



MURANG'A UNIVERSITY OF TECHNOLOGY

OFFICE OF REGISTRAR – ACADEMIC, RESEARCH AND STUDENT AFFAIRS

PO BOX 75-10200
MURANG'A
Tel. 0705 939 269

Email: admissions@mut.ac.ke
or registrarasa@mut.ac.ke

LETTER OF ACCEPTANCE BY THE CANDIDATE

(To be completed in duplicate by THOSE ACCEPTING the offer, please return ONE COPY ONLY)

Dear Sir,

Name:
(Surname)

.....
(Other Names)

Registration No:

SECTION A

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

for a course leading to the award/conferment of a Degree/Diploma in

..... this is to confirm that:

I DO ACCEPT the offer and I **PROMISE TO ABIDE** by the Rules and Regulations Governing the Organization, Conduct and Discipline of the students of Murang'a University of Technology as spelt out in the "Regulations Governing the Conduct and Discipline of the Students of the University".

Please signify your acceptance by signing your name

FULL NAME.....

I.D NO.....

DEGREE COURSE ADMITTED INTO

REGISTRATION No:.....

SIGNATURE: DATE:.....

Note: If you are not accepting this offer, please complete and return section B of the form.

SECTION B:

(To be completed by those NOT ACCEPTING the offer)

Dear Sir,

Name: (Surname) (Other Names)

Registration No:.....

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

..... for a course leading to the award/conferment of a Degree/Diploma in

.....

This is to confirm that **I WILL NOT ACCEPT** the offer, because of the following reasons:

(Mark X against that which is applicable)

No	Reason	Mark
1	Family Problems	
2	Ill Health	
3	I have been offered an Overseas Scholarship	
4	The University has not given me the course I applied for	
5	I have taken on employment	
6	Any other reasons (State the reasons here)	

Yours faithfully,

.....

(Surname)

(Other Names)

Signature..... Date.....



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STUDENT REGULATIONS DECLARATION

I _____ Reg. No. _____
of School of _____, hereby declare that I have read
and understood the Regulations Governing the conduct and Discipline of Students at Murang'a
University of Technology as spelt out in the Rules and Regulations.

I further **PROMISE TO ABIDE** by regulations Governing the conduct and Discipline of the students of
Murang'a University of Technology as spelt out in Rules and Regulations and prepared in accordance
with the University charter, 2016 and the Universities Act, 2012.

Students' Name: _____

Reg. Number: _____

Signature: _____

Date: _____



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ACCOMODATION DECLARATION

WHEREAS I holder of National Identity card number under care of Post Office Box No

In the Republic of Kenya has been admitted to the Murang'a University of Technology for the Degree/Diploma/Certificate studies and whereas fully recognize that the said University is under no obligation but will endeavor to secure accommodation for me in its halls of residence during my period of study at the said University.

Name Reg. No.

Hereby SOLEMNLY DECLARE as follows:-

1. That I SHALL NOT demand accommodation at the university halls of Residence.
2. That in the event that the university is able to secure me accommodation, I shall be free to reject or, without any pre-condition, accept such accommodation as may be secured for me, which freedom shall be exercised in cognizance of the stipulations in (3) and (4) below:
3. That, having rejected accommodation, I shall find my own alternative accommodation at my own expense.
4. That, having accepted university accommodation, I shall be bound to utilize such accommodation as the university may direct. I understand further that my conduct in the utilization of such accommodation shall hence forth be bound by the Rules and Regulations Governing the conduct of students of Murang'a University of Technology.
5. That I understand and accept that the University referred to this declaration may consist of shared facilities including double decker beds.
6. That this declaration has been endorsed by my parent/guardian, who has appended his/her signature here below

Parent/Guardian Name:

Signature:

Date:

Telephone:.....

Email:.....

DECLARED This.....day of20..

Signature

Witnesses by

Signature:.....





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STUDENT'S ENTRANCE MEDICAL EXAMINATION

Registration Number: _____

IMPORTANT

Students are requested to complete Part I of this form. Part II should be completed by the medical officer examining the student. The complete Form should be brought personally and presented to the Medical Registration officers on the day of Registration by the student. **No medical reports should be brought earlier or sent by post.**

PART 1

a) Student Details

Name: _____

Surname

Other Names

Telephone: _____

Email: _____

Date of Birth: _____

County of Birth: _____

Gender: _____

Nationality: _____

Religion: _____

Marital Status: _____

School: _____

Name of Parent/Guardian: _____

Address of Parent/Guardian: _____ Telephone Number: _____

b) Have you ever been admitted to a Hospital?

Yes ☐

No ☐

If yes state reason for admission and date _____



c) Have you had any of the following illnesses?

