

## SECTION I

### *GENERAL STUDENT REGULATIONS*

#### **A INTRODUCTION**

- 1 These regulations shall apply to all students at the Institute. The term "student" refers to a person who is enrolled at the Institute to pursue an approved course. The rules shall apply to students throughout their period of enrolment at the Institute, and are expected to abide by them fully during and off Semester.
- 2 Regulations affecting students shall be revised from time to time by Senate and in accordance with the Statutes of the Institute and shall be promulgated by the Rector of the Institute. In addition to these Regulations, each Faculty, Centre, Department, Library Hostel and any other unit of the Institute may also issue their own regulations governing the conduct of students within each unit's respective precincts, provided that such regulations are not inconsistent with these regulations.
- 3 Copies of all regulations shall be deposited with the Registrar, Dean of Students, Deans of Faculties, Wardens of Hostels and Heads of Departments. It is a mandatory requirement of the Institute that each student obtain a copy of these regulations on first registration. These regulations shall also be made available on the Institute website.
- 4 Ignorance of any regulations or any public notice given out by the Institute shall not be accepted as an excuse for any breach of either one of the two.
- 5 The operation of these Regulations is without prejudice to the laws of the land, which apply to all persons in the Institute.
- 6 The Rector of the Institute is the Chief Executive of the Institute and is therefore the final authority on all matters, academic and administrative, only reporting to the Institute Board of Directors. The Rector is a member of the Institute Board of Directors and an ex-official member of every other board in the Institute. He may from time to time, appoint any members of the Institute to represent him in these other boards as he deems fit. Other persons within the Institute who have special responsibilities under the Rector are; the Vice-Rectors, Deans, Directors, Heads of Departments, Dean of Students, Wardens and Residential Officers. It is an offence to disobey any of these officers in discharge of their duties.

#### **B RESIDENCE**

- 7 In consultation with the KIST Students' Association (KISTAS), students may be offered accommodation in the Institute's hostels or private facilities acquired for such purposes. Priority will be given to female students, the disabled and other categories of students, to be determined from time to time.
- 8 Students that are assigned rooms shall sign for the good use and upkeep of property found in the rooms at the beginning of the semester and will be surcharged for any damage to the property, damage to any other Institute property or loss, at the end of the semester. No student may be

- assigned to a room without first paying in full any surcharge for an assessed damage to or loss of Institute property.
- 9 Students shall be expected to take good care of rooms and furniture therein assigned to them in a hostel or a private building acquired for purposes of accommodation.
  - 10 Furniture or fittings may not be transferred from any part of the Institute without prior permission from the Dean of Students.
  - 11 Other than reading lamps, table fan, radio, record player, television, electric iron/ electric Kettle, Computers or hand -dryer, mobile phones, I-pods, electronic organizers, palm devices, no other electrical appliances or devices shall be permitted in students' rooms.
  - 12 No cooking of any sort e.g. frying, roasting, baking, boiling or warming by use of electricity or other energy source is permitted in student rooms.
  - 13 Electric lights must not be left on during the day or night when not needed.
  - 14 For the avoidance of nuisance and annoyance to other residents, musical instruments may be played to room sound only/and in any case, not between midnight and 6:00 am.
  - 15 Students must not entertain visitors of opposite sex in their rooms or elsewhere within the Institute premises during the hours of 9: 00pm and 6:00am.
  - 16 Students must vacate their rooms, with all their belongings at the close of each Semester.

## **C MEALS**

- 17 Meals shall be served at prescribed times. All meals shall be taken in the Institute Dining Hall/Restaurant and at tables provided by the Institute for this purpose, in an orderly manner.
- 18 Smoking is not allowed anywhere on campus.
- 19 Students may not enter the kitchen or remove any equipment outside the Institute Dining Hall/Restaurant, such as cutlery grasses or cutlery provided for their meals.
- 20 Students may not enter the Institute Dining Hall/Restaurant with their own cutlery and may not bring in any furniture in there as well.
- 21 Books and other writing or reading materials should not be brought into the Institute Dining Hall/Restaurant.
- 22 The Institute Dining Hall/Restaurant furniture shall not be used as reading or work tops, or for any other purpose apart from that for which they are provided.
- 23 Students must use furniture and cutlery provided by the Institute carefully in order to avoid damage of loss. Each student shall be held individually liable for any loss of damage to Institute furniture or cutlery, while being used by him/her.

