



## DAYSTAR UNIVERSITY STUDENTS HANDBOOK

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## 1.0 INTRODUCTION

### 1.1 About the Handbook

This is Daystar University Students Handbook which governs the conduct of students registered in the University. It comprises four chapters namely introduction, students' life, code of conduct and corrective and disciplinary processes. The introduction highlights the history, vision, mission, core values and statement of faith of the University. The chapter on students' life highlights academic and social life of the students at the University. It also provides general information of the essential services offered at the University to facilitate learning. Chapter three stipulates the expected conduct of a Daystar University student with regard to academic responsibilities, dress code and social life. Chapter four provides information on corrective and disciplinary processes.

### 1.2 History of Daystar University

The University was founded in Bulawayo, Zimbabwe, by Dr. Donald Smith & Mrs. Faye Smith, an American missionary couple, and S. E. Motsoko-Pheko, a political refugee from South Africa. The University relocated to Nairobi Kenya in 1974 and was granted a charter as an accredited university in 1994.

The name 'Daystar' is derived from the Bible, (and southern African cultures where it is a symbol of a new day, hope and guidance) 2 Peter 1:19, which is used to describe Jesus Christ. **"We have also a more sure word of prophecy; whereunto ye do well that ye take heed, as unto a light that shineth in a dark place, until the day dawn, and the day star arise in your hearts"** (2 Peter 1:19 KJV).

With this in mind, every member of Daystar University is encouraged to emulate Jesus Christ in behavior, lifestyle and speech.

The University combines impressive modern facilities and a dynamic approach to teaching and research. Daystar University strives for excellence in its teaching and research methods. The University is well known for quality in teaching. Training is personalized and by highly qualified faculty. The University has two campuses, namely Nairobi and Athi River Campuses.

The Nairobi Campus is situated at the Valley Road/Ngong Road junction. The Campus offers daytime diploma courses, daytime pre-university programme, day/evening undergraduate programmes and evening postgraduate programme.

Built on 300 acres of land, the University's Athi River Campus is 40 kilometers from Nairobi, at the edge of the Athi plains on the slopes of the Lukenya Hills. It is home to about 2,000 students, both local and international. Pre-university and daytime undergraduate programmes are also offered at the Athi River Campus..

### 1.3 VISION STATEMENT

To be a distinguished, Christ-centered, African institution of higher learning for the transformation of the church and society.

#### **1.4 MISSION STATEMENT**

To develop managers, professionals, and scholars to be effective, Christian servant-leaders through the integration of Christian faith and holistic learning for the transformation of church and society in Africa and the world.

#### **1.5 CORE VALUES**

These include the following:

- i) Christian values
- ii) Servant Leadership
- iii) Excellence

#### **1.6 THE PHILOSOPHY OF THE UNIVERSITY**

Daystar's philosophy as an academic institution is the integration of faith and learning for transformational servant leadership. The University believes that faith is central to the holistic development of the human being and that such integration is inescapably linked to a cultural system.

The University's chosen faith is Christianity.

Daystar University's Christian philosophy of life and conduct, teaching, training and research, is founded on Christian principles and values that are based on the following biblical statement of faith and practice and which as a community of people who follow Jesus Christ, we affirm our belief in:

- a) The one-eternal God in Trinity of the Father, Son and Holy Spirit, the Creator and Lord of the world, who governs all things according to the purpose of His will, calling out of the world a people for Himself and sending them back into the world to be His servants and witnesses for the extension of His kingdom, the building of Christ's Church and the glory of His name;
- b) The one Saviour, Jesus Christ Himself being the only God-man, who died for the sins of mankind and was raised from the dead according to the Scriptures; the only ransom for sinners and mediator between God and man; who is exalted above every other name as Saviour of the world who offers forgiveness of sins and liberating gift of the Spirit to all who repent, believe and come to Him personally and so be reconciled to God; and those who reject Him repudiate the joy of salvation and condemn themselves to eternal separation from God;
- c) The Holy Spirit, sent by God the Father to bear witness to His Son, whose power and works among men lead to the conviction of sin, faith in Christ, new birth and Christian growth; and speaking through the Scriptures illumines the minds of God's people in every culture to perceive the truth and discloses to the whole Church the wisdom of God;
- d) The divine inspiration, truthfulness and authority of the Old and the New Testament Scriptures as the Word of God with power to accomplish His purpose of salvation; the Gospel of Good News for the whole world addressed to all mankind for God's revelation in Christ and the only infallible rule of faith and practice;

- e) The return of Jesus Christ personally and visibly in power and glory to consummate His salvation and judgment; the interim period being filled with evangelism by the people of God, who eagerly await Christ's return, the coming of the new heaven and new earth in which righteousness will dwell and God will reign forever; and meanwhile rededicating themselves to the service of Christ and men in joyful submission to Christ's authority over the whole of life.

## **1.7 THE COMMUNITY COVENANT OF DAYSTAR UNIVERSITY**

Daystar is both the name and the motto of the University. It also summarizes its mission to be a light for the nations. We must pay attention to the biblical prophecies until the 'Daystar' arises in our hearts. That Daystar is Christ and Daystar University is Christ's community. We must each live our lives under the Lordship of Christ. That life draws meaning from submission to Christ and service to others. The Daystar University philosophy statement affirms the triune God, God the father, God the Son and God the Holy Spirit, as the creator of all that is and the source of all truth. As beings created in the image of God, we have special responsibilities and challenges. In our community of believer-scholars we affirm the inter-relatedness of what we believe, the way we live, and the way we learn. Our search for truth and commitment to Christ connects us not only to each other but also to God's creation and God's people throughout the world and throughout history.

Within this community, it is not easy to find the right balance of challenge and support for each individual. Personal freedom and community obligation sometimes seem to be in tension as individuals work to integrate belief and behavior. This growth-producing process benefits from the dynamics of a diverse but concerned community, as well as the sense that the lordship of Christ and commitment to being part of the body of Christ are key values to guide us. With the task before us, to search the truth and promote personal growth, we join together in the hope of achieving more together than we could separately. We agree to pursue the obligations and challenges of community membership with integrity, respecting our institutional heritage, and practicing biblical accountability.

Our acceptance of Jesus Christ as Saviour and submission to His Lordship has many implications. Some of the primary implications can be seen in terms of benefits and responsibilities based on our relationship to God, to His creation, and to the group of people who constitute the Daystar University Community.

The benefits and responsibilities of living under the Lordship of Christ include:

### **a. Our relationship with God**

We affirm that there is but one true God, revealed through Jesus Christ. When we know Him as our Saviour, His Word in the Holy Bible becomes our guide for faith and life. Because of the fundamental importance of knowing God and His Word, we affirm the need of the spiritual disciplines in corporate and individual life. Prayer, Bible study, meditation, fellowship, and group worship should be regular activities in a believer's life. Because God is a faithful keeper of covenants, we affirm the importance of fidelity and covenant keeping in our relationship with God and in our relationships with each other.

Scripture guides us in knowing how to live out the impact of God's grace in our lives. We are to honor and revere Him in the way we worship, serve and enjoy Him. As teachers and learners we see our activities as acts of service and honour to Him. Because of the love which He initiates by grace, we respond in love to Him and to those He has created. His love gives us the sense of meaning and intrinsic worth that goes beyond any earned value or identity.

**b. Our relationship with God's creation**

As people created in God's image and accepting His Lordship, we are to follow Christ's example in proclaiming the good news to the poor, binding the broken hearted, proclaiming freedom to the captives, and restoring sight to the blind. As those committed to living out the teachings of scripture, we are to act justly, love mercy, and walk humbly. We are to bring peace and unity where there is conflict and discrimination. We are to respect people and to value life above material wealth. Because we see people as having intrinsic worth, we avoid gossip, manipulative behavior, and sexist, racist or tribalistic attitudes and behaviors, stressing instead integrity, commitment, and compassion in relationships with others.

This respect for creation also shows itself in our treatment of natural resources. As stewards, we are to be faithful in preserving the environment and in maintaining the balances within the creation order. We are to use our intellect and creativity to preserve and enhance the creation, using its resources prudently in light of uncertain limits to history and life as we know it.

