



**MAMA NGINA UNIVERSITY COLLEGE
OFFICE OF THE REGISTRAR
ACADEMIC AND STUDENT AFFAIRS**

Email: registrar-acad@mnu.ac.ke
Telephone: 0702125192, 0748868921

P.O. BOX 444-01030
GATUNDU, KENYA

ADMISSION NUMBER:

**LETTER OF ACCEPTANCE TO ABIDE BY
UNIVERSITY COLLEGE RULES AND REGULATIONS**

(To be completed and returned by those accepting the offer.)

Regulations Governing the Conduct and Discipline of the Students of the University College, prepared in accordance with the Universities Act and the Mama Ngina University College policies and guidelines, are reproduced below. Read them carefully and confirm your willingness to abide by them by signing at the end of this document.

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

1. DEFINITION OF STUDENT:

- (a) All students who have been formally admitted to a course of study for an Undergraduate degree within the University College.
- (b) All occasional students who are registered students of another University or constituent College but are admitted to courses of study within Mama Ngina University College.
- (c) All postgraduate students who are registered for higher degree courses within the University College.

2. PRINCIPAL'S POWERS

The regulations and control of students' behavior shall be administered by the Principal on behalf of the Council.

3. REGULATIONS

The following regulations shall apply to all students:

(a) Motor Vehicle

A student may not keep a motor vehicle on University College premises without written permission from the University College Management. Such permission will not be given without proof of a current driving license, a valid tax license and a current certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.



(b) Responsibility of University College Property

A student or group of students will be held responsible for any damage of University College property resulting from misuse or willful destruction of such property by the student or group of students.

(c) Academic Responsibility

Attendance to lectures, tutorials, seminars, practicals, and other scheduled courses of instruction is compulsory. The inability to attend classes for a week or more due to illness or any other acceptable reason should be communicated to the Registrar (ASA) in advance, detailing reasons for absence from campus.

(d) Noise

It shall be an offence against the University College regulations to create unreasonable noise or behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of the University College premises.

(e) Loss of or Damage to Students' Property

The University College disclaims all responsibility for loss of or damage to students' property while on the University College premises.

(f) Fire Fighting Appliances

It shall be a serious offence against the University College regulations to interfere with, damage or remove, other than for firefighting purposes, any firefighting appliances.

(g) Procession and Demonstration

- (i) It shall be a serious offence for any student or group of students whilst within the University College to convene, organize, participate in any way, be involved in any demonstrations gatherings or processions or in any unauthorized ceremonies, gatherings or demonstrations for which permission has not been obtained from the university governing authorities.
- (ii) It shall be a serious offence for any student or group of students to organize or participate in pickets or in any manner prevent any student or member of staff from performing their normal duties.

(h) Drunkenness

Whereas consumption of alcohol is not prohibited, drunkenness and disturbances of other students because of drunkenness will constitute a serious offence.

(i) Drug-taking and Possession of Drugs

It is a serious offence against the University College regulations to possess or take drugs as a student of this University College.

(j) Correspondence

- (i) No student shall make any public statement on matters affecting the University College without authority from the Principal.

- (ii) Correspondences to the press or other mass media by members of the University College in their individual capacity, individual students or officials of the students' organization and other students should bear their individual names and their private address.
- (iii) Correspondence by individual students or by officials of the students' organizations (including students' societies) to representatives of foreign governments or other sponsoring bodies shall be sent through the Office of the Head Students Affairs and Outreach, who will forward as appropriate.
- (iv) Invitation to Government Ministries, representatives of foreign governments or other important persons to visit the University College in their official capacity shall be notified to the University College authorities in good time.

4. DISCIPLINARY PROCEDURES

(a) Academic Matters

- (i) Within the Universities Act (2012), the Charter and the Statutes empower the Senate to discipline all students on all academic matters.
- (ii) The Senate makes determinations on who repeats which year, breach of examination regulations and who is to be discontinued from approved programmes of study. The decision of the Senate is binding, subject only to an appeal for review based on fresh evidence.

(iii) Breach of Examination Regulations

What Constitutes an Examination Offence or Irregularity?

- a) Passing or receiving relevant verbal, written or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination.
- b) Unauthorized possession of used or unused examination answer booklet(s) outside the examination room or unauthorized possession of used or unused examination answer booklet(s) inside the room, other than the one issued during that particular examination.
- c) Possession/having any unauthorized written, graphic or recorded material or otherwise, in the examination room.
- d) Copying and/or referring to other candidate's answer booklets, or any other source e.g. parts of the body, clothing etc.
- e) Possession of any notes recorded on paper, parts of the body or clothing.
- f) Possession and/or use of a mobile phone, i-pods, electronic note book or any unauthorized electronic gadget(s) or source inside the examination room.
- g) Returning examination answer booklets with written answers after the examination.
- h) Plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming to be one's own. This includes but not limited to copying other candidate(s) written, published or unpublished material.
- i) Disrupting the conduct of examinations.
- j) Destroying evidence pertaining to examination irregularity.