- 24 Students are advised to vacate the Institute Dining Hall/Restaurant as soon as they finish taking their meals in order clear the way for routine cleaning of the facilities.
- 25 Orderly and decent behaviour and language must be adhered to at all times while in the Institute Dining/Restaurant.
- 26 Complaint or criticisms of services at the Dining Room/Restaurant shall be made to the Dean of students through the student leaders appointed to oversee meals.

## **D HEALTH**

- 27 All new students shall undergo a thorough medical examination whose results must be recorded and shall bear the signature and stamp of the examining authority, and which further must be availed to the Director of Academic Affairs Institute during registration. On reporting to the Institute, students may be required to undergo a further examination by the Institute's medical staff, if deemed necessary by the Institute.
- 28 All students are required to take Medical Insurance, as the institute is not responsible for provision of medical care. The office of the Director of students' services handles all matters related to students' Medical Insurance
- 29 A student who for medical reasons is unable to attend classes must communicate this information to the Dean of students and provide evidence to that extent, who shall then inform the respective Deans of Faculty, Hall Wardens and Heads of Department. The Heads of Department shall in turn inform the lecturers concerned.
- 30 Students must inform the Dean of students immediately on completing treatment and being declared fit to resume classes, who in turn shall inform the respective Deans of Faculty, Hall Wardens and Heads of Department. The Heads of Department shall in turn inform the lecturers concerned.

## **E FORMATION OF SOCIETIES AND CLUBS**

- 31 No society or club shall be allowed to operate in the Institute without first obtaining written authority to do so by the Institute.
- 32 Students' societies and clubs in the Institute shall be formed at the request of at least ten interested students. Each such society or club must have a Patron drawn from amongst the academic or senior administrative staff in the Institute as a pre-condition for recognition by the Institute.
- 33 A request to form an association or club shall be submitted to the Dean of Students through the students Representative Council and shall be accompanied by the recommendation of the Student's Representative Council and the Constitution / By-laws of the proposed society or club. The request shall also clearly identify a proposed Patron with the patrons signed letter of consent to serve in this role.
- 34 On receipt of such requests, the Director of students' services shall then request the Rector, through the Vice-Rector Academic, together with his written recommendation.

35 The proposed Society or Club shall be formally promulgated in the Institute after written approval has been granted.

36 Within three months from the date of the promulgation of the society or club, the secretary of the society or club shall deposit the names of persons holding principal offices of the society or club with the Registrar and the Dean of Students. Thereafter, the Registrar and the Dean of Students shall be furnished with the names of the society's or club's Principal Officers once a year.

## **F PUBLIC FUNCTIONS**

37 Students who wish to organize any public functions within or outside campus shall obtain prior permission from the Dean of Students who shall in turn inform the Director of Academic Affairs, the Vice-Rector Academic and the Rector.

38 An application for permission by students to organize such a function shall be accompanied with the following information:

- a. Proposed date and time of the function;
- b. Proposed venue of the function;
- c. Names and descriptions of expected Lecturers, Speakers, or Performers at the function.
- d. Details of the proposed activities and persons that are expected to participate in the function.

39 This information together with evidence of fulfilment by the organisers of any requirements imposed by law in relation to the holding of such a function must reach the Dean of Students at least three days before the function takes place. The Dean of Students may impose such other requirements and conditions as may appear to him to be necessary and desirable.

40 For the purpose of this section, a public function is one to which persons other than staff and students of the Institute are invited or entitled to attend.

41 For functions involving use of musical instruments such as at a dance, permission may be given up to 12 mid – night. Extension beyond this time may be given by the Rector and no other authority in the Institute.

## **G PROCESSION AND DEMONSTRATION**

42 Any student or students wishing to organize a procession/demonstration in the Institute shall seek permission to do so from the institute, by notify the Dean of Students in writing with a copy to the Registrar at least three days before the procession /demonstration is due to begin.

43 The notification shall state the purpose of the procession/demonstration and the name(s) of the organiser(s), as well as details of the participants.

44 The Dean of Students, in consultation with the Director of Academic Affairs, may prescribe special conditions, limitations or restrictions; as may be considered appropriate in the circumstances.

