**School rules and regulations**

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**Kenya School for Integrated Medicine**

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# 1.0 DEFINITIONS

Here is a brief definition of some terms and their interpretation as used in the college rules and regulations.

**Short-term holidays**: Break given to students during the non-learning/work hours/days e.g. weekends and holidays.

**Disciplinary action committee**: Committee set apart by the management committee to look into all disciplinary actions of students

**College/Center**: This term is used in these rules and regulation and shall be interpreted to refer to Kenya School for Integrated Medicine.

**Student**: Any person who shall be admitted in Kenya School for Integrated Medicine for any particular course

**He**- This shall refer to students of all gender whether male or female.

**CRR-** College rules and regulations

**Director-** Founder of Kenya School for Integrated Medicine

**2.0 REGULATIONS ON CLASS ATTENDANCE**

1. All students shall be required to attend all classes.
2. Students must report to class at least five minutes before the start of any lesson.
3. Absenteeism from class shall not be tolerated. Students shall not abscond from attending classes. Any student(s) who shall be found guilty of influencing other student(s) to refuse to attend any lesson shall risk a suspension of not less than three months.
4. Any student who shall wish to be absent from class, shall be required to officially report to the Head of Academics. However, the reasons for absenteeism must be reasonable to warrant the permission to be absent.
5. Any student who shall report to class at least ten minutes late after the start of the lesson shall not be allowed in. The same student shall be forwarded to the relevant authority who shall in turn take the necessary disciplinary action.
6. Silence must be observed in classrooms.
7. Classes shall be kept clean at all times by a student or a group of students that shall be assigned to take charge of class cleanliness.
8. Full school uniform shall be worn during class hours. Male students: black trousers and blue shirt with black closed shoes. Female students: blue dress with black closed shoes or blue dress with white trousers and for Muslim students a white veil.
9. Any student who shall report to class with any clothing other than the school uniform shall not be allowed in.
10. Classrooms shall not be used for sleeping, eating, entertainment or relaxation unless dictated by circumstances.
11. Such circumstances mentioned here in (10 above) shall be determined by the management when need arises.
12. Students or (and) staff shall not be involved in any sexual activities within the classrooms or Kenya School for Integrated Medicine premises.
13. Mobile phones shall not be allowed in the classroom during lesson hours. Any tutor/ teacher who shall find a student in possession of a mobile phone during lesson hours shall take the phone and forward it to the disciplinary committee which shall keep the phone for a period not less than two weeks, as a disciplinary action.
14. Failure to co-operate rightly in case a student is caught with a mobile phone during lesson time shall be a serious misconduct, which may lead to more disciplinary actions.
15. Contravening any of the above regulations by any student or group of students shall attract penalties as shall be guided by the disciplinary committee.

# 3.0 EXAMINATIONS POLICY

## 3.1 Scope

This policy shall cover all exams and Assignments that shall be administered to all students in Kenya School for Integrated Medicine. The exams herein referred include CATS, Assignments and End Semester exams.

## 3.2 Preparation/ setting of exams

Individual tutors shall set their respective unit exams, proof read and edit them before printing and handing them over to the examinations task force who shall ensure security of the exams till they are released for administration to the students.

## 3.3 Exam security

The Security of exams shall be the mandate of:

(i) The examination task force/ committee selected by the Kenya School for Integrated Medicine administrative/management committee or

(ii) Individual/ group of officials set apart by the examinations task force.

## 3.4 Roles of the Examinations Body / Task Force

The examinations task force/committee/body shall be answerable to the management/committee.

* To receive examinations from individual unit tutors
* To safe keep the exams in accordance with article three (above) of the examinations policy.
* To release exams during the examination period.
* To deliberate on and handle all maters regarding all exams to be done by all or individual students in Kenya School for Integrated Medicine
* To advice on the right time for examination administration which shall be inline with the Kenya School for Integrated Medicine curriculum.
* To make decisions on maters of examination cheating and irregularities.
* To take full responsibility in case of examination leakage.
* To tackle any other examination matters as shall be requested by the management committee.

## 3.5 Administration of exams

An exam timetable shall be drawn and communicated to all students and staff on the date and time of examinations. This shall be at least two weeks before the exams start.

There shall be two invigilators who shall administer each single unit exam as shall be guided by the examination body.