- | | | |
|--|------------------------------|-----------------------------|
| i) Tuberculosis or any other chest infection? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ii) Fits, nervous disease or fainting attacks? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| iii) Heart Disease or Rheumatic fever? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| iv) Any disease of digestive system? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| v) Any disease of Genital urinary system? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| vi) Allergies to food and/or drugs? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| vii) Malaria? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| viii) Sexually transmitted diseases? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ix) Poliomyelitis? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If the answer to any of the above is yes, please give details with dates _____

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

e) Has any member of your family suffered from:

- | | | |
|------------------------|------------------------------|-----------------------------|
| i) Tuberculosis | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ii) Insanity | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| iii) Diabetes Mellitus | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| iv) Heart Disease | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

PART II**(To be completed by the Examining Medical Officer)**

- a) Height _____ Weight _____
- b) Visual Acuity
 Without Glasses: R.6/ _____ L.6/ _____
 With Glasses: R.6/ _____ L.6/ _____
- c) Hearing: Right ear _____ Left ear _____
- d) Conditions of:
 Teeth: _____
 Nose: _____
 Throat: _____
- e) Lymphatic glands _____
- Circulatory System: _____
- Pulse: _____
- Blood Pressure: Systolic _____ Diastolic _____
- f) Respiratory system _____

X-ray Chest (where necessary)

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

- g) Abdomen _____
- Spleen _____
- h) Urine
 Appearance _____ Albumin _____ Glucose _____
- i) Any observable physical defects in addition to general record of observation: _____
- If any, please specify _____
- j) Is the student on any treatment? _____

If any, please specify _____

k) Blood Khan Test _____

l) Any other observation of importance _____

Date: _____ Medical Officer: _____

Address: _____

Stamp

PART III

(To be completed by the university Medical Officer)

Special Remarks: _____

Is the student fit for university education? Yes ☐ No ☐

Signature: _____ Date & Stamp: _____
MUT Medical officer





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EMERGENCY OPERATIONS

Name of Student:.....

Registration Number:.....

Course:.....

Approval of your parents/guardians is required for the Vice Chancellor of the University to give consent on their behalf for an emergency operation to be carried out on you should a situation calling for such an operation arises. Parents/guardians are therefore required to complete the consent form below.

FORM OF CONSENT

I agree that the Vice Chancellor of Murang'a University of Technology may consent to any emergency operation being performed on(insert name)

If it has not proved possible to contact me in time:

Signature:

Relationship:

Address:

Telephone No.

Email Address:

Date:





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STUDENT'S DATA SHEET

Registration Number: _____

Name: _____
Surname Other Names

Gender: Male ☐ Female ☐

ID/Passport Number: _____

Telephone Number: _____ Email Address: _____

Sub County: _____ County: _____

Course: _____

Department: _____

School: _____

Sponsor: G.O.K ☐ Self-sponsored ☐

EMERGENCY CONTACTS

Name: _____

Relationship: _____ Telephone _____

Address: _____ Email Address: _____





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COURSE ACCEPTANCE DECLARATION

I hereby undertake to complete the course for which I have been accepted at the Murang'a University of Technology unless I am requested to discontinue by the University Authorities.

I understand that change of School or department will be permitted only by approval of the Senate.

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

Students Name: _____

Registration No. _____

Signature: _____

Date: _____

WITNESS

Name of Parent/Guardian: _____

Signature: _____

Relationship: _____

Date: _____



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APPLICATION FOR HOSTEL ACCOMMODATION

This application form should be completed by each student who wishes to be considered for rental accommodation available in the University.

PART I: HOSTEL ACCOMMODATION RATES

Indicate whether you require accommodation in the university halls of residence by ticking on the appropriate box:

<u>Type of occupancy</u>	<u>Rate per Academic Year</u>	<u>Your choice (Tick only one)</u>
Main Campus (Quadruple)	Kshs. 15,800	<input type="checkbox"/>
Mariira Campus (Double)	Kshs. 12,640	<input type="checkbox"/>
Non-Resident	Various rates	<input type="checkbox"/>

PART II: TERMS AND CONDITIONS OF OCCUPANCY

1. No student is forced to occupy the University's rental for accommodation.
2. This application is neither a guarantee for offer of a space applied for nor any other space all.
3. The processing of this form will be on the following basis;
 - i) First come, First Served
 - ii) Availability of Spaces
4. This application is for planning purposes only and allocation of a room will only be confirmed and a key issued **after** the applicant has paid the full rent for the duration of the Academic Year.
5. Once allocated a room, the allottee will not be allowed to transfer except on medical or such other special grounds
6. The occupant will be held responsible for any loss of fitting or damages in a room allocated to them.
7. No cooking is allowed in the rooms
8. Any student found sub-letting his/her room will be dismissed from the hostels
9. The rates given in Part I are subject to change for time to time
10. The University reserves the right of allocation.

PART III: APPLICANT'S DETAILS

Surname _____ Other Names _____

Registration Number _____ Year of study _____ Tel No. _____

Programme _____

Gender (*Delete as appropriate*): Male/Female



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**AFFIX
RECENT
COLOURED
PASSPORT
SIZE PHOTO
HERE**

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STUDENT PERSONAL DETAILS

Information in this form is intended to help the office of the Registrar understand the student better. It will be used for purposes of improving the students' welfare while at the University.