**c. Our relationship with the group of people who constitute the Daystar University community**

We recognize the significant diversity that exists within our community, bringing richness that results from varying ability levels, backgrounds, and interests. That individual diversity, however, must come within the bounds by which the community defines itself. Individuals who join the community must also be willing to live with integrity within those boundaries if the community is to function. While acknowledging the difficulty of applying general principles to specific behaviors and contexts, we as Daystar University Community agree to the following guidelines:

- a) We commit ourselves to academic integrity and excellence in cooperation rather than a competitive environment. We strive to work together responsibly and honestly in exploring and understanding the world around us, searching for truth within all academic areas.
- b) We commit ourselves to expressing Christian values in responsible decisions and actions. While not all Christians agree about the application of Christian values to specific situations, we expect honesty in dialoguing about and applying Christian values to things such as the use of language, leisure time and entertainment options, observance of the Lord's Day, and personal appearance.
- c) We commit ourselves to balancing personal freedom with concern for the moral standards of others. In addition, rules are designed to promote a campus atmosphere that is most conducive to personal well-being, corporate service, and the achievement of the University's distinctive goals and educational objectives. Prohibitions about the use of alcoholic beverages outside the Holy Communion sacrament, tobacco products and the abuse of un-authorized use of prescription or non-prescription drugs relate most clearly to concerns about personal well-being and the scriptural mandate to care for our

bodies. Gambling is prohibited because we want to be wise stewards of the resources entrusted to us by God.

- d) We believe that certain Scriptural teachings apply to us as they have to all people in all cultures. Our lives are to be characterized by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. We are to use our gifts in doing such things as service, teaching, encouraging, giving, leading and showing mercy. In contrast, we are to avoid such sinful practices as drunkenness, dishonesty, profanity, occult practices, and sexual intercourse outside of marriage, homosexual behavior, sexually exploitative or abusive behavior, and use of pornographic materials. Although wrong attitudes such as greed, jealousy, pride, lust, prejudice, and factiousness are harder to detect than wrong behaviors, both are sinful and destructive to community life and the body of Christ.

With this understanding of our benefits and responsibilities as members of Daystar University Community, we covenant together as a community of believer-scholars to pursue the challenge of living out this document. We commit ourselves to pursue the distinctive goals and educational objectives of the university. We commit ourselves to seek increased understanding of the Christian faith and using that faith to gain deeper understanding of specific academic disciplines and world problems. We commit ourselves to encourage growth in others by living as examples or models, applying our faith to personal life-style issues, confronting inappropriate attitudes or behaviors directly and affirming the evidence of God's work in others. We will strive to use our talents and time, both in and out of class, for the benefit of the community and to the glory of God, working together to bring all of life under the Lordship of Christ.

## 2.0 STUDENTS LIFE IN THE UNIVERSITY

### 2.1 Academic Life

The University combines impressive modern facilities and a dynamic approach to teaching and research. Daystar University strives for excellence in its teaching and research methods. The University is well known for quality in teaching. Training is personalized and by is given by highly qualified faculty.

Pre-university and daytime undergraduate programmes are offered at the Athi River Campus. Diploma courses, postgraduate programmes, day and evening undergraduate programs are offered at the Nairobi Campus. The University also offers daytime Pre-university programme at the Nairobi Campus.

The University Academic Division is divided into the following:

1. School of Communication, Language and Performing Arts
2. School of Business and Economics
3. School of Science, Engineering and Health
4. School of Human and Social Sciences
5. School of Arts and Humanities
6. School of Law
6. Institutes and Centers
7. Library
8. Admissions and Records

The Academic Division of the University is in charge of student learning. The Division comprises Offices of DVC Academic Affairs, Registrar, Dean of Schools, Heads of Departments and the Library. Students can seek academic assistance from any of these offices depending on the nature of the help required. *Students are encouraged to get more detailed information about academic matters from the University catalogue*

### 2.2 Spiritual Nurture

Enormous opportunities exist for the entire Daystar community to develop habits and discipline which will foster both individual and corporate spiritual growth. Some of the spiritual nurture programs of the University include the following:

- a) Chapels
- b) Prayer days
- c) Bible study groups
- d) Outreach missions
- e) Other campus fellowships
- f) Counseling

#### 2.2.1 Chapels and Bible Study Groups

It is expected that all students will attend the Chapels, Bible study groups, Prayer Day and other spiritual activities as may be planned by the University in keeping with Daystar's vision and mission. *These activities are not optional.* Habitual absenteeism will, therefore, result in

subjection to university disciplinary measures. **Every student is expected to attend at least 75% of the chapels in each semester.**

### 2.2.2 Prayer Day

This is held once in every semester in both campuses. The Day of Prayer is not optional for members of Daystar University. Students are, therefore, required to attend.

### 2.2.3 Other campus fellowships

There are other campus fellowships and activities organized for spiritual nourishment under the Daystar Christian Fellowship (DCF), which offer opportunities for Christian service, ministry and fellowship. These are spiritual nurture activities are organized by various DCF subcommittees which include the following:

- |   |   |
|---|---|
| a. Evangelism Team                        | h. Married Couples' Fellowship                    |
| b. Men's Fellowship                       | i. Evangelism Choir                               |
| c. Drama Team                             | j. Intercessory Team                              |
| d. Dance Team                             | k. Bible study                                    |
| e. Ladies' Fellowship ( <i>DaLaFe</i> )   | l. Service Team                                   |
| f. Sunday School (Athi River Campus only) | m. Worship Team                                   |
| g. Sing Africa                            | n. Off-Campus Fellowship (Athi River Campus only) |

## 2.3 Students Counseling Services

Students are encouraged to enhance their emotional growth and development through counseling. Students struggling with alcohol, cigarette smoking or any addictive type of behavior are encouraged to seek help or counseling in the support group services available at the Daystar Compassion and Care Centre (DCCC) or any other avenue available in the University. Failure to adhere may lead to disciplinary action against any student caught engaging in any of these types of behavior.

Counseling can be sought from the following:

- |  |  |
|--|--|
| i. University Counselors                         | v. Resident Tutors                           |
| ii. Chaplains (on both campuses)                 | vi. Dean of Students                         |
| iii. Daystar Compassion and Care Centre (DCCC)   | vii. Faculty, staff and Heads of Departments |
| iv. Residence Administrators (Athi River Campus) |  |

The Student Affairs office can facilitate any required additional or professional counseling.

Academic counseling can be sought from the University's Academic Registrars, Deans of relevant school and staff, as well as, heads of respective academic departments.

## **2.4 Accommodation and Catering**

### **a) Halls of Residence**

- i. Incoming students who require on-campus accommodation should apply for it ahead of time. Applications are to be directed to the office of the Residence/Campus Administrators, the Student Affairs, or the Admissions Office. Rooms will only be allocated to students who have paid for the same.
- ii. Allocation of rooms to resident students will be the prerogative of the Residence Administrator or an authorized officer within the Services Department. Once allocations have been made, change of rooms, beds etc, will not be allowed without written permission from the Residence Administrator or an authorized officer within the Services Department.
- iii. Students' rooms are out of bounds to members of the opposite sex at all times.
- iv. The Community Life staff, Security Officers, Resident Tutors, Resident Assistants and authorized officers within the University may carry out student room inspection from time to time.
- v. All visitors should be fully declared and are required to report at the Security Check point at the gate on their way in and out of Daystar University. All visitors should leave Daystar Campuses by 11.00 pm. Failure to do this will lead to disciplinary action against the student hosting the visitors.
- vi. As a security measure, visitors are not allowed into students' rooms. All visitors shall be received or entertained in the cafeteria, common room or outside halls of residence.
- vii. Hawking is not allowed in Daystar University hostels. Therefore, any boarder who allows hawking in their room or hostel will forfeit their residence.
- viii. Removal of campus furniture or any other campus equipment from the rooms or any other part of the hostels without the permission of the University Services department is forbidden.
- ix. Students who want to hang pictures on the walls must request for proper nails to be fixed on the walls by the University Services department failure to do so, the student will be charged for the costs of repairs arising from the damaged walls.
- x. All losses or damage to University property in students' rooms i.e. breaking storage lockers, breaking doors among others should be reported immediately to the Residence Administrator or Resident Tutor. Such damage will be paid for by students, either individually or collectively.
- xi. The University will not be held responsible for any losses or damage to student property while in the hostels. Students will be responsible for the security of their personal property.
- xii. Students are responsible for the cleanliness of their rooms. They are expected to use the equipment provided to clean their rooms. Students are also expected to use the communal areas responsibly, including corridors, TV rooms, bathroom, toilets, laundry areas, etc.
- xiii. All hostel residents are required to be back on campus by 11.00 pm unless they have been permitted to be late by a university staff member. Such permission shall be sought from the Residence Administrator at least one day before. The main hostel doors will be locked at 11.00 pm. and those students returning to the campus after 11.00 pm shall be required to register with the security office.