The invigilators shall do thorough frisking and any other measures to curb and prevent cheating of examination ten minutes prior to the start of each unit exam.

## 3.6 Marking and releasing of results

Each individual subject tutor shall mark and remark his or her own subject exam, give out the required score and submit his report to the tutor(s) concerned with examination data analysis.

The examination results shall be laid down before the management committee who shall discuss them after which the exams results shall be posted on student notice board.

**B. Grading key**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MARKS** | 80 and above | 65 -79 | 59-64 | 50-58 | 49 and below |
| **GRADE** | Distinction | Upper credit | Credit | Pass | Fail |
| **POINTS** | 5 | 4 | 3 | 2 | 1 |

## 3.7 Cheating

Cheating before or during the examination period shall be an examination offense.

Cheating shall include: examinees communicating directly or indirectly while seated for their exams, use of any written materials including “Mwakenyas”, or any other suspicious method as shall be observed by the invigilators.

The invigilator, upon having solid evidence on cheating shall:

1. Keep the evidence of cheating if tangible
2. Confiscate the individual/group (of) student (s) the examination paper and the answer sheet and send the culprits out of the examination room
3. Call of the exam incase the whole group of students seated for an examination is involved after considering articles (6.a) and (6.b) above.
4. Forward the case and evidence to the examination committee who shall come up with the necessary actions before advising the management on the actions to be taken. (Ref: 3.B above)

## 3.8 Supplementary exams

* Incase of failure students shall have the option of sitting for a supplementary exam upon paying a fee of KSH: 1000.
* The supplementary exams shall be administered **only** within fourteen days after the exam results are announced.
* Supplementary exams be administered for the end-semester exams only
* There shall be no supplementary for cancelled exams.

## 3.9 General examination regulations

1. All students in Kenia School of Homoeopathy shall sit for CATS, ASSESSMENTS AND End semester exams.
2. All tutors and students must adhere to the examination policy under all circumstances.
3. Any examination issue, either from students or staff shall be forwarded to the examination committee at least a week before the exam is administered.
4. Under no circumstances- other than shall be allowed by the examination committee or the management committee shall and individual or a group of students fail to do an exam.
5. Lack of enough time shall not be an excuse for deferment or failure to sit for an exam by any student.
6. Any student, who participates in cheating in and exam either directly or indirectly, shall have his results cancelled.
7. A fail shall be awarded as a grade for any student was is caught cheating in any exam this shall be in addition to other punishments as shall be determined y the examination committee.
8. Frisking shall be a must before starting any exam.
9. Communicating with another student during and exam shall be a punishable examination offence.
10. Any student who shall refuse to be frisked under any reasons shall not sit for the exam and shall be awarded a fail for that specific unit in addition to other punishments as shall be determined by the examinations committee.
11. Students shall wear full school uniform during the exam.
12. Invigilators shall have the power to rearrange the sitting design of the students either before or during the exam period.
13. Appeal on any action taken against any one caught in examination malpractice shall be forwarded to the management committee in written form not more than a week after the imposing of such action.
14. Students shall not decide on when to do and exam.
15. Conspiring not to sit for any given exam under whatsoever circumstances shall be a serious examination offence and dire consequences shall follow.

# 4.0 ASSIGNMENTS

Assignments shall form part of the total performance/ awarding of marks in every end of semester exams. This shall be in addition to CATS and End semester Exams. All Kenya School for Integrated Medicine Students mustsit for at least three and a maximum of five assignments per semester. Of the total assignments done, the mean score will be calculated and converted out of ten.

## 4.1 Types of assignments

The following are some of the assignments that the students may be given:

1. **Essays**

There are four main types of essay: argument essays; discussion essays; comparison essays and multi-task essays. The structure of essay-style assignments is very open but generally includes an introduction, a main body and a conclusion.

1. **Reports**

There are four main types of report: information or description reports; reports of investigations or studies; mathematical reports; scientific reports. These are composed of different sections, which can vary according to what is specified in your assignment or course guide. Always refer to your course materials to find out what sections might be required in your assignment.

1. **Oral assignments**

Oral assignments shall take the form of oral presentation either live or recorded and to be performed within a given strict time limit, depending according to instructions given during the assignment

1. **Short-answer questions**

SAQ- assignments shall have questions that are broken down into parts that each requires a brief answer.