45 The procession/demonstration will follow an approved route and keep as close as possible to the right side of the road in order to ensure free passage of traffic.

- 46 No procession/demonstration shall be held between the hours of 6:00pm and 6:00am.
- 47 During the procession/demonstration, nothing will be done or said that may occasion violence or cause a breach of the peace.
- 48 If in the opinion of the Dean of Students, the procession/demonstration will be likely to lead to any offence to a person(s) and/or may constitute a breach of the peace or cause serious interference with the workings of the Institute, he shall deny permission for the procession/demonstration and refer the matter to the Rector. The Rector may take such action as he deems necessary in the circumstances.
- 49 If any acts of violence and/or breach of Institute or other regulations occur during a procession/demonstration or other mass action, the perpetrators as well as the organizer(s) shall be held jointly and severally responsible.
- 50 The fact that a procession/demonstration is not prohibited in any way implies that the Institute has either approved of it or is in sympathy with its objectives.
- 51 For processions/demonstrations outside the Institute, the organizer(s) shall in addition to the foregoing, seek prior permission from the police.

## **H CORRESPONDENCE**

- 52 As an act of good faith and in order to ensure no conflict of interest arises, all official correspondence by students to Government or other official bodies both within and outside the country shall be channelled through the Rector.
- 53 No student or group of students may print, publish, disseminate or otherwise circulate any false or fabricated information.
- 54 No student, student group or association may circulate information without the names and signatures of the authors.

## **I PUBLICATIONS**

- 55 The Rector will be informed of any intention to produce a student publication within the Institute and his approval in writing shall be obtained prior to any such a publication being done.
- 56 A copy of each issue of the publication will be lodged with the Rector and Dean of Students and the Institute Librarian on the day of publication.
- 57 Each issue shall state the name of the Editor, the membership of the Editorial Board and the Publisher.
- 58 The members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication.

## **J USE OF VEHICLES**

59 Any student who wishes to use or keep a vehicle on the campus, hostels or other boarding facilities obtained through the Institute for use by students, must obtain prior permission from the Rector through the Dean of students.

60 The Institute accepts no responsibility for such vehicles, or for any damage that may occur to them or to their owners, drivers or passengers, or that which may be caused by the vehicles. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.

61 The Institute does not provide garages for students' vehicles. Any arrangement for garaging them in the Institute should be made privately by the owners.

## **K COLLECTION OF MONEY**

62 Permission to make general collections of money, other than for club subscriptions and cinema shows or parties, must be obtained from the Dean of Students. Students are advised to ask to see the license or other valid documents of authority of any collector who comes either from within or without the Institute.

63 Collections for societies, clubs, cinemas shows or parties shall adhere strictly to the respective bodies' constitutions and their details shall be routinely cleared with the Dean of Students. Copies of these details, duly signed by the officials of each respective body, shall after clearance by the Dean of Students, be displayed clearly on the campus notice boards.

## **L INSTITUTE PROPERTY**

64 Every student shall exercise the highest standard of caution in handling Institute property so as to avoid possible damage

65 Any student who wilfully or negligently loses or damages Institute property shall be held fully liable for its recovery, replacement or repair.

66 No Institute property of any description shall be taken from its place without the written consent of the Head of department concerned, wardens of the Dean of Students.

## **M CONSUMPTION OF NON-PRESCRIPTION INTOXICATING DRUGS AND ALCOHOL**

67 Any student who gets drunk either within or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students, by the voluntary consumption of intoxicating alcoholic beverages or products shall be held guilty of misdemeanour and shall be suspended by the Student Disciplinary committee for a period of 2 weeks, without recourse to remedial classes of any classes thus missed.

68 Any student(s) who forces another student or other students to consume intoxicating alcoholic beverages or products on or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students, shall also be held guilty of misdemeanour and shall be suspended by the Student Disciplinary committee for a period of 2 weeks, without recourse to remedial classes of any classes thus missed.