(To be completed in duplicate)

1. Full Name: _____
Surname Other Names

2. Tel. No. _____ Email: _____

3. National Identification Number (ID): _____

4. Programme Degree ☐ Diploma ☐ Certificate ☐

5. Programme Title _____

6. Registration Number: _____

Year of Study 1. First ☐ 2. Second ☐ 3. Third ☐

7. Date of Birth: Day Month Year

8. Religion: 1. Protestant ☐ 2. Catholic ☐ 3. Muslim ☐ 4. Other ☐

If other, State religion: _____

9. Do you require a government loan? Yes ☐ No ☐

10. Nationality: _____

11. Home Contact Address (where you can be contacted during vacations)

P.O. Box: _____ Postal Code: _____ Town: _____

12. Marital status 1. Single ☐ 2. Married ☐

Name and Contact of spouse (if married) _____

Surname

Other Names

P.O. Box: _____ Postal Code: _____ Town: _____

Tel. No. _____ Email: _____

13. Name of Parent/Guardian _____

Surname

Other Names

14. Address of Parent

P.O. Box: _____ Postal Code: _____ Town: _____

Tel. No. _____ Email: _____

15. Occupation of Parent/Guardian: _____ ID. NO: _____

16. a) Name of Next of Kin _____

Surname

Other Names

ID. No: _____

b) Address of next of Kin

P.O. Box: _____ Postal Code: _____ Town: _____

Tel. No. _____ Email: _____

17. Place of Birth: Village _____

Location: _____ Name of Chief: _____

Sub-county: _____ County: _____

Place of Permanent Residence: Village: _____

Town: _____ Name of Chief: _____

Sub-County: _____ County: _____

18. Give names of two persons who can be contacted in case of emergency

i) Name _____

Surname

Other Names

Relationship: _____

P.O. Box: _____ Postal Code: _____ Town: _____

Tel. No. _____ Email: _____

ii) Name _____

Surname

Other Names



Relationship: _____

P. O. Box: _____ Postal Code: _____ Town : _____

Tel No: _____ Email: _____

19. Name and address of Secondary school attended:

Name: _____

Address: P.O. Box: _____ Postal Code: _____ Town : _____

Dates: From To

20. KCSE or equivalent Results (Subjects and Grades)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mean Grade:

21. Name address of School attended for KACE (where applicable)

Name: _____

Address: P.O. Box: _____ Postal Code: _____ Town : _____

Dates: From To

22. KACE or equivalent Results (Subjects and Grades)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

23. Any other institutions attended and qualifications attained

a) Name of Institution: _____

b) Qualifications; 1. Degree ☐ 2. Diploma ☐ 3. Certificate ☐

Specify field: _____

24. Games/Sports: Which games and sports do you participate in?

- | | | | |
|---|---|---|---------------------------------------|
| 1. Soccer <input type="checkbox"/> | 2. Hockey <input type="checkbox"/> | 3. Basket Ball <input type="checkbox"/> | 4. Net Ball <input type="checkbox"/> |
| 5. Tennis <input type="checkbox"/> | 6. Badminton <input type="checkbox"/> | 7. Ruby <input type="checkbox"/> | 8. Athletics <input type="checkbox"/> |
| 9. Volley Ball <input type="checkbox"/> | 10. Swimming <input type="checkbox"/> | 11. Table Tennis <input type="checkbox"/> | 12. Darts <input type="checkbox"/> |
| 13. Karate <input type="checkbox"/> | 14. Martial Arts <input type="checkbox"/> | | |

15. Others: _____

If you represented your school in games please give details:

Clubs and Societies: Which clubs and Societies are you interested in?

a) First Choice: _____

b) Second Choice: _____

c) Third Choice: _____

25. Do you suffer from any physical impairment? Yes ☐ No ☐

If yes give details: _____

I certify that the information I have provided is correct

Signature _____ Date: _____



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CONSENT TO THE COLLECTION AND PROCESSING OF PERSONAL DATA

1. Pursuant to the Data Protection Act 2019, Murang'a University of Technology (MUT) in its capacity as a data controller and/or processor under the Act, must obtain your explicit, affirmative, and informed consent before it can collect or process any personal data for a lawful basis, including, but not limited to employment, admission application, registration, awards, payments, online education etc.
2. "Personal data" means any information relating to an identified or identifiable natural person (a "data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
3. Any personal data that is collected from you will be for the sole purpose of;
 - a. Application for employment
 - b. Application for admission, bursary and scholarship
 - c. Appraisal
 - d. Online education
 - e. Research

and is necessary for that purpose. This may include processing the personal data as required to execute contractual obligations in connection with the previously described purpose and compliance with applicable laws, to execute the obligations to you.

4. Personal data regarding a legal process which may have been provided to MUT by public authorities will be processed only for the described purpose and will be in compliance with any applicable law.



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5. Notwithstanding anything to the contrary herein, MUT may process personal data without the data subject's consent under other lawful bases, including when processing is necessary for the performance of a contract to which a data subject is a party; when processing is necessary for compliance with a legal obligation to which MUT is subject; or when processing is necessary to protect vital interests, such as the life of a data subject.
6. Personal data will be handled and processed only by the persons who are responsible for the necessary activities for the purpose above, and may be transmitted from MUT to other public or private entities.
7. MUT in exercising its mandate may share /disclose personal data to a third party. Any data shared in this regard will be done in accordance with the provisions of the Data Protection Act.