## 4.2 Regulations of assignments

* This policy shall fall under the mandate of the examinations body/task force and shall be part of the examinations policy.
* All students and tutors must adhere to the assignments policy and follow it to the letter.
* No student shall dictate on the type of assignment to be given or the time when such an ssignment should be done.
* Only assignments done before the end of semester exam, within the same semester, shall form part of the end of semester exam results.
* Time and forgetting shall not be excuses for failure to do/ complete an assignment. On the other hand any excuse for not doing/completing an assignment shall have to satisfy the unit tutor or the administration in broad.
* Failure to do/complete an assignment shall be an act of disrespect to the assignments policy, tutors and the administration at large, and shall therefore be a direct act of indiscipline which shall be punishable according to the examinations policy or as may be, shall advised by the disciplinary committee incase of them being consulted

## 4.3 Punishments

The following shall befall any individual/ a group of student(s) who shall disregard the examination policy directly or indirectly, as shall be determined by the examination committee or the administrative/management committee:

1. At least two weeks suspension
2. Cancellation of exam results
3. Warning letter
4. Impromptu re-sit of another exam
5. Incase a tutor is involved in exams malpractice, it shall be upon the power of the management committee to decide on the fate of such a / group of tutor (s).
6. Any other punishment that the examination or management committee shall deem fit.

# 5.0 HOSTEL REGULATIONS

1. Students shall not be allowed to bring their visitors into the college hostels.
2. The college hostels shall be always kept clean by the respective student(s) who shall be assigned the duty of hostel cleanliness by the management or staff in charge of the hostels or student leaders.
3. Playing of loud music in the hostels shall not be allowed.
4. Students shall not be allowed to cook within the hostels.
5. The hostels shall remain closed during exam hours.
6. Electric coils, gas cookers, paraffin stoves, charcoal jikos and any other cooking materials shall not be allowed in the hostels.
7. Male student(s) shall not visit female student hostels and sleeping chambers / rooms after 6:00 pm.
8. Female student(s) shall not visit male student hostels and sleeping chambers/rooms after 6:00 pm.
9. Music shall not be played within the hostels after 10:00 pm.
10. The hostels shall not serve as entertainment hall.
11. Students shall not rear pets in the college premises.
12. The administration shall reserve exclusive powers to suspend any student(s) from the college hostels.
13. Hostels shall not be turned into sex dens and whoever shall be caught in any sexual advancements(kissing, caressing, in sexual intercourse) shall stand suspended from the college hostel as well as suspended for a period of not less than three months.
14. Any student, who shall stand expelled from the college hostel because of any misconduct, shall not be refunded his/her accommodation fee.
15. There shall be a hostels head of department appointed by the management.
16. The management shall have the power to conduct inspection in the hostels in order to enforce security and adherence to the hostel rules. Such inspection may be conducted on all/ group/ individual students and might be impromptu or pre informed. Such inspection may as well be conducted by the disciplinary action committee to search for incriminating evidence for justice incase of and indiscipline case.
17. Sick student(s) shall do the following before going to sleep in the hostel:
18. Report to the HOD hostel
19. Go for treatment in 4kenia clinic
20. Ask leave to go for any other hospital for treatment of which such student must produce evidence to show that he really went to hospital
21. Hospital bill shall be catered for by the student
22. Medical services offered to students in 4Kenia clinic shall be free of charge
23. Any student or group of students who shall be found guilty of breaking these hostel rules shall face tough disciplinary action, as shall be determined by the disciplinary committee in accordance with the college rules and regulations.

# 6.0 CAFETERIA RULES AND REGULATIONS

1. Students shall only go to the cafeteria during meal time and after class hours.
2. Students shall serve themselves according to the timetable.
3. Sponsored students who forget three times to cancel their meals 24 hours prior to the Cafeteria staff will be lose their sponsorship for food.
4. There shall be no special food for any student unless otherwise advised by qualified health specialist. All students shall be served with the same type of food at the same time or period of time.
5. Meals shall be taken within the cafeteria premises.
6. Each individual student must bring his/her own spoon to the food counter.
7. All students living in the college premises shall eat from the college cafeteria.
8. Meals shall only be served strictly during specified meal hours after which no student shall be served.
9. Uttering rude words to the kitchen staff shall be a punishable offence and therefore respect must be observed.
10. Any act that shall contravene these rules shall be punishable according to the college rules and regulations.

