disability.
- ii. To sensitize the College community on matters affecting persons with disabilities.
- iii. To combat all forms of discrimination/harassment against persons with disabilities. Students with disabilities are encouraged to discuss their needs with the Deputy Registrar Student Affairs for appropriate assistance.

14.10 Student Safety and Security on Campus

KMTC is committed to the provision of safety to all the students on Campus, together with the rest of the members of the College.

The College has a professional workforce who is responsive to the safety and security needs of a fast growing institution.

- i. It has to be emphasized, however, that individual students take personal responsibility in ensuring that infrastructural network is taken care off so as to ensure safety and security to oneself and others.
- ii. The College has a Safety and Security Policy, which outlines, among others, the role of the student in relation to the state law, student security in laboratories and the lighting system of the Campus.

14.11 Students Support Services

- i. Every student who enrolls in KMTC should graduate within the prescribed period. The office of the Dean of Students is primarily concerned with students' welfare from entry to graduation.

- ii. All students with challenges ranging from academics, physical to psycho-social issues are advised to seek assistance from the Dean of Students.
- iii. The Dean of Students is responsible for safeguarding students' rights while also seeing to it that students adhere to the provided code of conduct.
- iv. All students are advised to enroll in an extra curricula activity and a social group for support.

14.11.1 Counseling Services

- i. Counseling services enable students to make daily life adjustments and/or cope with major social and emotional difficulties; the Office of the Dean of Students maintains regular counseling services.
- ii. Counseling is confidential and may be done on an individual basis, or in groups. Referrals may also be made to other professionals. Counseling services cover academic, socio, economic and health issues.

14.11.2 Support for Students with Special needs, Vulnerable and Special Populations

The office of the Dean of Students provides support and advocacy for students from under-represented populations, promotes equity in all components of campus life, support the vulnerable and students in compromised situations. Students are encouraged to seek help where necessary.

14.11.3 International Students Support

The College provides information to international students to assist them settle down in the College.

14.12 Student Extra Curricula Activities

All students are expected to participate in extra curricula activities. The College has a wide range of these activities which include various sporting events, religious group's activities, Students Aids Action Group (SAAG), Presidential Award teams in addition to participation in community service.

14.13 Innovation

The College offers students a vibrant environment that nurtures and encourages invention. Several indicators and new initiatives support the College standing as the nation's fastest growing center for Health innovation.

14.14 Corporate Social Responsibility

The College is guided by ethical practices that seek to promote good corporate citizenship. It works with its neighbors in ways which result to a positive effect on local communities.

Students are expected to be ethical and engage in activities that portray social responsibility. These include: -

- i. Working in partnership with local communities.
- ii. Developing relationships with employees and customers.
- iii. Environmental protection and sustainability.

- iv. Eradicating extreme hunger and poverty.
- v. Promotion of education.
- vi. Promoting gender equality and empowering women.
- vii. Reducing child mortality.
- viii. Improving maternal health.

15.0 SAVING CLAUSE

The provision of these rules and regulations and any decisions made by the Disciplinary Committees 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.

16.0 REVIEW

These rules and regulations may be reviewed from time to time.

DECLARATION FORM : OFFICE OF THE DEPUTY REGISTRAR STUDENTS AFFAIRS

DECLARATION

IRegistration Number.....

(Full Name)

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

I hereby bond myself to be of good conduct during my stay at Kenya Medical Training College.

I also bond myself to abide by all the College Rules and Regulations and accept that failure to adhere to the above KMTC will reserve the right to institute disciplinary measures against me.

Signed..... Date.....

National Identity card/ Passport number:

Witness..... Relationship..... Tel.....

(Full Name)

Passport/National Identity card number..... Tel.....

Sign..... Date.....

Signed..... Date.....

(Deputy Registrar Students Affairs)

ANNEX I: KMTC AWARDS

A. General Criteria to apply for all Awards

- i. Good conduct throughout training that is-
 - a. No discontinuation of training.
 - b. No demotion.
 - c. No adverse report in College, Clinical and Practical Areas, Hostel, etc.
 - d. Taken no supplementary in any subject or examination.
- ii. Above average in practical and theoretical assessments e.g. written tests, examinations, practical assessments, family/patient/client studies and projects/dissertations etc.
- iii. Students who commence training at the same time in a given course in a faculty will compete for the prize.