MUT is committed to ensuring the security of your information. We have put in place reasonable physical, technical, and administrative safeguards designed to prevent unauthorized access to your information.

Consent

Having read this notice I _____the undersigned hereby give consent.

Signature: **Date:**





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JOINING INSTRUCTION TO STUDENTS

1. STUDENT PERSONAL DETAILS

You are required to complete two (2) copies of form **ADM 9** Students Personal Details and return one (1) of the forms with two passport size photographs to the Registrar along with the letter of acceptance **ADM 01**. Retain the other copy of Form **ADM 9**.

2. MEDICAL EXAMINATIONS

Admission into the university college is conditional upon satisfactory medical report being received. Students are therefore required to undergo a medical examination by a recognized medical practitioner before coming to the university college.

Form **ADM 04** Student's Medical Examination is attached for this purpose

The doctor who examines the student is kindly requested to complete and enclose in a sealed envelope addressed to the Medical officer Murang'a University of Technology P.O. Box 75, 10200 Murang'a. The student is required to bring the report along with him/her on the day of registration. **This form should not be sent by post.**

3. MEDICAL ATTENTION AT THE UNIVERSITY

The University Clinic is open to students but students are advised to be prepared to meet expenses of any medical attention not provided by the university college

4. DENTAL AND OPTICAL TREATMENT

The university college does not provide optical and dental treatment. Any student suspecting eye or dental problems should seek treatment outside the University.

5. SPECIAL CONSENT FORM FOR MINORS

Parents/Guardians of students who are under the age of 21 years are required to fill and obtain parent's/Guardians signature on form **ADM 05** 'Emergency Operation/Form of Consent' herewith enclosed. Completed forms should be returned to the registrar together with the letter of acceptance.

6. MATERIALS NEEDED BY THE STUDENTS

- i) Academic Stationery
- ii) Books and Equipment (Depending on the course of study)
- iii) Clothing, Pocket Money
- iv) Beddings (Bedcover, Blankets, Sheets and Bucket)





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

1.0 PREAMBLE

- i) These regulations are made to provide for the control, governance and administration of the Murang'a University of Technology (hereinafter referred to as the University).
- ii) The regulations shall be binding upon every student of the University upon registration and so long as such student remains registered.
 - (a) Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration appended hereunder that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
 - (b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration
- iii) Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance and undertaking to be of good conduct throughout his/her stay at the University.
- iv) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.
- v) For purposes of these regulations the term “**student**” means and includes:-
 - a) Any person who has been formally admitted to a course of study for an undergraduate degree, diploma or certificate within the University.
 - b) All occasional students who are registered students of another University/Institution but are admitted to a course of study within Murang'a University of Technology.
 - c) All graduate and postgraduate students who are registered within the University for Higher Degree, diploma or other qualifications as may be approved by the MUT Senate.

- d) Any other person who is determined by the MUT Senate to be a student.

2.0 **ORGANIZATION OF STUDENTS**

- 2.1 a) There shall be established in the University an Association of students (hereinafter referred to as the Murang'a University of Technology Students' Organization, (MUTSO) whose object and purpose shall be:
- (i) To promote the academic and social welfare of the students of the University;
 - (ii) To act as a link between students, the University academic staff and other University administration;
 - (iii) to promote the academic welfare of the students of the University;
 - (iv) To represent students' opinion in matters affecting their welfare in the MUT Senate and University Council;
 - (v) To promote the development, establishment and encouragement of worthy traditions of social and academic life on the University;
 - (vi) To establish and enhance co-operation with such other student organizations within the University and other institutions of higher learning as may be recognized by the Council and MUT Senate.
- b) Membership of MUTSO shall be open to all *bonafide* students registered in this university on payment to the university of such fees as may be prescribed by the organization.
- c) MUTSO established in accordance with these regulations shall not be dissolved save by the Council after consultation with the Senate.
- 2.2 MUTSO shall determine its own organs and procedures and, in particular, shall develop a constitution setting out clearly:
- a) The officers of that Organization.
 - b) The duties and powers of such officers.
 - c) The frequency of and procedures at meetings.
 - d) The possible sources of funds of the Organization.
 - e) The purposes to which the funds of the Organization are to be applied.
 - f) The manner and form in which such students Organization shall be represented in the MUT Senate and the University Council, respectively.
- 2.3 For purposes of Section 2 of the order, the University Council recognizes MUTSO as being an organization representative of the students of the University.
- 2.4 In addition to any other permits required by law, all meetings and other activities of MUTSO (whether professional, academic or otherwise) to be held within the University precincts shall not take place until permission is first obtained from the relevant University authorities.