# 7.0 CLINIC RULES

## 7.1 Opening hours

The clinic shall be opened from 8 am to 5.00 pm on weekdays and on Saturday from 8 am to 1.00 pm on and remain closed on Sundays and national holidays.

## 7.2 Regulations Regarding students

1. No student is allowed to treat another student.
2. Students who are working and treating in the clinic shall always wear a lab coat.
3. Students shall not enter the clinic once it has been closed at 5 pm.
4. No individual student or group of students is allowed to steal or carry pharmacy remedies without permission from the staff in charge of the pharmacy department.

# 8.0 REPORTING HOURS

1. All students must adhere to the reporting hours that shall be set and communicated to them by the management.
2. Students must be within/in the college by 8:00 pm on weekdays and 9:00 pm on weekends and holidays

# 9.0 ENTERTAINMENT

Entertainment hours shall be conducted as follows:

1. Week days:6:00 pm -10:00pm
2. Weekends: 12:00 noon -11:00pm
3. There shall be a student representative who shall be assigned the responsibility of all entertainment matters.

# 10.0 SPORTS

1. All sports equipment shall be kept in the storeroom from where they shall be collected every day during playing hours only.
2. There shall be a head of department sports
3. The playing hours shall be during short breaks and after classes.
4. There shall be a student representative(s) who shall be in charge of sports.

# 11.0 VISITING

1. Visitors visiting students shall only be allowed in during the weekends and holidays from 8:00 am -6.00pm
2. No visitors shall be allowed in after 6:00 pm

NB/HOLIDAY

Holiday periods shall be guided by the curriculum.

# 12.0 STUDENT LEADERS

1. There shall be student leaders who shall act as link between the college administration and the students.
2. All student matters shall be aired to the administration through the student leaders or through the suggestion box.

These leaders shall include:

1. Two students from every class.
2. A students’ project leader (may be from any class)
3. Entertainment representative
4. Sports representative
5. Hostels representatives

## 12.1 Criteria for selecting student leaders

1. Student leaders/representatives shall be elected once in every academic year.

The following are the guidelines on how such election shall be conducted.

1. The student who shall be legible for being a student leader must have at most two years to stay in Kenya School for Integrated Medicine.
2. The students shall propose the names of fellow students whom they wish to be their leaders /representatives two weeks prior to the election date.
3. An individual student shall have the right to propose himself.
4. These names shall be forwarded to the college disciplinary committee for further scrutiny through the suggestion box.
5. The disciplinary committee shall communicate in written form at least two names for each post from which the students shall vote for their desired student representatives through secret balloting.
6. There shall be two staff members who shall count the votes casted and declare the winner who shall assume the responsibility of student leadership.
7. Students with pending indiscipline cases shall not be allowed to represent or be a student leader.

## 12.2 Dissolving student leaders/representatives body

The management shall have absolute power to dissolve a part or the entire body of student leaders in either of the following cases:

1. If the student leader(s) are involved in inciting the students negatively e.g. to be involved in strikes.
2. If the student leaders fail in their duty as intermediaries between the management and the students.
3. In case at least three quarter of the student population demands the dissolution of the student leader’s body.
4. If at least three quarter of the student representatives resign.
5. In case of any other reason not here in mentioned but one that in the considered opinion of the management or the board of directors, guarantees dissolution of the student representative body
6. If an/a individual/ group of the student leaders are involved in any form of indiscipline, such member shall be required to resign and a by election shall be conducted to fill his position.

# 13.0 STAFF QUARTERS

1. Students shall not be allowed into 4kenia staff quarters.
2. Any student who would wish to see any staff shall do so during the official working hours. However incase of urgency such student(s) shall communicate to the desired member of staff through a phone call.

## 14.0 COLLEGE PROPERTY

1. Willful Damaging of 4kenia property by a student or a group of students shall be a gross misconduct.
2. Any student who shall be caught in the act of damaging or having damaged any college property shall be severely punished in accordance with the college rules and regulations.
3. Students are not allowed to fetch vegetables from the college shamba apart from their own projects
4. Students have the responsibility to safeguard college property for the better of the entire college fraternity.