- xiv. Walls are to be left clean without being defaced by advertisements or posters. Students who stain walls or deface them shall be charged for repairs.
- xv. All students MUST vacate their rooms at the end of semester, except with the written permission from the Residence Administrator or an authorized officer from University Services Department. Such permission may be granted after application for the accommodation is approved in writing by the Residence Administrator or an authorized officer from the University Serviced Department.
- xvi. Students must surrender all keys to the Residence Administrator or their assistants at the end of every semester. A fee equal to the cost of making another copy of the key will be levied on students who do not sign out upon surrendering the keys.
- xvii. Students should clearly label all their luggage and make arrangements for storage of the same within the designated storage areas in the Hostels as guided by the Residence Administrator or their assistants. All luggage should be collected by the end of the Registration process. Students who are not reporting for the following semester should not leave their luggage in the University for more than seven (7) days from the date of the official commencement of a semester. Failure to pick your luggage within the stipulated deadline will attract a fee amounting to KES 1,000 per week/7 days for storage.
- xviii. Students need to be considerate to others in the hostels, e.g. they should avoid banging doors and they need to keep the volume of their music low. The music gadgets of students constantly reported to be loud and noisy shall be confiscated indefinitely.
- xix. Students should speak to one another respectfully while in the hostels and avoid making disruptive noises. Those aggrieved may report such students to the Resident Administrators, Residence Tutors or to an official staff member at the University Services Department.
- xx. Students shall not keep any offensive weapons as defined in the laws of Kenya within the University. Failure to comply will lead to disciplinary action or immediate suspension from the University.

**b) Laundry**

- i. Students shall use their own buckets for soaking their clothes. They are not allowed to soak clothes in the sinks, bathtubs, or dhobi sinks.
- ii. Students shall leave the laundry area clean.
- iii. Students shall not use chairs for washing clothes on or to stand on while hanging clothes.
- iv. Students shall not wash their clothes in the bathrooms or in their rooms.

**c) Use of television sets in the halls of residence**

Students are free to use the TV sets in the common rooms or their own in their hostel rooms subject to the following guidelines:

- i. The TV shall not be removed from the common rooms.
- ii. There should be no viewing of TV during chapel and Bible study time.
- iii. The TV's volume shall not be disruptive to other students.
- iv. The TV shall not be used to watch outlawed materials including pornographic content.

**d) Catering Services**

Cafeteria/ Dining Hall/ Restaurant

Dining hall meals are available to those who will procure a valid Meal Card which is obtained from the University outsourced caterer. Cafeteria services are available at your own cost on both campuses. Student's Meal Card is not transferable to someone else. The

University has out-sourced cafeteria services in both campuses where snacks and meals can be bought.

Students should observe the following guidelines regarding catering services:

- i) Dining hall, restaurants and canteens remain closed during chapel/prayer day and Bible study times.
- ii) No meals shall be served in the dining hall after the scheduled meal times without prior arrangement with the caterer.
- iii) No meals should be carried into the hostels. However, sick students may be served in their rooms but with written permission from the Resident Administrator/Assistants or Resident Tutor.
- iv) No plates, cups or cutlery should be carried out of the dining hall.
- v) Students' are required to keep the tables clean while eating in the dining hall. They are also required to clear their plates in the garbage bins that will be provided and leave their plates on the trolleys provided.
- vi) Special diets prescribed by a doctor may be considered.
- vii) The back entrance to the kitchen is for use by the kitchen staff only. No unauthorized persons are allowed into the kitchen.

## **2.5 Transport Services**

A private transport service firm is contracted to handle transport for day scholars to and from Athi River Campus.

### **a) Transport Requirements**

- i. The bus departs at stated times. Students are therefore expected to adhere to the transport schedule provided for each semester. Those who miss the bus make their own arrangements to their destinations.
- ii. A bus pass or a ticket must be produced on demand by authorized transport staff.
- iii. All payments must be made beforehand to the service provider/bus company. No payments shall be allowed on the bus. After the capacity of the transport means is full, no more tickets will be sold.
- iv. Day-scholar buses are exclusively for day scholars. The rule of 'first come first served' will apply. Overloading or reserving of seats will not be allowed.
- v. Transport for boarders in Athi River Campus will be made available on Fridays from morning until 5.00 pm. Sunday departures from Nairobi campus is as buses fill up to 5.00 pm. Boarders should plan to return to the Athi River Campus on Sundays, otherwise they will be expected to make their own transport arrangements on Monday mornings.
- vi. Boarders and visitors should purchase valid bus tickets from the conductor on duty when space is available for them to travel by buses.
- vii. All staff buses are reserved for faculty and staff, unless otherwise stated.
- viii. All day scholar buses shall follow the approved routes only and will depart as they fill up.

## **b) Parking**

### **Nairobi Campus**

Students must obtain a parking permit to be allowed to park on the campus. Limited parking space is available apart from those designated to senior staff. Students with personal vehicles are advised to park as directed by the Security Officers. Security Guards will be posted there to watch over the vehicles, however, students' park at their own risk. Students intending to leave their vehicles overnight or for more than one daytime parking will require permission by the Nairobi Campus security officer or the University Services Department.

### **Athi River Campus**

The Athi River Campus has adequate designated parking space for visitors, staff and students.

## **2.6 Maintenance services**

All defective University property should be reported to the University Services Department while security matters should be reported to the security office. Any movement of University assets from within and outside Campus MUST be authorized by the University Services Department.

## **2.7 Telephone Services**

### **Nairobi Campus**

Students are free to contact the reception desk for assistance. In case of an emergency at night, the security office can be consulted on extension 222.

### **Athi River Campus**

In case of emergency, students should contact the Residence Administrator, Campus Administrator, the Resident Tutors or the Security Desk Extension.

## **NOTE**

- i. Students are not allowed to use office telephones for personal calls unless with permission from the responsible University officer.
- ii. Any student who wishes to use University facilities for a non-academic activity, specifically lecture rooms, spaces and halls, should first seek written permission from the responsible university officers. Booking should then be done 14 days prior to the event through the University Services Department.

## **2.8 Mail Services**

- i) All postal services can be accessed from the post office situated off-campus at Athi River.
- ii) Both outgoing and incoming mail will be posted and received twice a week in both campuses.
- iii) Mails can be collected either at the mail office or at the Student Affairs Office.

- iv) Students are advised to check for their mail at the Student Affairs Office.
- v) Each student will be given a personal Daystar email account for official and general communication. Students are highly encouraged to ensure that the account is activated and operational. Important University announcements are channeled through the official Daystar emails.

## **2.9 Bookshop Services**

The Bookshop operates as an outsourced business entity that sells items. The students' textbook allowance will always be highlighted on the Bookshop Requisition Card upon receipt of a valid statement of payment from the Finance Department. Photocopying services are rendered to students on cash basis.

## **2.10 Medical Services**

The Athi River Campus Medical Centre is located on the northern side of the Campus, near the DUPA Hostel, and is open 24 hours, 7 days a week. The clinic in Nairobi Campus is located on the ground floor of the old Administration block near the main gate and is open from 9 a.m. to 6 pm from Monday to Friday and from 8 a.m. to 12 noon on Saturdays.

- i. All students are required to join the Daystar Medical Scheme which is through a medical insurance company contracted by the University in consultation with DUSA. Those bringing proof of having a different medical insurance may be exempted. Students should check with the Human Resource Office for more details.
- ii. Students will be issued with an insurance membership card and this should be carried at all times in case emergency treatment is required.
- iii. When a student needs medical attention, he or she can get it from the Daystar Clinic or any other preferred health provider appointed by the insurer.
- iv. There is a Resident Doctor/Nurse at the Athi River Campus who handles any emergencies.
- v. In case of any admission to the hospital, it should be brought to the attention of the medical insurer.
- vi. It is important that students familiarize well with what is constituted in their personal medical scheme, particularly the exclusions.
- vii. Students with personal medical cover must submit a letter from the respective insurer to Human Resource Department at the beginning of every academic year.