3.0 THE CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside the University precincts.

3.1 General Conduct

All the students of the University shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall:

- (i) Respect and adhere to the administrative and academic procedures and structures established by the University Charter 2016 and the Universities Act, 2012, for the control, governance and operations of the University.
- (ii) Respect the rights and privileges of the members of the University community at all times.
- (iii) Refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium.
- (iv) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.
- (v) Refrain from all acts of violence, hooliganism, unruly or rowdy behavior, or any conduct likely to cause a breach of the peace and disturbance to others within or outside the University campus.
- (vi) Wear acceptable and appropriate attire at all times and in particular while attending lectures, Practicals, during meals times in the Dining Hall, or at any University functions.
- (vii) Not keep motor vehicles on the University premises without prior written permission of the Deputy Vice Chancellor, Finance, Planning and Development. Such permission will not be given without proof of a current driving license, a valid road license (as applicable) and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof.
- (viii) Desist from tampering with fire-fighting appliances wherever installed and shall use such appliances for firefighting purposes only.
- (ix) Desist from misuse or willful damage to or destruction of University property in default of which such student or group of students shall bear full responsibility thereof.
- (x) Refrain from/and/or avoid such drunkenness or drunken behavior as would constitute a disturbance to other students and staff of the University.
- (xi) Refrain from creating noise that may cause disturbance or annoyance to the University community.
- (xii) Desist from abuse of drugs and totally refrain from the use of drugs the possession and use of which is prohibited by law.

- xiii) Not possess keys to rooms or building on the campus other than those obtained through the official channel.
- xiv) Avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever.
- xv) Not engage in fund-raising activities without written authority from the Government and approval by the University Council.
- xvi) Not engage in/or use University facilities for political purposes.
- xvii) Not either as individuals or through the students' associations and societies use University telephone, printing or mailing facilities for unauthorized purposes.
- xviii) Not remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities.
- xix) Not use the name Murang'a University of Technology (MUT) either as an individual, club society or student organization without prior written approval from the Principal.

3.2 Conduct with the Public

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

- i) All correspondence to the press or other mass media by students or officials of the University students' association in their individual capacities shall bear their names and private addresses.
- ii) All public statements affecting the University which are intended to be issued on behalf of any association of students must receive prior written approval of the Vice Chancellor.
- iii) Invitation to Government Cabinet Secretaries, Representatives of Foreign Governments or other public personalities to visit the University in their official capacity shall be channeled through the Dean of Students to the relevant University authorities.

3.3 Academic Conduct

All students shall apply themselves diligently to the courses of study approved by the MUT Senate and for which they are registered and, in particular shall:

- i) Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses or instructions.
- ii) In case of absence from class for good cause, e.g. on account of illness, such absence must be authorized by the Dean/Chairmen of Department of the relevant School/ Department on

production of certified evidence e.g. a medical certificate.

- iii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University.
- iv) Abide by all other regulations made by the departments and faculties for the proper conduct of specific programmes.
- v) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University.

In case of any academic irregularities, the same shall be referred to the MUT Senate through the Deans Committee for appropriate action.

3.4 Conduct while in Residence

All students shall conduct themselves with responsibility and maturity while in residence at the University and, in particular, shall strictly observe the following:

- i) Adhere to the list of allocation of rooms determined by the Dean of Students; change of rooms, halls or hostels once allocation has been made will not be allowed except with the written permission of the Dean of Students. All applications of change of rooms, halls or hostels shall be made to the Dean of Students through the Halls Administration before the commencement of the Academic year for which the change is sought. No student shall be allocated a room except upon production of evidence that he/she has made prior payment for the same to the appropriate authority.
- ii) Share rooms in addition to other facilities of common use.
- iii) Admit visitors to their rooms only between the hours of 10.00 a.m. and 10.00 p.m. Any extension of these times will be made with the approval of the Dean of Students and Halls' doors will be closed at 10.30 p.m.
- iv) Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls and catering services except by permission from the Head of Department concerned.
- v) Take reasonable care of furniture, fittings and any other items in the Halls of Residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him/her shall be made good at the student's expense.
- vi) Surrender all keys issued in respect of the rooms to the Halls' Administrator before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the student's expense.
- vii) Use of video tapes, DVDs, CDs, radios, Bluetooth speakers or any musical instruments in the Halls of Residence only on condition that the sound does not cause any disturbances to the other residents and that they are played only between 6.00 a.m. and 11.00 p.m.
- viii) Except with the written permission of the Dean of Students vacate all rooms during vacation. Such permission will only be granted on advice of the University authorities and vocational

residence and board will be in specified hall and paid in advance.

- ix) Report all absence from residence in the Halls to the Halls' Administrator. Any student absent from residence for a continuous period of two weeks without prior permission from the Halls Administrator shall be deemed to have forfeited his/her residence.
- x) A student who intends to be absent from the Halls of Residence for more than seven days shall obtain written permission from the Dean of Students and leave his/her contacts address.
- xi) Forfeit all monies paid to the University if he/she decided to vacate his/her room during the term unless it is on medical grounds in which case the Medical Officer will notify the University authorities in writing.
- xii) That any form of cooking in the Halls of Residence is prohibited.

3.5 Conduct in Relation to the Catering Services

To facilitate satisfactory and efficient services in the catering department, students are required to conduct themselves in an orderly manner, and be courteous to the catering staff. In addition, all students shall observe the following:-

- i) Appear for meals at the prescribed times only. The said meals times shall be as follows;

Breakfast	6.30am – 8.00 a.m.
Lunch	11.30am – 2.00 p.m.
Dinner	5.00p.m – 8.00 p.m.

Or at such times as shall be notified to the students by the Catering department from time to time. The meal times must be adhered to strictly.