# 15.0 HYGIENE

1. The used sanitary towels must be rightly disposed of and students are required to observe maximum hygiene in both their cubicles and Hall of Residence at large.
2. Students must observe proper use of washroom and maintain it clean.
3. The beddings must be washed every week and always the beds must be properly made in the morning on rising up.
4. All the washed items must be neatly hanged on the drying lines and it is an offence to hang any piece of clothing in the dormitory.
5. Garbage must be emptied on daily basis from all the premises

# 16.0 INTERNSHIP RULES

## 16.1 Stealing and damage

1. Stealing from 4kenia clinic or other students is a serious offence that shall call for a disciplinary action against the accused.
2. No intern shall take any clinic property without informing others (interns) e.g. remedies books and files.
3. Students must report through phone call or in person within 24 hours to the director of the Centre any damage of clinic items and such student will be responsible for the replacement of the property of which he has damaged.

## 16.2 Maintenance of professional ethics

1. Use of good language to patients and colleagues
2. Confidentiality
3. Honesty
4. Respect
5. Empathy
6. Referral to other hospitals or other clinics in cases, which one cannot handle.
7. Consultation from senior homoeopaths/clinical officer where necessary

## 16.3. Time

1. Operational hours in the clinic are weekdays from 8:00 am – 5:00pm and on Saturdays 8:00 am- 1:00 pm. All students (interns) must be in the clinic 15 minutes to the opening hours.
2. No student shall stay in the clinic after 5:00pm during weekdays and 1:00pm during the weekends without permission from the director or the staff whom the director may delegate the duty to
3. If a student cant attend clinic during opening hours due to sickness or any reason, such student must inform the director or the staff whom the director shall appoint for such communication and such communication must be made in at least 15 minutes prior to the opening hours.
4. Students must observe punctuality especially during opening hours of the clinic.
5. Under no circumstance(s) shall any student(s) fail to report for work other than shall be authorised by the administration.

## 16.4 General rules

1. It shall be an offence for any student(s) to fight another (other) student(s) or patients.
2. Students are not allowed to receive visitors (apart from patients) in the clinic during working hours.
3. Consumption of Alcohol as well as smoking of cigarette and other stimulant drugs by students is not allowed and it constitutes a serious offence.
4. Rearing of pets within the clinic is not allowed.

## 16.5 Dressing mode

1. Interns must observe proper dressing mode (full uniform)
2. Under no circumstances shall any student(s) go for a holiday or leave without a directive from the administration.
3. Disregard to the internship regulations or any other form of misconduct while on internship shall be dealt with in accordance with the college rules and regulations and a stern disciplinary action shall be taken.

# 17.0 STUDENT DEMONSTRATIONS/ STRIKES

1. Participating in any form of demonstration is shall not be allowed by the college.
2. Expulsion from the college shall be the punishment for any student found guilty of inciting other students to participation in strikes.