## **2.11 International Student Affairs**

Students Placement and International Relations Office (SPIRO) in the Students Affairs Department is in charge of international students' affairs.

### **a. International Students Office**

All non-Kenyan students are required by law to obtain immigration documents before enrolling for study in Kenya. This includes a valid passport with a current visa, Kenya Pupils Pass and an Alien Certificate. A re-entry pass is required for those travelling home in the course of study. Further information is available at the International Students Office at the Hope Centre in Athi River Campus and on the second floor of the old administration block in Nairobi Campus.

## **b. Student Exchange Programme**

Through the Student Exchange Program, the University provides opportunities for Daystar students to participate in exchange programs with other universities. The programs are open to second, third and fourth year students during their first semester.

A cumulative GPA of 2.7 is required as well as the ability to purchase a return ticket and pay a full year's or semester fee in advance. The student must also be a mature Christian, possessing evident leadership qualities with no record of indiscipline.

For more details refer to the University Catalogue and the exchange program coordinator.

## **2.12 Library Department**

### **a) Preamble**

The University library is located in Nairobi and Athi River campuses and in the Law School. The library holds a rich collection of information resources which are in print and electronic formats: Books, audio-visual materials, journals, magazines, newspapers and reports. It is fully automated with an online public access catalogue (OPAC), and digital collections of online full textbooks and full text online journals. These resources can be accessed virtually via the intranet, and off-campus, enabling instant real-time access without necessarily going to the physical library.

The library is open to faculty, staff, and students of Daystar University for reference and lending facilities. External users are allowed to use the library services at the discretion of the University Librarian as per the laid-down library policies and regulations.

### **b) Services Provided**

The Library provides the following services:

- i) Training on the use of the online public access catalogue and the library digital collections
- ii) Lending of books
- iii) Textbook loan program
- iv) Multimedia service
- v) Reference and referral services
- vi) Drop box – this is a box provided for dropping books which are due for returning to the library. Patrons normally use this service either in the evening, early in the morning, or on weekends and public holidays before the library opens or after closing.

### **c) Textbook Loan Program**

The textbook loan program is a separate section of the Library that loans course textbooks to students for a full semester. The objective of the programme is to enable each student to have one core textbook for each course offered by the University. The use of the textbook loan programme is governed by the following regulations:

- i) Books are issued on a “first-come-first-served” basis to students who have fully registered for a course. The student should bring his or her stamped invoice showing the list of courses for which he or she has registered.
- ii) All loaned textbooks are due on the last day of the semester.
- iii) An overdue fee is charged per day when a book is not returned on time up to a maximum of 60 days after which the book will be assumed lost, and a replacement cost demanded from the patron by the finance department.

- iii) A student is responsible for loss or damage of a textbook loaned to him or her. Damage includes writing on, mutilation, underlining or folding the text, etc.
- iv) The cost of replacing a book will be calculated at the current market value of the book and will include other incidental charges.

#### **d) The Multimedia Centre**

The Multimedia Centre is a one-stop-shop equipped with computers, television sets, earphones and DVD players for use to access online full textbooks and journals; DVDs, and other digital collections housed in the library. Patrons sign in and out every time they wish to use the facility.

- ii) Use of flash disks and other electronic storage facilities in the Multimedia Centre is prohibited. Patrons can send their work to their emails accounts and print at the ICT laboratories or at their convenience.
- i) The equipment at the Multimedia Centre shall be used solely for educational purposes.
- ii) Information resources at the Centre shall not be taken out except in exceptional cases that must be authorized by the Librarian, Reader Services as per the Reader Services Policy
- iii) Patrons should log off the machine after use.
- iv) The Digital Library can be accessed through the University intranet, as well as .off-campus through access credentials provided by the library.

#### **e) Digital Institutional Repository**

The Library hosts an institutional digital repository whose content includes: past examination papers, theses/dissertations, journals and newspapers articles, conference papers, University publications, among others. The repository can be accessed via the University internet.

#### **f) Library Regulations**

- i) The library is open from Monday to Saturday, and remains closed on public holidays and Sundays.
- ii) All faculty, staff and students of Daystar University must be registered as library members in order to access the library and borrow information resources.
- iii) All registered library patrons shall use their student IDs to access or borrow library resources.
- iv) The Daystar Identification Card must be produced when entering the library.
- v) Library fees are payable per semester.

#### **g) Borrowing rights and overdue penalties**

- i) Registered faculty, staff, and students have the right to borrow library materials.
- ii) Some library materials such as the reference collection and all materials in the Africana and Special Collections, and the Multimedia Centre are not for loan outside the library. Materials on reserve should only be used in the library except when overnight loan is allowed.
- iii) Undergraduate can borrow library books for two weeks renewable; Masters students can borrow 11 books renewable, while PhD students can borrow the same books for 30 days renewable. All students are eligible to borrow textbook loan books for the whole semester.
- iv) It is an offence to take library materials out of the Library unless they are properly issued.
- v) Fines shall be charged for overdue materials at a rate which is determined from time to time.

#### **h) Inter-Library Loan (I.L.L)**

Library patrons desiring to borrow a book(s) from the other Daystar Campus libraries can place their requirements with the Library Reference staff.

#### **i) Fines and Payments for Lost or Damaged Materials**

- i) A patron who fails to return or renew materials on the date due shall be fined per item, per day, which includes Sundays and public holidays.
- ii) A patron who fails to return library materials 60 days after they are due will be charged the cost of replacement and any administrative costs. The library shall assume the item as lost as per the library policy.
- iii) The cost of replacing lost library materials will be calculated at the current market value of the items plus other incidental costs. Money paid for lost items is not refundable in case the lost item is later found.
- iv) A patron who fails to return reserve materials at the specified time will be charged an overdue fine per hour per item at the existing rates for such items. Such fine(s) shall be inclusive of Saturdays, Sundays, and public holidays.
- v) The Library automated system will automatically block the accounts of defaulters until all the books have been returned or fines have been paid in full.

#### **j) Clearance**

All library Patrons are expected to clear with the Library, pay for the lost library resources, and overdue fines before leaving the University. Such clearance shall be authorized by the Librarian in charge of Reader Services, the Deputy University Librarian, or the University Librarian.

#### **k) General Rules**

- i. Ensure Silence while in the library.
- ii. Foods and drinks are not allowed in the library.
- iii. Please leave your Briefcases/bags at the left luggage area
- iv. Do not leave your valuables (e.g. phones, money) at the left luggage area or anywhere else while in the library
- v. Library books used within the library should be left on the tables and not re-shelved by users.
- vi. Prior reservation of sitting space is not allowed. Personal books or files should not be left on the desks for more than one hour.
- vii. Please keep the library neat at all times. Use the provided bins to dispose litter.
- viii. Stealing or attempting to steal library property is a punishable offence.
- ix. Writing on, underlining, mutilation, or destroying library property is a punishable offence.
- x. Please keep your phones on silent while in the library

#### **l) Suspension from use of the Library**

The University Librarian shall suspend any user whose library conduct is considered unacceptable. Such persons shall be reported to the disciplinary committee or other relevant officers for further action.

## 2.13 Computer Laboratory Use Policies

### a) Preface

Daystar University has provided excellent, well-equipped computer laboratories to enable students to write term papers and do their class projects. Laboratory assistants are available in each laboratory to assist students in case of technical problems with either the computers or printers. However, laboratory assistants are not to assist students with their work or in typing papers.

Computer services are costly and, for this reason, a computer usage fee is charged each year. The payment of this fee does not allow students to abuse the laboratory, the lab assistants or fellow students.

The laboratories can get crowded and hot. Also, virus control and prevention is a serious issue that must be addressed. To ensure that students benefit from the use of the laboratories, it is recommended that all users exercise Christian stewardship by using the equipment responsibly and with care so as to maintain the labs in good condition. Hence, the following policies have been established to govern the use of the laboratories.