- ii) All meals shall be served in the dining halls only. Except for good cause, no meals or beverages shall be carried out of the cafeteria. Any student seeking to remove meals from the cafeteria must first seek permission from the Catering Manager of his/her dining hall and if necessary support such request with a certificate from the Chief Medical Officer.
- iii) No crockery, cutlery or other utensils shall be removed from the cafeteria.
- iv) No student shall enter the service area, kitchen or stores without prior permission from the Catering Manager.
- v) All students shall be required to produce University cards or other prescribed means of identification before he/she is allowed entry into the dining halls. Each student shall be restricted to a particular cafeteria.
- vi) No visitors, either of the students or other shall be allowed to dine in the University cafeteria. Meals are serviced in the said dining halls at subsidized rates for bona-fide students only. Students shall entertain their visitors at the Students' Centre or any other cafeteria available to them in the university.
- vii) The following shall be the prescribed procedure regarding the Pay As You Eat (PAYE) system of service in the cafeteria;

- a) A notice of the items on the menu for every meal shall be posted at appropriate and strategic notice boards near the dining halls at the time that the meal prior to its being served, or at least early enough, but in any event not less than three (3) hours before the said meal is served.
- b) Each student shall peruse the itemized menu before proceeding to the cashier to pay for the item(s) he/she has selected, and obtain pre-coded receipt for the same from the said cashier
- c) He/she shall then go to the server, show the receipt to the catering personnel on duty there, and wait to be served with the items he/she has paid for.
- d) He/she shall then proceed towards the servery exit point where he/she presents the receipt to a waiting officer who will check it against the food served.
- e) The student shall then go through the last turnstile and proceed to the dining tables.

PROVIDED nothing in these rules shall be deemed to prevent the Catering Manager, the University Administration or any other officer with the authority to do so from altering, changing or restructuring the said procedure or system or any part students thereof without any notice to the students, if the situation so warrants.

- viii) Students will be required to queue and observe a civil and orderly manner for all services in the cafeteria at all times.
- ix) Any student complaints or grievances whatsoever, arising from the administration of the catering services shall be addressed through the correct channels of communication and in this case, to the office of the Dean of Students through the Catering Manager.

4.0 STUDENT WELFARE SERVICES

4.1 Health

Apart from complying with the general Law on Health, all students shall be required to comply with health requirements as may be laid down by the University from time to time. Thus:-

- i) Students shall seek medical attention for all cases requiring such services at the University Health Unit.
- ii) All cases of emergency or serious illness in the Halls or Residence requiring medical attention must be reported at once to the Janitors.
- iii) In all cases of absence from classes on account of sickness, the University Chief Medical Officer will submit a report to the Registrar (ARSA), Dean of Students, Dean of the relevant School and Chairman of the Department concerned, respectively.
- iv) Except in emergency cases where a student wishes to seek medical services outside the University he/she shall not notify the University Chief Medical Officer. The University will not pay medical bills incurred by the student without authority and prior referral by the University Chief Medical Officer.
- v) Students shall avail themselves for medical examination as and when required by the University Administration.
- vi) Students will be informed from time to time on the availability of VCT services at the Health unit in case they will want to know their status

4.2 **Marriage of Students**

A student who intends to get married and remain a student of the University shall, for welfare purposes only, notify the Dean of Students.

4.3 **Counseling**

- i) The Counseling Office provides services aimed at improving the well-being of students. Students with individual problems or concerns are advised to avail themselves of these services.
- ii) All matters presented on a personal level to the Guidance and Counseling Office shall be treated in strict confidence.

4.4 **Pregnancy**

- a) It should be clearly understood that the University does not expect students to get pregnant while they are still pursuing their courses of study. Students should avoid getting pregnant by all means.
- b) The family planning Section of the Health Unit is available to render advisory and other services related to the family life. The University strongly recommends that all students avail themselves and make use of these services.
- c) Apart from the general rules on pregnancy, all female students of the University shall abide by the specific rules and regulations made concerning students pregnancy while at the University. It will therefore be in the interest of the students to read and understand the rules which are issued on admission. Strict observance of the said rules will enable female students complete their studies in good time and without undue stress. The following specific rules shall apply in case of student pregnancy:-

4.4.1 **Reporting the Pregnancy**

Every expectant student must report to the University Chief Medical Officer before the end of her first three (3) months of pregnancy for the following reasons:

- i) Guidance and counseling
- ii) To receive advice on;
 - a) Conduct during the period of pregnancy.
 - b) How to request for special examinations in case university examinations are done while the student is on confinement.

4.4.2 **Rules for pregnant students in Residence**

- i) In the event of pregnancy either before or after taking residence in the halls, one must move out of the halls of residence at least three (3) months before confinement. A pregnant student who proceeds on confinement will be allowed up to a maximum of three (3) weeks to resume her studies in the University or seek academic leave as stipulated in School regulations.
- ii) In view of 4.4.2(i) above, the Finance Officer should be advised by the Dean of Students on the exact duration the student stays away from the Halls of residence for

the purpose of refunding to the student any money paid to the University for accommodation/catering as applicable.