- 69 Any student who uses any intoxicating non-prescription drugs of whatsoever nature within or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students; shall be expelled indefinitely from the Institute.
- 70 Any student who forces another student or students to use intoxicating non-prescription drugs of whatsoever nature within or outside on campus, hostels or other boarding facilities obtained through the Institute for use by students; shall be expelled indefinitely from the Institute.
- 71 No student shall be allowed to use any intoxication alcohol or non-prescription drug(s), on or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students, unless by prescription for a recognized medical authority.
- 72 No intoxicating alcohol or non-prescription drugs whatsoever shall be consumed by students at any party organized in campus, hostels or other boarding facilities obtained through the Institute for use by students. Disorderly behaviour under the influence of intoxicating alcohol or drugs shall lead to a suspension by the Students' Disciplinary committee for 2 weeks for the case of intoxicating alcohol and indefinite expulsion for intoxicating non-prescription drugs. The concerned student(s) shall also be held fully liable for the repair and replacement of any property that is damaged as a result of their disorderly behaviour. They shall further be held fully liable for any injury caused to any person of creature as a result of their disorderly behaviour.
- 73 It shall be an offence for any student or group of students to cultivate, use or peddle narcotics or any other drugs recognized by law to be dangerous and whose cultivation is illegal. Any such activity shall lead to indefinite expulsion of those concerned from the Institute.

## **N DISCIPLINARY PROCEDURE**

### **A GENERAL DISCIPLINARY OFFENCES**

- 74 Any student against who criminal proceedings are entered or are pending in court shall automatically be suspended from the institute, during the course of the trial. In the event of a court judgment that finds the student guilty of the criminal charges raised, the student shall be suspended indefinitely from the institute.

General disciplinary offences shall include:

- 75 Any student or group of students found guilty of boycotting a class or any other legal academic activity shall be expelled indefinitely from the Institute.
- 76 Conduct which does or is likely to cause damage or defacement to a person, persons or property within the Institute, is criminal and shall be referred to the Police for prosecution.
- 77 Using force against or striking a fellow student, an officer of the Institute or any other person at or outside the campus, hostels or other boarding facilities obtained through the Institute for use by students, is criminal and shall be referred to the Police for prosecution.
- 78 Maliciously damaging, defacing or destroying a wall, gate, fence, post, document, records or any other item or property of the Institute, is criminal and shall be referred to the Police for prosecution.

- 79 Any act or conduct, which is likely to obstruct or frustrate the holding of:  
a. Lectures or other lawful activities in the Institute  
b. Meetings, functions or other lawful activities authorized by the Institute;  
Such acts of conduct are criminal and shall be referred to the Police for prosecution.
- 80 Unauthorized use of or interference with any service, facility, equipment or installation belonging to the Institute, shall lead to a suspension from studies for a period of two years.
- 81 Theft committed within the Institute will lead to indefinite expulsion of the persons concerned from the Institute. Where a student is charged with and convicted, the Institute shall take necessary disciplinary measure against such a student not with standing that he/she is prosecuted and or punished by a court of law.
- 82 Unauthorised possession of a key or keys to any Institute facility, shall lead to a suspension for a period of two years.
- 83 Perpetrating forgery with or without intent to cause loss to any person, Institute or any other institution whether in cash or otherwise, is criminal and shall be referred to the Police for prosecution.
- 84 Knowingly inviting or entertaining a student or students in the Institute whose name or names has or has been posted on any of the Institute Notice boards as having been barred from the premises of the Institute by a competent authority, shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.
- 85 Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on his behalf or under an order from any competent organ or officer of the Institute shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.
- 86 Refusal or failure to obey any lawful order issued under the Institute regulations or rules promulgated by a competent organ of the Institute, shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.
- 87 Failure or refusal to attend a meeting or function called or authorized by any Institute Disciplinary Committee or any other competent organ of the Institute when summoned to do so by way of a proper, written notice by such an organ, shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.
- 88 Refusal or failure to abide by the ruling, decision and/or penalty made imposed by the Disciplinary Authority or any other competent authority, shall lead to indefinite expulsion from the Institute.
- 89 Inviting outsiders as guest speakers and/ or social entertainers without the permission of the relevant organs of the Institute shall warrant the issuing of a warning letter which shall be duly entered in the particular students' records.
- 90 Without derogating the right to freedom of assembly of persons as enshrined in the laws of the land, forming and/or establishing unauthorized student groups or being party to groups which are likely to cause disunity and disorder at the Institute or in the wider community, is criminal and shall be referred to the Police for prosecution.