### b) Policies

- i. Only authorized users are allowed in the laboratories
- ii. You are expected to save your data on google drive, you can have access to it at any time of the day on laptops and smartphones ; you don't have to wait until you come to the lab
- iii. Do not watch any movies/ pornographic sites inside the computer lab
- iv. Do not save any pictures inside your folders
- v. Do not carry hand bags and laptops into the computer labs
- vi. Log off the computers after use to pave way for the next user
- vii. Advance booking of computers is not allowed
- viii. Strictly no hard drives, compact disks or flush disks will be allowed in the labs. These devices will only be used on three computers set aside for transfer of data in and out of the student folders.
- ix. Do not run or load any personal software on any computers in the lab
- x. Do not play computer games in the lab
- xi. Do not carry any food or drinks into the labs
- xii. Report any malfunction of the computer software or peripheral equipment to the lab staff
- xiii. Do not make an attempt of repairing any hardware or software
- xiv. Do not change any settings on the computer
- xv. Do not move any computers or devices e.g. network cables, mouse and keyboard e.t.c from their current location
- xvi. Do not make noise; lab staffs have the right to send you out and you also risk having your student account disabled
- xvii. Keep all the passwords to yourself, do not share with anyone
- xviii. Do not listen to music while in the labs
- xix. Disciplinary matters that arise will be handled using relevant procedures
- xx. Keep the labs cleaner than you found them, use the dustbins provided
- xxi. Ensure you switch off the projector after use
- xxii. Do not write on projector screens using marker pens, roll the screens up then write on the white board

Violators of these rules will forfeit the privilege to use the computer labs

## **2.14 Daystar University Students Association (DUSA)**

Daystar University not only provides for academic learning but also provides forums for students to learn and practice servant leadership. The Students' Association and clubs provide such opportunities where leadership abilities can be developed and practiced.

Daystar University Students Association (DUSA) is the student government whose aim is to initiate, develop and maintain a more effective and productive student life, and to enhance a healthy relationship between the administration, staff and students. A comprehensive account of the aims, membership, executive, standing committees and other matters related to the Association are contained in the DUSA Constitution.

All Students are expected to familiarize themselves with the Constitution in order to take meaningful participation in DUSA activities. Ample copies of the Constitution are available in the reserve section of the library, Student Affairs Office and the DUSA offices.

## 3.0 CODE OF CONDUCT

### 3.1 Preamble

Daystar University is a non-denominational Christian institution, a community of believers from various ethnic groups, nations and church communions. It is expected that students will exemplify a God-controlled life, both on and off the Daystar campuses. As guides for individual and group actions within this community, the University affirms the following general principles of conduct. These principles serve as the basis for regulations concerning student conduct.

**1.1** A student should constantly remember that he or she is an “ambassador of Christ” and should make sure that his or her behavior does not bring reproach to the Saviour.

**1.2** When a student sees a brother or sister whose life appears to fall short of this standard in some particular area, it is his or her **responsibility** to go to that person privately and to “speak the truth in love”, with the aim of helping that brother or sister to walk worthy of the Lord.

**1.3** There are significant parts of the body of Christ served by the Daystar Community who believe that certain behaviors are sinful or unbecoming of a Christian. We **recognize** that sincere followers of Jesus Christ honestly differ in their view in some areas, and we recognize that Christians in other contexts might order their lives somewhat differently. However, we also **believe** that as a community, we should govern our lives so as to maintain the ministry of Daystar to the whole Church in Africa and to support Daystar’s witness to people from all walks of life.

The mission of Daystar University is to train and equip servant leaders for the expansion of God’s kingdom in the world, with special focus on Africa. The emphasis is on equipping Christians for effective service in the communities where they live and serve so as to win disciples for the kingdom of God. To this end, the Gospel should be effectively communicated by every Christian, the laity and the ordained, the businessman or businesswoman and the teacher, the technologist and the professor. It is our prayer that students will develop life habits that will help them communicate God’s word to their neighbors.

### 3.2 Academic Responsibility

#### 3.2.2 Academic Duties

Students are expected to abide by the policies governing learning in the University especially with regard to class attendance, examinations and relationship with colleagues and faculty. Students should abide by policies set by the University Senate regarding the attendance of lectures, tutorials, seminars, practicals, registration, assigned work, examinations, and other such scheduled academic activities.

#### 3.2.2 Examination Offences

Any student found to be guilty of examination-related offences shall be subject to disciplinary action.

### 3.3 Dress Code

Students should dress decently in order to glorify God and encourage each other in the Lord as opposed to being stumbling blocks to one another. The biblical perspective of hairstyle and dress for both men and ladies is cleanliness and modesty. Modesty includes all that which is morally, socially and reasonably acceptable. The measuring yard is the Bible. God was the first to dress man as documented in the book of Genesis. He had a purpose. However, the Bible does not give us specifics but rather gives us principles on which to build our thinking and modes of operation and behavior. Dressing is a very clear means of communicating our value system. Students are, thereof, encouraged to observe the following Daystar dress code as laid out below.

#### 3.3.1 Dress Code for Ladies

- a) Dresses and skirts should not be above the knee line.
- b) Slits should not reach above the knee.
- c) Tops should be long enough that the midriff is never exposed.
- d) Sleeveless tops and dresses should be worn with a sleeved blouse, etc. at all times; spaghetti tops are therefore not allowed.
- e) Mini-skirts that are above the knee line, necklines that are four inches below the shoulders, body-tight trousers, bare-backs, leggings and joggings, navel-gazers (“*tumbo-cut*”), and see through, among others, should be avoided.
- f) Sweaters, loose-fitting tops/dresses/skirts, trousers suits are acceptable.
- g) Excessive make-up and eye shadows are not allowed.
- h) It is also unacceptable to pierce one’s nose, navel, eye brows, tongue or any other body part (including putting a ring in pierced places) or to cut tattoos on the bodies. Those already with tattoos should have them covered always.

#### 3.3.2 Dress Code for Men

- a) Hair should be properly groomed, well-trimmed and combed, and there should be no plaiting.
- b) Tattoos and body piercings are unacceptable.
- c) Caps/hats or other head gear are disallowed in the dining hall, lecture halls, library, offices, University functions and chapel.
- d) Clothes with inappropriate writings are unacceptable.
- e) Baggy, sagging, worn out, or torn trousers are unacceptable.
- f) Braiding hair in any form of locks or braids is not allowed.
- g) Earrings and studs are not allowed.
- h) Display of a bare chest is not allowed.

Students, both men and women, are encouraged to wear professional or business attire during University formal programmes like lectures, chapel, interviews, graduations, etc. Students will be denied admission to various functions or places if their manner of dressing is inappropriate or contradicts the above listed.

### 3.4 SOCIAL LIFE

#### 3.4.1 Social Gathering and Celebrations

Students who wish to hold social gatherings or celebrations in the open within the University compound must comply with the following regulations:

- a) Applications for permission which includes a list of the proposed guest(s), should receive the approval of the relevant H.O.D. hosting the event.
- b) The activities must conform to acceptable Christian values and practices.
- c) Such activities must never adversely affect the privacy of people living in the neighborhood.

### **3.4.2 Membership to Outlawed Groups**

Membership to outlawed groups is prohibited for any student.

### **3.4.3 Music**

Only music that meets the university's Christian standards is allowed to be played on campus and at the University functions. Musical gadgets must be operated at a volume which does not annoy fellow residents and those in the neighborhood. Anti-Christian music is prohibited. Un-cooperative students will be required to surrender their musical instruments and/or equipment to the Associate Dean, Students Affairs or the Hostel Administrators.

### **3.4.4 Unrest and Obstruction**

As a community of believers, Daystar faculty, staff, and students believe in the Biblical approach to settling of grievances or misunderstandings that may arise from time to time (Matthew 18:15-17). The University will provide every opportunity for dialogue.

Students should therefore not to engage in any action, which could obstruct the learning, teaching or research activities in the University. Obstruction includes:

- failure to identify oneself when required to do so by a University Officer,
- any action that prevents or impedes freedom of speech or communication,
- any action which endangers the health or safety of another individual,
- any action that impedes disciplinary procedures of the University including failure to comply with penalties imposed by a disciplinary hearing.

Therefore, boycotts, strikes, riots, sit-ins, protests, unruly behavior, incitement or any form of mass indiscipline are prohibited at Daystar University.

Any form of involvement or participation in any of the above will lead to disciplinary action that may result in suspension or dismissal.

### **3.4.5 Threats and Violence**

The University advocates for Biblical ways of handling interpersonal conflicts. Students are thus prohibited from use of threats or physical violence against other students, employees or members of the University or any other persons lawfully within or outside the University premises.