B. Criteria for individual awards

i. Most Outstanding Female Student of the Year

- a. Demonstrated outstanding leadership qualities
- b. Distinguished herself in social and extracurricular activities e.g. SRC participation, games, religious and voluntary activities, drama, Presidential Award Scheme, Girl Guide, Red Cross, St. John Ambulance etc.

ii. Most Outstanding Male Student

- a. Demonstrated outstanding leadership qualities.
- b. Distinguished himself in social and extracurricular activities e.g. SRC participation, games, religious and voluntary activities, drama Presidential Award Scheme, Red Cross, St. John Ambulance etc.

iii. Most Outstanding Male Student in Leadership

- a. Demonstrated outstanding leadership qualities e.g. planning, organizing, implementing, evaluating etc.
- b. An active member of the SRC.
- c. A Mediator.
- d. Distinguished oneself in social and extracurricular activities e.g. games, religion and voluntary award scheme, Red Cross, etc.
- e. Must have had outstanding interfaculty/College recognition/acceptance, reliable, responsible, creative and understanding.

iv. Best Student in Patient Care and Kindness to Patients

- a. Accepted by the patient/clients/staff.
- b. The most kind student with outstanding comments related to kindness and understanding from patients/clients, members of the public and staff in both clinical and outside areas.
- c. Outstanding attitudes and interpersonal relationship towards clients/staff.
- d. Should be competed for by students who take care of patients directly.

v. Most Outstanding Student in Innovations: Male & Female

- a. Participation in a new idea that promotes the Health Sector in general and KMTC community in particular.
- b. Creativity in service and promotes the Health Community. A team player i.e. he/ she involves others in the department or in the college/community.

- c. Demonstrates self-drive and initiative.
 - d. Mobilization/ leadership of people towards a common goal that addresses health issues in the community.
 - e. Must be above average academically.
- vi. Most Outstanding Student in Community Service: Male and Female**
- a. Active participation in community service (Corporate Social Responsibility).
 - b. Shows Compassion and willingness to give service to community.
 - c. Does Voluntary work.
 - d. Must be of unquestionable integrity, disciplined and above average academically.
 - e. Mobilization/leadership of people towards a common goal that addresses health issues in the community.
- vii. Most Outstanding Group in Community Service**
- a. Active in awareness programs e.g. HIV & AIDS, Drugs & Substance Abuse, Environmental matters, etc.
 - b. Active in community mobilization towards health interventions.
 - c. Active in donations towards health problems.
 - d. Mentorship towards peers.
 - e. Innovations in reaching out to the community.
- viii. Most outstanding College in sports**
- a. Top in indoor games.
 - b. Top in all games.
 - c. Top in athletics.
- ix. Director's Award for Academic Excellence**
- a. Demonstrated efficiency by being orderly, systematic, responsive and result oriented.
 - b. Demonstrated humility and composure.
- x. BoD Chairman's Award for most Inspirational Student of the Year**
- a. Gives freely and unselfishly of his/her time to students and/or community activities.
 - b. Student who inspires other students and acts as a role model.
 - c. Student who has had a positive impact on the academic success of other student(s).
 - d. The nominee improves the lives of others/Resourceful to both staff and students.
 - e. Demonstrated ability to solve crises.
- xi. Guest of Honor Award - Most outstanding FEMALE STUDENT in Leadership**
- a. Ability to exercise critical judgments in the College and/or clinical setting.
 - b. Ability to address and solve student's issues amicably.
 - c. Demonstrates independent behavior.
 - d. Displays initiative.
 - e. Displays creativities.
 - f. Acts as a change agent when appropriate.

- g. Demonstrates outstanding leadership qualities in the college and/or clinical setting.
- h. Demonstrated compassion, empathy and makes others feel comfortable.

ANNEX II: RECOMMENDED TYPE, SIZE, STYLE, COLOR AND LENGTH OF MEN AND LADIES UNIFORM



Students in full KMTCC uniform.



Acceptable religious uniform (Catholic background)



Acceptable religious uniform (Akorino women background)



Acceptable religious uniform (Akorino men background)



Acceptable religious uniform (Muslim women background)

APPROVAL

Title : Student's Handbook

Contact : Deputy Director Academics

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



**Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.**

15th May 2019

Date



KMTC is ISO 9001:2015 Certified.

Kenya Medical Training College


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