- 91 Without derogating the right to freedom of expression of persons as enshrined in the laws of the land, wilful writing of defamatory literature or Use of abusive, slanderous, obscene or threatening language by any student against any other student(s), employee or officer of the Institute, or persons within the wider community, in the course of performing their duties, is criminal and shall be referred to the Police for prosecution.
- 92 Sexual harassment of whatever kind is criminal and shall be referred to the Police for prosecution.
- 93 Rape or indecent assault, is criminal and shall be referred to the Police for prosecution.
- 94 Mismanagement and/or embezzlement of students' organization funds and/or of any other organized student society established under the auspices of the students organisation and in accordance with the relevant provisions of the constitution of the students organisation that is in force, is criminal and shall be referred to the Police for prosecution.

## **B MACHINERY FOR IMPLEMENTATION OF THE REGULATIONS OF THE INSTITUTE**

- 95 All member of the Institute have the obligation to report to the authorities any infringement of rules, which comes to their notice and to check immediately any such breach of regulations whenever they occur. This must however, be done with due care not to put one in the way of harm as a result of their action to stop the breach. When in doubt about what action to take, the breach should be reported to a competent authority, who then shall take the necessary action.
- 96 Breaches of the regulations of the Institute, hostel or other boarding facilities obtained through the Institute for use by students, shall be reported to the Wardens and Dean of Students. The latter may then prepare a report on the case and submit this to the Students' Disciplinary Committee.
- 97 At the Hostel - there shall be in each hostel a Disciplinary committee, which shall include the following:
- a. Warden as Chairperson.
  - b. Two senior members of academic staff, one of whom must be female in the case of female hostels.
  - c. Two students
- Quorum for each Hostel Disciplinary Committee shall be arrived at by the presence of the committee chairman, one female member of academic staff in the caser of female hostels and at least one member from each one of the other categories.
- 98 Before any hearing, the chairperson of the relevant Hostel Disciplinary Committee shall write to the concerned student(s), notifying the student(s) of the complaint(s) lodged, enumerating the complaint(s) and requesting for a response to the letter within 72 hours of its receipt. The Committee shall thereafter hold an inquiry into the complaint(s) but while at all times observing the principles of natural justice, will not be obliged to follow the rules of evidence as in a court of law.
- 99 The Committee has power to do any or several of the following for so long as Senate is briefed properly of the decisions of the committee.
- a. Dismiss the case.
  - b. Reprimand the student and record such a reprimand.
  - c. Demand an apology from the student.

- d. Impose a fine not exceeding 5,000 FRW.
  - e. Demand a refund for the cost repair, damage or replacement to both Institute and persons.
  - f. Recommend to Senate, temporary or permanent removal of the student from the Institute to be communicated to the student within 7 days of the conclusion of the hearing
- 100 At the Institute level, there shall be an Institute Disciplinary Committee, which shall include the following office bearer in KIST:
- a. The Vice-Rector Academic as Chairman of the committee.
  - b. Relevant Faculty Dean and Head of Department.
  - c. The Director of Academic Affairs as Secretary
  - d. The Director of students' services.
  - e. Two senior academic members of staff appointed by the Rector.
  - f. Two students' representatives.
  - g. Any other relevant person, as decided by the Rector.
- 101 The Committee shall serve as a vetting and appellate body for all appeals from the Hostel Disciplinary Committees. It may also initiate the leavings into any breaches of regulations, which are referred to it.
- 102 Following the leaving, the committee may take any or several of the following actions, which shall be communicated in writing to the student within 7days of the decision being made:
- a. Dismiss the case against the student.
  - b. Reprimand the student.
  - c. Demand an apology from the student.
  - d. Impose a fine not exceeding 25,000 FRW.
  - e. Demand the refund of costs of repair of damaged Institute property or the costs of replacing any lost of any property.
  - f. Make a recommendation to Senate for temporary or permanent removal of the concerned student(s) from the Institute.
- 103 The Rector may consider an appeal against decisions taken by the Institute Disciplinary Committee and change the verdict. If the student still feels aggrieved a final appeal may be addressed to the Institute Board of Directors. If the student is still not satisfied with the decision of the Institute Board of Directors, he/she may then refer the matter to a Court of Law.