### **3.4.6 Harassment**

Any form of harassment by a student in or outside the University is prohibited. Such harassment includes:

- a) Racial, tribal, or gender harassment
- b) Disability harassment

### **3.5 Substance Abuse**

Substance abuse involves the misuse of any chemical whether legal or illegal which when introduced into the body will alter the normal functioning of the body. Substance abuse

affects a person's social, physical, mental, health and spiritual well-being. Commonly abused substances include the following:

- Legal: alcohol, cigarettes (all tobacco products e.g shisha, kuber), miraa (khat), etc
- Illegal: cannabis sativa (bhang), cocaine, heroin, mandrax, ecstasy, LSD, etc.
- Prescription drugs: panadols, piriton, postinor 2, valium, viagra, etc.

Daystar, being a Christian University, embraces the values of sobriety encouraged in the Bible and also in the Laws of Kenya. In line with this, consumption of alcoholic drinks, cigarette smoking, misuse of legal and prescription drugs, use/distribution and abuse of illegal drugs is prohibited for students of Daystar University.

Students found in possession or peddling illegal drugs will be handed over to the Law Enforcement Authorities and later to Daystar University Student Disciplinary Committee. Students found to have disruptive substance abuse behaviors such as repeated use of substances, coming to school while drunk, smoking in the school compound, or spiking of others' drinks will also be liable for disciplinary action.

Students struggling with alcohol, cigarette or any addictive type behavior are encouraged to seek help or counseling and support group services available at the Daystar Compassion and Care Centre (DCCC) or any other avenue available at the University before disciplinary action is taken-

### **3.6 Sexual Conduct**

Daystar as a Christian University upholds chastity or sexual abstinence among unmarried students and faithfulness among married students in line with Biblical principles. The University encourages students to relate among each other in a way that would respect and edify one another. Students should thus note the following:

- a) Students of opposite sex should meet in the open places during the evenings. Any isolated dark places are out of bounds for such a meeting.
- b) Students are encouraged to respect one another's bodies as the temples of the Holy Spirit. To this end, public display of affection is prohibited. This includes but not limited to kissing, caressing, cuddling etc.
- c) Sex outside marriage is not allowed.
- d) Cohabiting of unmarried students whether within or outside the University hostels is prohibited. Daystar University does not issue condoms to any student.
- e) All forms of sexual deviations or perversions are not condoned among students including masturbation, homosexuality, bestiality, exhibitionism, etc.
- f) Use of pornographic materials (print, audio, visual, and internet) is prohibited. Engaging in production of pornographic content is also prohibited, e.g. posting nude or suggestive photos, or videotaping any sexual activity.

### **3.7 Sexual Harassment**

Sexual harassment refers to any unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature such as lewd, obscene or sexually suggestive

remarks or representations, gazing, sexual propositions such as unsolicited touching, petting, caressing, and kissing.

Sexual harassment of all forms is prohibited at Daystar University. Any such cases should be reported immediately to the Associate Dean, Student Affairs and disciplinary action will be taken.

### **3.8 Sexual Abuse/ Rape**

Sexual abuse/rape is prohibited in the Laws of Kenya (Sexual Offences Act, 2006) as well as at Daystar. Therefore, perpetrators will be handed over to the authorities for disciplinary action.

Victims or survivors of rape or sexual abuse are encouraged to seek immediate medical attention and counseling or support services available within and outside the University to allow them to heal emotionally.

### **3.9 Pregnancy**

#### **a) Pregnancy out of wedlock**

A female student who is single and who becomes pregnant will have breached the University rules and regulations on sexual immorality. Such a student will be required to defer her studies for one year. She will be required to go for crisis pregnancy counseling during the time she will be away from the University. On re-admission, the student will undergo counseling for three months.

#### **b) Pregnancy in marriage**

A female student who is married and becomes pregnant may choose to defer her studies if she is unable to participate in or continue with academic activities. Such a student is advised to seek accommodation in married quarters or outside the University if she is a boarder.

#### **c) Impregnation by male student**

Involvement of a male student in the pregnancy of a female student will require that the male student be subjected to disciplinary measures. Such a student will be suspended from the University for one year and will be expected to undergo counseling.

#### **d) Abortion**

Abortion or attempting to procure or facilitate abortion is prohibited. Culprits shall be subjected to disciplinary measures and may be handed over to the Law enforcement Agencies.

### **3.10 Cyber Bullying**

Cyber bullying is defined as the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Additionally, any communication in this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying. Such offenses are strictly prohibited, and may result in disciplinary action. Consequently, students are expected to express themselves lovingly and avoid offensive communication.

## 4.0 CORRECTIVE AND DISCIPLINARY PROCESSES

### 4.1 Reconciliation and Mediation

A student who feels offended due to minor interpersonal conflicts should first seek reconciliation with the person concerned. If the matter is not settled at that level, he or she can involve a trusted third party for mediation and reconciliation. If this fails then he or she can report the matter to the Student Affairs Office.

### 4.2 Corrective Disciplinary Measures

Disciplinary action is meant to correct misbehavior on the part of the offender, and to protect the affected. Depending on the offence, one or more of the following corrective measures will be taken:

#### Level 1: Warning

This involves warning the offender of his or her offence. The offender then writes an apology acknowledging the commission of the offence with a commitment to stop it. The warning may take any of the following forms:

- a) Verbal or written warning or caution from the Associate Dean, Students' Affairs, or any other relevant University Officer.
- b) A warning in written form from the Students' Disciplinary Committee.

#### Level 2: Disciplinary Probation

The offender is given an appropriate plan of restoration by the relevant Administrative Office. If the probationary plan is not completed and the behavior remains unchanged, or additional violations occur, the case may proceed to the next higher level. The probationary restorative measures may include but are not limited to:

- a) Counseling by University counselors for a specified period of time after which a satisfactory feedback is given,
- b) Waiver of the rights to participate in certain competitive co-curriculum activities such as student leadership and sports competition for a specified period of time,
- c) Waiver of the rights to participate in certain roles that formally represent the University for a period of time,
- d) Waiver of the rights to use certain University facilities and equipment for a specified period of time,
- e) Restriction of privileges, e.g. no holding of any office at the Campus clubs, DCF or other Students' Organizations for a specific period of time.

#### Level 3: Suspension

This involves suspension from the University campus indefinitely or for a certain period of time. The Disciplinary Committee administers suspensions.

**NOTE:**

There are some offenses committed by students which may call for immediate suspension pending investigations. These offenses include but not limited to those that deliberately violate the Code of Conduct. They may include:

- a) Personal physical assault on a staff, faculty or student.
- b) Malicious damage of property.
- c) Possession of a dangerous weapon.
- d) Extreme influence of alcohol and other illicit substances.
- e) Suspected possession and trafficking in illicit substances.
- f) Disruption of academic programs
- g) Any other contravention of the code of conduct that may merit immediate separation with the university community.

**Level 4: Dismissal**

This action is administered by the University Disciplinary Committee and may result in permanent disqualification from attending the University. Dismissal/suspension will be recorded on the student's permanent record with the reason(s) given.

**Level 5: Referral for legal action**

The University's Disciplinary Committee may refer a case to the Law Enforcement Agents for legal action.

**4.3 DECLARATION BY THE STUDENT**

Every student is expected to read and understand the rules and regulations governing Students' Association and conduct and discipline at Daystar University as contained in Daystar Handbook and accept to abide by them in full. He or she should sign the declaration form of the handbook for acceptance to abide by the code of conduct.

### 4.3 Offences and Penalties

#### 4.3.1 Non-academic offences and penalties

Non Academic Offence	Minimum Penalties
1. Sexual immorality e.g., cohabitation, pre-marital or extra-marital sexual activity or any other sexually immoral conduct. Pregnancy out of wedlock is also evidence of an offence for both parties involved.	Suspend for 2 semesters.  Seek counseling from Pastor and Counselor during suspension and submit a report from both.
2. Possession, use or distribution of tobacco and its related products and Miraa (Khat).	Suspend for 1 semester; Report from Pastor, Counselor, and Sponsor.
3. Gambling: manipulative ways aimed at swindling members of the community of their money, goods or property*.	Suspend for 2 semesters. Report from Pastor, Counselor, and Sponsor.
4. Possession, use or distribution of any type of intoxicating liquor or alcoholic drinks.	Suspend for 1 semester, Report from Pastor, Counselor and Sponsor.
5. Possession, use or distribution of illegal drugs*	Suspend for 2 semesters. Report from Pastor, Counselor and Sponsor.
6. Possession, use or distribution of obscene (morally disgusting) or pornographic materials (books, magazines, videos, music, internet etc.).	Suspend for 2 semesters. Report from Pastor, Counselor and Sponsor.
7. Displaying any conduct, both in language or behaviour, which is lewd, obscene (morally offensive and likely to corrupt and deprave), or indecent.	Suspend for 1 semester. Report from Pastor, Counselor and Sponsor.
8. Breaking residential rules and regulations.	Suspension of hostel accommodation.
9. Dishonesty including furnishing false information.	Written warning or suspension depending on the severity of the dishonesty.
10. Entry/exit to/from the University premises using un-authorized points.	Suspend for 1 semester. Report from Pastor, Counselor and Sponsor and repair of the broken point.