# 18.0 GENERAL RULES

1. All students must respect all 4kenia staff- both teaching and non-teaching staff.
2. Students shall not insult, fight or threat members of staff or other student(s) under whatever circumstances.
3. Students shall not be allowed to host any individual celebration ceremonies e.g. birthday parties, within the Kenya School for Integrated Medicine premises unless otherwise allowed by the director.
4. Students shall not call each other names or discriminate each other in the brackets of tribe, race, gender, religion, personal abilities, social class, language, body size and age.
5. All students must treat each other as equal and shall be treated equitably.
6. Any form of bribery shall not be allowed within Kenya School for Integrated Medicine.
7. Students shall not be involved in any sexual activities with visitors and or with each other within the College premises.
8. Students shall not be given short leaves during weekdays (except during holidays) and such leaves (Short term leaves) shall not exceed two days (48 hours).
9. Extending the short-term leave by any student shall be misbehavior.
10. Any student who shall extend his short leave period shall have to write an official letter explaining such misbehavior attaching evidence where necessary and shall not be legible for any other short leave for a period of not less than the next three months from the period of the misbehavior.
11. Students who wish to take a leave exceeding at least three days must write an official letter with full reasonable detail warranting such leave.
12. Any individual or a group of student(s) shall fill in a clearance form before going away from the college for a period that shall be longer than two weeks.
13. Pregnant and breastfeeding students shall not be allowed to stay in the college hostels.
14. NB/ Any act not herein mentioned in the college rules and regulations but shall be considered, as an act of indiscipline shall be punishable in accordance with the college rules and regulations.
15. No student shall be allowed to walk out of the compound without a leave sheet duly signed by the director or any staff to which the duty to sign such leave sheet is delegated by the director.
16. No student shall be allowed to sleep outside the compound without having a leave sheet consent signed by the Director.
17. No student shall be allowed to involve in behaviors that may injure oneself or/and others while in the hall of residence and within the Centre at large.
18. Students wishing for a forum with the administration shall inform the administration seven days prior to the date of the forum.
19. Students must maintain a respectful professional teacher-student relationship and any form of behavior(s) in a manner likely to jeopardize this relationship is a serious offence.
20. All students and staff shall follow rules and regulations that shall be established to control individual college departments. However, such departments shall have to communicate such rules and regulations in written form to all students and staff.
21. All students are responsible for cleaning and maintaining general hygiene within Kenya School for Integrated Medicine premises.
22. Student(s) who shall fail to do any duty assigned to them e.g. cleaning of classes, the library, hostels and offices shall not be allowed to continue with his lessons/ or to take leave from the college under whatsoever circumstances until he has done his duty rightly and in the standards as shall be required by the staff in charge.
23. All students should be flexible when they are called upon by the administration of Kenya School for Integrated Medicine to assist in any duty whatsoever.
24. No student is allowed to enter or take anything from the staff offices without permission or the presence of the staff.

# 19.0 IGNORANCE

Any form of ignorance to the college rules and regulations shall not be an excuse for breaking the rules and or any act of indiscipline or misbehavior.

# 20.0 DISCIPLINARY ACTION

# Any student or group of students who shall act contrary to the college rules and regulations shall face either or a combination of the following disciplinary actions:

1. Being served with a Warning letter.
2. Being suspended for a period of not less than two weeks and not more than one year.
3. Deprivation of certain privileges that the college might be offering.
4. Expulsion from the college.
5. Being required to replace, purchase new property incase of damage or loss
6. Writing of an apology letter.
7. Withdrawal of sponsorship.
8. Any other disciplinary action as shall or may be determined by the disciplinary action committee or any other person in authority.

# 21.0 DISCIPLINARY PROCESS

Any student/group of students who shall be caught or associated with any act of indiscipline shall:

1. Be called to appear before the disciplinary committee individually.
2. Be informed and interrogated on the act of indiscipline. The process of interrogation may be oral or in written form.
3. Any disciplinary action taken against any student shall take effect immediately
4. No student shall be allowed to protest on behalf of another student regarding a disciplinary action

# 22.0 ORIENTATION TO THE SCHOOL RULES AND REGULATIONS

The disciplinary committee shall set a day to go through and explain in details the entire college rules and regulations to new students after every fresh intake of a new class.

It shall be as well the responsibility of individual academic department heads or staff to orientate new students on the departmental rules and regulations.

After orientation all student shall sign an orientation attendance register.

# 23.0 COLLEGE UNIFORM

Female students shall wear blue dresses with official college badge, a navy blue pullover with a college badge and a white trouser with closed black shoes.

Male students shall wear a navy blue trouser and a light blue shirt with a college badge and closed black shoes.

# 24.0 SUGGESTION BOX

1. The suggestion box shall be placed in an open area where students and staff may post their dated areas of concern, views, suggestions, and appreciation notes etc. in case such students don’t wish to pass through the student leaders or through other channels of communication.
2. The suggestion box shall not be used to insult, threaten or be used in any manner that may jeopardize the peace and harmony of the college fraternity.
3. Any information deposited in the suggestion box shall be carefully scrutinized by the suggestion box committee members and take the necessary action.
4. All complaints should be dated.
5. All complaints /allegations/ accusations raised through the suggestion box must have concrete evidence that is beyond any reasonable doubt otherwise such complaints/allegations/accusations:
6. Shall not be taken into account
7. Shall be taken as a malicious intention to damage one’s image or the image of the college and shall therefore be regarded as indiscipline.

# 25.0 THE BOARD OF DIRECTORS

The board of directors shall have the final say incase of serious issues that are beyond the power of the disciplinary and the management committees.