4.4.3 All affected students:

- i) Can re-apply to the Dean of Students for accommodation in the Halls of Residence three (3) months after confinement.
- ii) Will be expected and be required to participate fully in all aspects of training/learning as contained in the University Regulations without exception or excuse of inability because of pregnancy.
- iii) Will, subject to recommendation by the University Chief Medical Officer, be allowed to sit special examinations in case the University examinations were held while the student was admitted in hospital or on confinement.

4.5 **Sports and Recreation**

- i) Students shall be expected to participate in as many of the University sporting and recreational activities as they are able.
- ii) Observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

4.6 **Clubs and Societies**

4.6.1 No clubs or societies shall operate in the University unless they are registered by the University authorities.

4.6.2 Students proposing to form a club or society within the University shall observe the following procedures:

- i) Prepare the following particulars:
 - a) The objectives of the intended Club or Society;
 - b) The names and designations of the interim office bearers and patron;
 - c) An indication of likely membership;
 - d) Possible sources of funding.
- ii) The interim office bearers shall discuss the proposal with the Dean of Students.
- iii) The interim office bearers will then apply for the registration of the Club/Society to the Deputy Vice Chancellor (ARSA) through the Dean of Students.
- iv) Upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions.
- v) All scheduled Club/Society activities must be approved by the Dean of Students. For these purposes, a list of scheduled activities shall be forwarded to the Dean of Students at the beginning of each semester.

- vi) The University may refuse and/or cancel the registration of a club or society without assigning any reason thereunto.

5.0 **CHANNELS OF COMMUNICATION**

In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following:

5.1 **Academic Matters**

Class representatives, Academic advisers, Head of Departments, Deans of Schools and the Dean of Students in that order.

5.2 **Welfare Matters**

House Keepers, Halls Administrator, Cateresses/Caterers, Catering Manager, Wardens and Dean of Students in that order

- 5.3 The hierarchy of the Students' Association or organization shall be expected to adhere to the procedures in 5.1 and 5.2 above to ensure peaceful and non-violent dealing and processing of students' grievances

- 5.4 Failure to adhere to the above procedures shall be a violation of University Regulations.

6.0 **THE DISCIPLINE OF STUDENTS**

The following provisions shall apply to all disciplinary actions taken against students in respect of disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

6.1 **Disciplinary Authority**

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

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

6.2 **Disciplinary Offences**

All crimes and other offences under the Laws of Kenya including:

- i) Any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of the University
- ii) Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations.

- a. Boycott of scheduled lectures, tutorials, seminars, practicals, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully missed more than 20% of scheduled lectures, tutorials, seminars, practicals and other instruction shall be barred from sitting end of semester examinations.
- b. Assault of members of staff while discharging official duties.
- c. Possession of firearms, explosives, knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other persons.
- d. Any form of organized obstruction of students and staff in any manner whatsoever.
- e. Writing, publishing and/or distributing of anonymous literature of a malicious or libelous nature including placards.
- f. Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University.
- g. Malicious or willful damage to or loss of University property.
- h. Disorderly conduct and molestation of other members of the University and/or obstruction of motor vehicles within or outside the University precincts.
- i. Use of profane or foul language against any members of the University community or/the general public.
- j. Admission of unauthorized person(s) into the Halls of Residence.
- k. Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or the Government authorities.
- l. Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law.
- m. Involvement in cheating in academic matters, examination leakages or impersonation in University examinations
- n. Cohabiting with another student of the opposite gender or with any other person whilst in the University Halls of Residence.
- o. Conviction in a Court of Law for commission of a criminal offence of such nature as should in the opinion of Council, warrant expulsion from the University.
- p. Notwithstanding any action that may be taken by the police or Law Courts under the foregoing paragraphs, the University may take independent disciplinary action against

any affected student.

6.3 Disciplinary Procedures

6.3.1 Academic Matters

As per the provisions of the University Charter 2016 and the Universities Act, 2012, the Senate shall receive and approve recommendations from School Board of Examiners with respect to inter alia the following matters:

- a. Who qualifies to sit University examinations,
- b. Who writes supplementary examinations,
- c. Who repeats which years,
- d. Who has breached examination regulations,
- e. Who should be discontinued from approved programmes of study.

The decision of the Senate Board of Examiners is binding subject only to appeal for review on the basis of fresh evidence to the Chairman of the University Senate.

6.3.2 General Disciplinary Matters

The Senate shall also operate as the Students' Disciplinary Committee with power to handle general offences.

6.3.3 Composition of the Disciplinary Committee

- i. Deputy Vice Chancellor Academic, Research and Student Affairs - Chairperson
- ii. Deputy Vice Chancellor, Administration and Human Resource
- iii. Deputy Vice Chancellor, Finance, Planning and Development
- iv. Dean of relevant School
- v. Chairperson of relevant department
- vi. Dean of Students
- vii. Chairperson and Secretary General of the Student Organization
- viii. Legal Officer
- ix. Registrar, Academic, Research and Student Affairs(Secretary)
- x. Chief Security Officer (where applicable)
- xi. Another Officers that shall be invited

6.3.4 Meeting of the Disciplinary Committee

The Chairman shall normally call a meeting of the Disciplinary Committee to be held within one (1) month of the report being received by him/her.