11. Assisting someone who is not a member of the University Community to gain access into the University illegally*	Warning for first offence; Suspension for 1 semester for second offence. Report from Pastor, Counselor, and Sponsor.
12. Assisting anyone to access University services he <u>or</u> /she has not paid for.	Suspend for 1 semester. Report from Pastor, Counselor and Sponsor and repair of broken point.
13. Studying without the required immigration documents and failure to cooperate with assisting University officers.*	Immediate suspension from the university until compliance.
14. Impersonation, forgery of documents, alteration or unauthorized use of University documents, records or property.*	Suspension for 2 semesters. Report from Pastor and Sponsor.  Possible legal action for forged documents.
15. Behavior which endangers one's health or safety or the use of threatening physical force, violence or verbal abuse to endanger others.	Suspension for 2 semesters. Report from Pastor, Counsellor, and Sponsor.
16. Theft from the University premises or theft of property belonging to a member of Daystar community, or anyone else*.	Suspension for 2 semesters. Report from Pastor, Counsellor and Sponsor.  Restitution.  Major theft may result in legal action.
17. Willful damage to University premises or property or damage to property belonging to a member of Daystar community.	Suspension for 1 semester.  Repair of damage,  Restitution.
18. Failure to return or compensate for any borrowed items or money belonging to a member of Daystar community.	Suspension for 1 semester.  Repair of damage,  Restitution.
19. Organizing or participating in boycotts, strikes, riots, sit-ins or any other form of mass in-discipline	Suspension for 2 Semesters.  Report from Pastor and Sponsor.
20. Un-conventional partying (including forms of dances and music considered morally bent toward immoral behavior).	Written warning(s). Third warning to be a suspension for 1 semester.  Report from Pastor and Sponsor.

21. Breaking of the Dress Code.	Written warning(s). Upon repeated violation, suspension Report from Pastor and Sponsor.
22. Un-authorized absence from Chapel or Bible study group.	Written warning for the first offence. Disciplinary probation for the second offence. Suspension for 1 semester for the third offence. Report from Pastor and Sponsor.
23. Staying in a hostel or using University services without prior approval by the relevant person.	Suspension for 1 Semester. Report from Pastor/Counsellor and Sponsor.
24. Cyber bullying.	Written warning(s). Suspension for 1 semester for the third warning. Report from Pastor/Counsellor and sponsor.
25. Criminal sexual offences such as rape.	Dismissal, and reporting to legal officials.
26. Membership to outlawed groups.	Suspension for two semesters. Expulsion for repeated offence.
27. Any other conduct that is contrary to the spirit of the Code of Conduct.	Warning, probation or suspension or expulsion as the Disciplinary Committee may deem fit.

### 4.3.2 Academic Offences

Academic offence	Maximum penalty
1. Stealing examination papers.	<p>Grade F for the course.</p> <p>One academic year suspension.</p> <p>Counseling by Daystar Counselor or Daystar approved Counselor when required.</p> <p>A second offence will result in discontinuation.</p>
<p>2. Academic dishonesty (cheating or attempting to cheat), including, but not limited, to the following:</p> <p>a) Copying from others during an examination including CATs, or the final examination.</p> <p>b) Presenting papers or materials other than your own to fulfill class requirements.</p> <p>c) Giving your paper to someone else to submit as their own or allowing someone to copy your work whether in an examination or other assignment.</p> <p>d) Using mobile phones or other unapproved technology during the examination.</p> <p>e) Bringing un-authorized books or notes into the examination room in any form.</p>	<p><b>CAT:</b> grade F for the course and withdraw from the course.</p> <p>Counseling by Daystar Counselor or Daystar approved Counselor.</p> <p><b>Final Exam:</b> Grade F and suspension for one academic year.</p> <p>Counseling by Daystar Counselor or Daystar approved Counselor.</p> <p>A second offence results in discontinuation.</p>
3. Academic dishonesty (plagiarism): Presenting material copied from published literature (books, papers, newspapers, the Internet, etc.) without acknowledging the source of the information.	<p>First offence: warning letter.</p> <p>Second offence: Grade F for the course.</p> <p>Postgraduate Thesis: Grade F for the thesis and the student is made to start the thesis process all over on a new topic.</p>
4. Attempting to attend classes or sitting for examinations after being suspended from Daystar University.	Expulsion.
5. Assisting others or covering for others in their attempts to commit academic offences e.g. impersonating i.e. impersonating another student in a classroom or in an examination room.	<p>Grade F for the course and a one academic year suspension or both.</p> <p>A second offence will result in discontinuation.</p>
<p>6. Class attendance</p> <p>a. Signing the attendance record for another student.</p> <p>b. Signing the attendance record for a</p>	<p>Grade F and a suspension for one semester.</p> <p>Counseling by Daystar counselor. or Daystar approved counselor.</p>

class that one did not attend.	A second offence will result in discontinuation.
7. Bribing or attempting to bribe, threatening, or blackmailing faculty for examinations, good marks, or changes in marks.	Grade F and a suspension for one academic year;  Counseling by Daystar Counselor or Daystar approved Counselor.  A second offence will result in discontinuation.
8. Attempting to sit for an examination without an exam card and Student Identification Card or another authenticated form of identification.	Suspension for one semester  A second offence will result in discontinuation.
9. Any other conduct related to examination matters that are contrary to the spirit of the Code of Conduct.	Warning or suspension as the Disciplinary Committee may deem fit.

#### 4.4 DISCIPLINARY COMMITTEE

The University Students' Disciplinary Committee shall be comprised of the following or their appointees:

- |  |          |           |
|--|----------|-----------|
| i. Deputy Vice Chancellor Academic Affairs | Chairman |           |
| ii. Associate Dean of Students Affairs     |          | Secretary |
| iii. Registrar (Academics)                 |          | Member    |
| iv. University Sports Officer              |          | Member    |
| v. Relevant HoD                            |          | Member    |
| vi. Law Faculty                            |          | Member    |
| vii. DUSA Representative                   |          | Member    |
| viii. DCF Representative                   |          | Member    |

**The quorum for the Committee's meeting should be at least five members**

#### 4.5 Procedure of the Disciplinary Committee

The Committee shall exercise its mandate as follows:

- a) A written charge is filed by anyone at the Associate Dean of Students Affairs' office against a specified offence against a student.
- b) A preliminary investigation is conducted by the ADSA for the purpose of ascertaining whether the case meets the threshold for disciplinary action or could be dealt with informally.
- c) If disciplinary action is warranted, the case shall be reported to the Student Disciplinary Committee Chairman to indicate the time, date and venue of the Disciplinary Committee sitting in consultation with ADSA.
- d) The Associate Dean of Student Affairs shall invite in writing the accused student to the Disciplinary Committee meeting. The invitation to attend a disciplinary meeting shall

specify the offence facing the student, the date of the hearing, the venue and the time. A copy of the invitation letter shall be copied to the VC, DVCs, DoS, Registrar, Chaplain, and relevant Academic HoD, Student Affairs Staff, guardian/parent of the student.

- e) A student shall normally be given at least seven (7) days' notice to appear before a disciplinary committee.
- f) The Committee shall hold due inquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular, the Committee shall ensure that both sides are heard and justice is seen to be done. Parents/guardians and other representatives of the accused student may be accommodated during the hearing at the discretion of the disciplinary committee as guided by the chairman.
- g) The Committee's decision shall be by consensus or by simple majority of votes through secret ballot.
- h) At the conclusion of the proceedings, the Secretary of the Committee shall make a written report of the proceedings. The report will include the statement of charges, summation of evidence presented and the recommendations of the Committee, including a decision on the sanction(s) to be imposed on the student who has been charged.
- i) The decision will then be communicated to the student by the Chairman of the Student Disciplinary Committee in writing within a Seven working days from the time of hearings.
- j) If upon notification the accused fails to appear before the Committee without a reasonable explanation, the Committee shall proceed with the case nonetheless.
- k) An appeal against the decision may be made in writing to the Appeal Committee whose chairman is the Vice Chancellor or his or her designate. This must be done within seven working days from the date of notification. The Appeal Committee's decision will be final.