- k) Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.
- l) Presenting oneself for an examination in a unit for which one is not registered for.
- m) Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.
- n) Writing on the examination question paper.
- o) Reading from other candidates' answer scripts or question papers.
- p) Permitting any other candidate to read or copy from one's examination scripts.
- q) Impersonation of other candidates or being impersonated during examination.
- r) Deliberate failure or refusal to hand in the examination script at the end of the examination.
- s) Assaulting and/or threatening an invigilator in the course of his/her duty.
- t) Involvement in and/or influencing tampering with examination data.
- u) Any other offence that is deemed to constitute an examination irregularity.

N.B: Involvement in any examination irregularity will automatically lead to expulsion from the University College.

(b) General offences

The Senate Students Disciplinary Committee set up under the University Statutes is composed of:

- (i) Deputy Principal (AROSA) - **Chairperson**
- (ii) Two student representatives (Students Association Chairperson and Academic Secretary)
- (iii) One Senate Representative
- (iv) Chairperson of respective Department
- (v) Dean of respective school
- (vi) Head of Students Affairs
- (vii) Registrar (ASA) - **Secretary**

The Committee deals with all examination irregularities and general offences committed by students in their day to day activities within the University College other than the offences the University College considers as major offences.

A student shall be given an opportunity of being heard before the Students Disciplinary Committee makes its decision.

Under the Senate Students Disciplinary Committee, the penalties for the various general offences will vary according to the gravity of the offence.

The penalties will include:

- (i) Letters of warning which will be carried in the Students' file.
- (ii) Payment for damages.
- (iii) Suspension from the University College for a Specific Period of time.
- (iv) Expulsion from halls of residence, where applicable.
- (v) Expulsion from the University College.



**MAMA NGINA UNIVERSITY COLLEGE
OFFICE OF THE REGISTRAR
ACADEMIC AND STUDENT AFFAIRS**

Email: registrar-acad@mnu.ac.ke
Telephone: 0702125192, 0748868921

P.O. BOX 444-01030
GATUNDU, KENYA

LETTER OF OFFER ACCEPTANCE BY THE STUDENT

(To be completed by those ACCEPTING the offer)

Dear Sir/Madam

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

.....

For a course leading to a degree in

.....

This is to confirm that **I DO ACCEPT** the offer, and **I DO PROMISE TO ABIDE** by the Rules and Regulations governing the organization, conduct and discipline of Mama Ngina University College as spelt out in the “Regulations Governing the Conduct and Discipline of the Students of the University College”.

FULL NAME: _____
(SURNAME) (OTHER NAMES)

ID NO:

P.O. BOX: MOBILE NO:

ADMISSION NO:

DEGREE ADMITTED:

SCHOOL:

DEPARTMENT:

SIGNATURE DATE:





**MAMA NGINA UNIVERSITY COLLEGE
OFFICE OF THE REGISTRAR
ACADEMIC AND STUDENT AFFAIRS**

Email: registrar-acad@mnu.ac.ke
Telephone: 0702125192, 0748868921

P.O. BOX 444-01030
GATUNDU, KENYA

LETTER OF NON-ACCEPTANCE OF OFFER BY THE CANDIDATE

(To be completed by those NOT ACCEPTING the offer)

Dear Sir/Madam,

Candidate's Name: _____

Admission No: _____

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

For a course leading to a degree in _____

This is to confirm that **I WILL NOT ACCEPT** the offer, because of the following reason(s):-

(Mark X against that which is applicable)

1.	Family problems	
2.	Health issues	
3.	I have been offered an Overseas Scholarship	
4.	The University has not offered me the course I applied for	
5.	I have taken on employment	
6.	Any other (state the reason here)	

Yours faithfully, _____
(Surname) (Other Names)

Signature: _____ Date: _____



**MAMA NGINA UNIVERSITY COLLEGE
OFFICE OF THE REGISTRAR
ACADEMIC AND STUDENT AFFAIRS**

Email: registrar-acad@mnu.ac.ke
Telephone: 0702125192, 0748868921

P.O. BOX 444-01030
GATUNDU, KENYA

**STUDENT'S PERSONAL DETAILS
(To be completed in duplicate)**



Information required in this form is intended to help the Office of the Registrar (ASA) understand the students better. It will be used for the purpose of improving the student's welfare while at the University.

1. Full Name:
(SURNAME) (OTHER NAMES)
2. Admission Number:
3. Date of Birth: Place of Birth
4. Sex: Male Female: (Tick appropriately)
5. Religion: National Identity Card No:
6. SHIF No: Postal Contact Address:
7. Nationality: Passport No: Country:
8. Family Home Address:
Sub-location: Name of Sub Chief :
Ward: Name of the Chief:
Sub County: County:
- Mobile Phone Number: E-mail:
9. Marital Status
(a) Single/Married:
(b) Name and Address of Spouse (if married)



10. Full name and Address of the Mother:

Alive/Deceased:

Occupation of Mother: Tel: Email:

Full name and Address of the Father:

Alive/Deceased:

Occupation of Father: Tel: Email:

11. Name and Address of Guardian (where applicable)

.....

