

STUDENTS AFFAIRS DEPARTMENT

MAIN CAMPUS KISAJU

HOSTEL RULES AND REGULATIONS

Preamble

The Management University of Africa offers accommodation facilities to both male and female students. Each hostel has a Warden and students are encouraged to consult them on all matters that affect them. Each warden shall inform students on where and how the warden may be found at any one time. Those who wish to join our accommodation facilities **SHOULD** familiarize themselves and abide by the following Rules and Regulations.

RULES AND REGULATIONS

Section A: Room Allocation

1. The University reserves the right of admission to the hostels.
2. Room allocation shall be done by the Hostels Administrator and ONLY students who have fully registered and have paid full accommodation fee will qualify for accommodation. Accommodation fee is non-refundable.
3. Rooms are allocated once per semester and renewed every semester.
4. Changing of rooms will not be allowed except with permission from the Hostel Administrator through the Hostel Wardens.
5. Students are expected to share rooms as well as other common facilities.
6. The University shall respect the right to privacy for students residing in its hostels however and will have right to enter any student room for the following reasons;
 - i. Maintenance,
 - ii. Inventory and hostel administration purposes,
 - iii. Upon suspicion of illegal activities,
 - iv. Violation of the student's code of conduct in the hostel and,

- v. In case the health and safety of the hostel user(s) is at risk
7. No student will be allowed to remain in the campus as a resident during any part of the vacation/internship/attachment without prior written permission from the University. When such permission is granted, the student will be required to pay for his/her stay in the hostels.
8. Students should clear from the hostel by signing out with the Hostel Administrator or Hostel Warden at the end of every semester. A student who fails to clear will be charged for room occupancy.

Section B: Sickness

1. University has provided a health facility within the hostels.
2. Cases of sickness should be reported to the Wardens immediately for treatment.
3. In case of a referral, the student is expected to inform the parents/guardian immediately who will cater for the medical expenses expected therein

Section C: Furniture and Fittings

1. Misuse and destruction of property in the hostels by a student constitutes an offence, and the student involved in such an act will be charged for any damage caused.
2. Students will be responsible for the security of their property. The University will not be held responsible for the loss or damage to students' property while in the halls of residence. Students are advised to lock their rooms at all times and carry the key when away from the room.
3. Removal of furniture and equipment from students' rooms or any other part of the hostel, without permission from the Hostel Administrator/Warden, is strictly forbidden and may lead to loss of residence for one academic semester.

Section D: Hostel Courtesy

1. Visits of students to hostels of opposite gender are permitted between the hours of 10.00 am to 7.00 pm and the vice versa. Those found violating these rules will lose their residence for one academic year.

2. Cohabiting in the hostels is prohibited. Those found cohabiting will be expelled from the hostels.
3. Non-resident visitors will not be accommodated in the rooms overnight. They are only permitted to visit the hall of residence between 10 am to 6 pm. Any violation will lead to immediate loss of residence to the host
4. Causing continuous disturbance will lead to loss of one's residence for the rest of ones stay at the University.
5. No stickers, campaign posters or writings should be placed on the walls of the halls of residence. Costs of removing the same will be charged to the culprit.

Section E: Unruly behavior

1. It is an offence for any student while in the hostel to organize or participate in any ceremony/ ies/ or party/ies for which permission has not been granted by the Vice Chancellor or Hostel Administrator
2. There should be no undue noise in students' rooms and/or common rooms at any one time. All students need to have their privacy respected while in the hall of residence
3. Drug abuse, drinking alcohol, smoking, or chewing khat in the halls of residence or common areas is strictly prohibited.
4. Any threats, incitements, insults and fights are highly prohibited and will be dealt with accordingly.
5. Those found violating these rules will face disciplinary action which includes but not limited to loss of residence for the rest of their stay at the University.

Section F: Safety and Security

1. Any student suspected of theft will face immediate suspension from the hostels pending investigation and determination of the case by the Students Disciplinary Committee.
2. All theft cases will be dealt with according to the Rules and Regulations governing student conduct in the University as well as according to the Law of Kenya.



Students should, however, report all theft cases to Hostel Administrator through the Warden rather than taking the law into their own hands.

3. All student residents are advised to keep their rooms locked at all times. The University shall not be liable for any losses and/or damage to students' personal belongings
4. All student Residents should not tamper with firefighting equipment or any other equipment in Campus,
5. Any student, found vandalizing any equipment in hostels will be suspended from the hostels for one academic semester and shall be surcharged for the repair of the said equipment
6. Students are not allowed to have fireworks of any kind, stoves, water heaters, electric kettles or any other flammable materials in their rooms. Those found having them will face disciplinary action and the gadget will be confiscated.
7. No student will be allowed to get into the compound after 10 p.m. without prior permission from the Administrator.
8. Security guards have the rights to search the students' luggage on entry and on exit of the compound.

Section G: Cooking in the Rooms

1. Cooking in the halls of residence is illegal. Those found having made illegal electrical connections with the intention of tapping power will lose their resident status and be surcharged accordingly.

Section H: Hawking

1. Hawking, selling or any other trade activities are strictly prohibited in the Hostels.

Section J: Laundry and Sanitation

1. Resident Students are expected to dispose waste in the appropriate places. Solid waste should not be disposed in the drainage system.
2. Resident Students are expected to observe high degree of hygiene in the halls of residence.
3. Water should be used with utmost care. No taps should be left running. There should be no tampering with storage tanks and water fittings.
4. Non-resident students are not allowed to wash their clothes in the hostels. Those found will be charged hostel fee for the semester, or as may be determined by the University Management.
5. Students are expected to cooperate with cleaners on duty to keep the university tidy.

Section K: Penalties

1. Flouting the above Rules and Regulations may result in any one or all of the following penalties:
 - a) The resident shall be suspended from the room.
 - b) The resident shall meet the full cost of either repair/replacement of whichever item is damaged or lost.
 - c) A resident student shall be forwarded to the Student Disciplinary Committee.

Name: _____

Adm. No. _____ Sign _____

WELCOME AND ENJOY YOUR STAY WITH US