6.3.5 Notice of Meeting

- i) The Secretary shall notify the affected student and the complainant of the date and time of the meeting and of their right to be present and to call a witness or witnesses.

- ii) At all proceedings of a Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student shall be entitled to representation in person and not by any other person or lawyer.
- iii) The Committee shall hold an inquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a Court of Law. However, the Committee shall ensure that both sides are heard and that persons required to be witnesses do not sit as members of the Committee.
- iv) The Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

6.5.6 Powers of the Students' Disciplinary Committee

The Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof.

- i) To dismiss the case against the student.
- ii) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected student.
- iii) To require the student to make good any loss or damage to University property and/or pay damages commensurate with the nature and gravity of the offence.
- iv) To suspend the student from the University for a specific period.
- v) To expel the student from the halls of residence.
- vi) A combination of any two or more of the above.
- vii) To impose any other penalty or penalties as the Committee may deem fit to impose.

6.6.7 Expulsion

The University Council shall have the right to expel a student who commits any or a combination of the following offences without reference to him or her. A student who:

- i) Boycotts or agitates for a boycott of lectures, tutorials, practicals or any other courses of instruction or academic programmes.
- ii) Maliciously or willfully damages University property.
- iii) Assaults any member of staff discharging his/her office duties.
- iv) Is found in possession of any drug or drugs the possession of which is prohibited.

- v) Is convicted by Court of Law of any criminal offence which the Council shall deem serious enough to warrant expulsion from the University.

6.6.8 General

In arriving at an appropriate penalty or combinations thereof:

- i) The Students' Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.
- ii) The record and decision of any Disciplinary action taken against a student shall be furnished to his/her Warden, Chairman of the Department, Dean of the School, Dean of Students and the Vice Chancellor and shall form part of the student's record at those levels.
- iii) The sovereignty of the state, together with the state security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, the provisions of these regulations and any decisions made by the disciplinary Committee and the University shall not derogate and/or be construed as derogating from the right of the Police or any member of the public so entitled, to bring any action or to institute criminal proceedings in respect of the same set 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 in the interest of security and public order.
- iv) Students appearing before the Students' Disciplinary Committee shall be informed of the Committee's decision within fourteen days from the date of the conclusion of proceedings.
- v) Students have the right to appeal to the Vice Chancellor against the decision of the disciplinary committee if he/she considers himself/herself aggrieved by the said decision and such appeals will be made in writing within fourteen (14) days of the date of communication of the Committee's decision.

7.0 MISCELLANEOUS MATTERS

- 1. The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University premises.
- 2. The University Council in consultation with the MUT Senate reserves the right to change, add, amend or otherwise vary these regulations at any time without notice.



MURANG'A UNIVERSITY OF TECHNOLOGY

COURSE REQUIREMENTS FOR NURSING STUDENTS

A. Dressing Code.

Two (2) Scrubs (Blue with MUT log to be made at MUT) at a cost of Ksh 4,600

One (1) Lab coat (white)

Low heeled shoes (black) for clinical placement.

B. Basic Instruments

One (1) Tape measure (fibre type)

One (1) stethoscope

Four (4) packets of latex gloves (white)

C. Others.

Three (3) hard cover notebooks

Ksh 500 for clinical logbook

Ksh 1500 for hepatitis B vaccine

Dr Kennedy Muna, PhD

COD, Medical Laboratory Sciences.





MURANG'A UNIVERSITY OF TECHNOLOGY
OFFICE OF DEAN
SCHOOL OF ENGINEERING & TECHNOLOGY

P.O. BOX 75-10200

MURANG'A

Email: deanset@mut.ac.ke

**REQUIREMENTS FOR ENGINEERING LABORATORIES AND
WORKSHOPS FOR UNDERGRADUATE AND DIPLOMA IN
ENGINEERING STUDENTS**

Welcome to the School of Engineering and Technology. In order to ensure your safety and comfort, below are requirements needed to participate effectively in laboratories and workshops:

A. DRESSING CODE.

Overall/overcoat:	Navy blue (mechanical Engineering)
	Dark grey (electrical engineering)
Safety Boots:	Black or Grey

B. BASIC INSTRUMENTS

- Drawing sheet(A3)
- Drawing pencil

Hard : 9H to 4H

Medium : 3H to B (3H, 2H, H, F, HB and B)

Soft : 2B to 7B

- Drawing clips or pins or masking tape
- Eraser

- Eraser shield
- Electrical Tester 30A
- Calculator, preferably FX 991 SERIES – CASIO
- Laptop for Computer Aided Drawing

C. DRAWING INSTRUMENTS REQUIRED FOR ENGINEERING DRAWING.

C1. Instruments for Drawing Straight Lines and curved lines

- T- square.
- Set- squares (30° x 60° long edge of 250 and 45° set squares with each edge of 200mm) ‘
- French curve

C2. Instruments for Measuring Distance

- Large size divider
- Small bow divider
- Engineering drawing Set

C3. Instruments for Measuring Angles

- Protractors

Sincerely,



Eng. Prof. Christopher Maina Muriithi, PE