Occupation of Guardian:

Tel: Email:

12. Names of siblings and dates of birth

Name	Date of Birth
------	---------------

.....

.....

.....

13. Give names and address of three persons who can be contacted in case of emergency:

Name	Relationship	Address
------	--------------	---------

(i)

Tel: Email:

(ii)

Tel: Email:

(iii)

Tel: Email:

14. Name and address of Secondary School (s) attended, Index number and dates

.....

.....

.....



15. K.C.S.E. or Equivalent Results

Subject	Grade	Subject	Grade
.....
.....
.....
.....
.....
.....
.....
.....
.....

KCSE INDEX NUMBER.....

16. Any other Institution/qualificataion:	Qualification and Dates
.....
.....
.....
.....

17. Games/sports: Which games or sports are you interested in?

- (a) Soccer:
- (b) Hockey
- (c) Basketball
- (d) Netball
- (e) Lawn Tennis
- (f) Athletics
- (g) Swimming
- (h) Dart
- (i) Volleyball
- (j) Badminton
- (k) Rugby
- (l) Table Tennis
- (m) Squash
- (n) Martial Arts

If others specify

18. Did you represent your School in games/sports? If you did, in what capacity?

19. Clubs, Societis and Hobbies: which clubs, societies or hobbies are you interested in?
 Please give details of your partcipation.

20. Please give any information you think is useful to improve your welfare as a student in this University College.

.....
.....
.....

21. Give any other information that might assist the University College in knowing you better.

.....
.....
.....

22. I certify that the information I have provided is correct:

Signature: Date:





**MAMA NGINA UNIVERSITY COLLEGE
OFFICE OF THE REGISTRAR
ACADEMIC AND STUDENT AFFAIRS**

Email: registrar-acad@mnu.ac.ke
Telephone: 0702125192, 0748868921

P.O. BOX 444-01030
GATUNDU, KENYA

DECLARATION

I hereby undertake to complete the course for
which I have been accepted at Mama Ngina University College
unless I am requested to discontinue by the University College authorities.

I understand that change of School or Department will
be permitted only by authority of the University College.

I accept the regulations made from time to time
for the good order and governance of the University College

Lawfully made by the Principal and
other duly appointed Officers of the University College.

Name of Student:

Admission No.....


ID No:

Mobile Telephone Number.....

Signature:

Date:



	MAMA NGINA UNIVERSITY COLLEGE QUALITY MANAGEMENT SYSTEM	Ref.:	MNUC/AROSA/SOP/ADM/1.0/002A
		Ver.:	1.1
Title:	REGISTRATION FORM	Date:	MAY 2023

To be filled in duplicate

SEMESTERACADEMIC YEARDATE

A. STUDENTS DETAILS

Name Admission No.
 Mobile No. E-mail Address
 School Degree Program

B. PRESENTATION, VERIFICATION AND SUBMISSION OF JOINING INSTRUCTIONS

1. **Original** letter of admission.
2. **Original** and Copy of KSCE/Diplomas/Degree Certificates and Result slip/Transcripts
3. **Original** & Copy of National ID Card.
4. **Original** and Copy of SHIF Card/and OR Family Insurance Cover Policy Number
5. Submission of Joining Instructions and copies of documents.

Name of Verifying Admissions Officer PF/ID
 Signature DateStamp

C. ACTIVATION ON THE DATABASE

Biodata verification stage (Check and Update Order of Names, KCSE, Index No & County)
 Name of the Activating OfficerPF/ID
 Signature Date Stamp

D. FINANCIAL OBLIGATIONS (PAYMENT OF HOUSEHOLD FEES)

Name of Bank Bank Slip No
 Amount paid KShs.
 Name of the Activing Finance OfficerPF/ID
 Signature DateStamp


E. ISSUANCE OF STUDENT IDENTITY CARD/SMART CARD

Name of Processing and Issuing OfficerPF/ID
 Signature Date Stamp

F. RECEIPT OF IDENTIFICATION CARD

Student's Signature Date Stamp

NB: This form must be submitted to the office of the Registrar (ASA) at the end of the registration process

	MAMA NGINA UNIVERSITY COLLEGE QUALITY MANAGEMENT SYSTEM	Ref.: <i>MNUC/PRO/SOP/1.0/003C</i>
		Ver.: <i>1.0</i>
Title:	STUDENT CONSENT FORM	Date:

I ID No.

Registration Numbergive consent to Mama Ngina University College to use my image and likeness, videos I appear in for their reports, publications, education and awareness materials, and website without expectation for compensation.

This consent is given in perpetuity and does not require prior approval by me.

Name: _____

Registration No. _____

Signature: _____

Email address: _____

Mobile No: _____

Date: _____