#### **4.6 STUDENTS ACADEMIC DISCIPLINARY COMMITTEE**

The University Students' Academic Disciplinary Committee shall be comprised of the following or their appointees:

i.	The University Registrar or his appointee	Chairman
ii.	The Associate Dean of Students Affairs	Secretary
iii.	The Relevant Head of Department	Member
iv.	The exam officer of the relevant School	Member
v.	A Law Faculty	Member

**The quorum for the Committee's meeting should be at least three members**

#### **4.7 Procedure of the Disciplinary Committee**

The Committee shall exercise its mandate as follows:

- a) A report is written by the relevant HoD to the Associate Dean of Students Affairs specifying the academic offenses committed by a student
- b) A preliminary investigation is conducted by the Associate Dean of Students Affairs for the purpose of ascertaining whether the case meets the threshold for disciplinary action or could be dealt with informally.

- c) A written charge is filed by the Associate Dean of Students Affairs against a specified academic offense
- d) If disciplinary action is warranted, the case shall be reported to the Academic Disciplinary Committee Chairperson to indicate the time, date and venue of the Disciplinary Committee sitting in consultation with the Secretary.
- e) The Secretary shall invite in writing the accused student to the Disciplinary Committee meeting.
- f) A copy of the invitation letter shall be copied to the DVC AA, Chaplain, and relevant Dean, Dean of Students, guardian/parent of the student.
- g) The Committee shall hold due inquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of Law.
- h) In particular, the Committee shall ensure that both sides are heard and justice is seen to be done.
- i) Parents/guardians and other representatives of the accused student may be accommodated during the hearing at the discretion of the disciplinary committee as guided by the chairman.
- j) The Committee's decision shall be by consensus or by simple majority of votes through secret ballot.
- k) In case of lack of consensus the Chair shall cast the deciding vote
- l) At the conclusion of the proceedings, the Chair of the Committee shall submit a written report of the proceedings to the Chair of Students Disciplinary Committee for ratification
- m) The report shall include the statement of charges, summation of evidence presented and the recommendations of the Committee, including a decision on the sanction(s) to be imposed on the student who has been charged.
- n) The decision of Committee shall be communicated to the student in writing within seven days from the time of hearings by the Chair of Students Academic Disciplinary Committee
- o) If upon notification the accused fails to appear before the Committee without a reasonable explanation, the Committee shall proceed with the case nonetheless.
- p) An appeal against the decision may be made in writing to the Chairperson of the disciplinary Appeal Committee within seven working days from the date of notification. The Appeal Committee's decision is final.

## **4.8 STUDENTS APPEALS DISCIPLINARY COMMITTEE**

### **4.8.1 Membership**

The University Students' Appeals Disciplinary Committee shall be composed of the following or their representatives:

i.	Vice Chancellor	Chairman
ii.	Deputy Vice-chancellor FA	Member
iii.	Dean of Students	Secretary
iv.	Dean of the relevant school	Member

**The quorum for the Committee's meeting should be at least three members**

#### 4.8.2 Procedure

The Committee shall exercise its mandate as follows:

- a) The Secretary shall, within seven (7) days of receipt of an appeal, invite in writing the appealing student to the Appeals' Disciplinary Committee meeting. A copy of the invitation letter shall be copied to the all other members of the Committee. The letter may also be copied to the guardian/parent of the student.
- b) The Committee shall hold due inquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular, the Committee shall ensure that both sides are heard and justice is seen to be done. Parents/guardians and other representatives of the accused student may be accommodated during the hearing at the discretion of the disciplinary committee as guided by the Chairman.
- c) Should the Committee find it necessary to hear the appellant, he or she shall normally be given at least seven (7) days' notice to appear before a disciplinary committee.
- d) The Committee's decision shall be by consensus or by simple majority of votes through secret ballot. The Chairman shall determine the final decision in case of a tie of votes.
- e) At the conclusion of the proceedings, the Secretary of the Committee shall make a written report of the proceedings. The report will include the statement of charges, summation of evidence presented and the recommendations of the Committee, including a decision on the appeal.
- f) The decision will be communicated to the student by the Chairman of the Students' Disciplinary Appeals Committee in writing within seven (7) days from the time of hearings.
- g) If upon notification the accused fails to appear before the Committee without a reasonable explanation, the Committee shall proceed with the case nonetheless.

**DECLARATION BY THE STUDENT**

I have read and understood the Rules and Regulations governing Students' Association and conduct and discipline at Daystar University as contained in Daystar Handbook and I accept to abide by them in full.

Name.....

Reg.No.....ID/.....

Nationality.....

School.....

Department.....

Academic Program.....

Date.....Signature....

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## WHO TO SEE FOR WHAT

Academic Matters (General)	Registrar
Admissions and Re-Admission	Registrar
Attendance and Absences	Course \Lecturer/Registrar
Campus Activities Calendar	Registrar
Change of Course/Major	Registrar
Course Descriptions	Head of Department
Complaints about Academic Programmes	Head of Department/ Instructor
Copy of Transcripts	Registrar
Add/Drop a Course	Registrar
Grades/Class Schedules	Registrar
Grades and Academic Standing	Registrar
Student Records	Registrar
Student ID	Registrar
Career Counseling	SPIRO/ Head of Academic Department
Clubs & Associations/Student Activities	Associate Dean, Student Affairs/ DUSA Executive /Respective Patrons
Collaborative Programme	Coordinator Collaborative Programme
Counseling	Chaplains/Student Counselor/Resident Tutors
Financial Aid	Financial Aid Officer
Meals	Caterers/ DUSA/ Residence Administrators
Health Problems	Medical Staff/ Resident Tutors (Nights)
Housing Information	Senior Resident Administrator - Residence
Library/Learning Resources	Librarian/Deputy Librarian
Parking	Administration Manager
Corporate Affairs	Corporate Affairs Manager
Alumni Affairs	Alumni Affairs Officer
Information/ Media	Corporate Affairs Manager

Security	Security Coordinator/Security Guards
Student Exchange Programme	DVC (Academic)
International Students matters	SPIRO
Transport	Campus Services Manager
Medical Insurance Cards	Human Resource Manager

## GLOSSARY

ABBREVIATION	EXPLANATION
VC	Vice Chancellor
DVC AA	Deputy Vice-Chancellor [Academic Affairs]
DVC FA	Deputy Vice-Chancellor [Finance and Administration]
DOS	Dean of Students
ADSA	Associate Dean, Student Affairs
SPIRO	Student Placement and International Relations Officer
DUSA	Daystar University Students Association
KPP	Kenya Pupils Pass (International student's visa)
RAs	Residence Assistants – Students who help in hostel services management
RTs	Resident Tutors – Staff who live within the hostel premises.
ILPD	Institute of Leadership and Professional Development
PRO	Public Relations Office(r)
A/R Campus	Athi River Campus
NRB/Valley Road Campus	Nairobi Campus
Blocks/Trimester	A crash course programme offered over the June/ August.
DU	Daystar University
DUAA	Daystar University Alumni Association
DUGSA	Daystar University General Staff Association
DUPA	Daystar University Parents Association
SSADU	Senior Staff Association of Daystar University
ISADU	International Students Association of Daystar University

DH	Dining Hall
GPA	Grade Point Average
BCC	Bible, Commerce & Communication complex, a building comprising of lecture theatres, classrooms, computer labs, recording studios, and speech and writing centre
S-CHU	Self Catering Housing Units offering half-boarding facilities.
Amphitheatre	Largest meeting hall at the Athi River Campus
TV Room	Television viewing rooms
Lukenya	Administration Block for Community Development
PAC	Providence Administration Centre
INFOSPOT	A weekly campus newsletter published by the Public Relations Office.
Involvement	A student newspaper covering the happenings within and around the campuses, published by Communication students
Perspectives	An academic journal of Daystar University
Pre-U	Pre-university programme
Transcript	Result slip showing a student's academic performance every semester