

# UNIVERSITY OF NAIROBI

## GUIDELINES FOR ONLINE PROCESSING OF STUDENT DISCIPLINARY CASES

### 1.0 INTRODUCTION

#### 1.1 Background

The University takes disciplinary action against students who engage in various forms of misconduct. Such action may culminate in expulsion. The University may also discontinue students who achieve below the minimum Faculty/School/Institute academic requirements. These actions are consistent with the Students' Code of Conduct, 2020 and Regulations of respective academic Programmes and in the case of examination irregularity, also Statute XXV (6). The students who are expelled or discontinued from the university often appeal against the decision.

#### 1.2 Legal and Regulatory Framework

The University of Nairobi Charter, 2013 at Section 19(3) [s&t] ascribes to the Senate the power and duty to make regulations and procedures for discipline, discontinuation and expulsion of students. This is further articulated in Statute XXV (6), Students' Code of Conduct, 2020 and Code of Conduct and Ethics for Public Universities, 2003(Revised in 2009) which elaborate the disciplinary process. The University of Nairobi Students' Code of Conduct, 2020 affords students who are expelled or discontinued the right to appeal, consistent with Fair Administrative Action Act, 2015.

#### 1.3 Rationale and Purpose

The current procedure for conducting disciplinary cases is face-to-face. There is, therefore, need to have guidelines for conducting student disciplinary cases online to be used in situations which preclude a face-to-face process. Such guidelines are in tandem with University's resolution to mainstream use of online solutions in its functions. Indeed, the Students' Code of Conduct, 2020, at Section 31 provides for electronic communication.

The purpose of these guidelines is to provide a framework that will enable virtual/remote disciplinary proceedings. This will enable the university to continue serving aggrieved students without them having to be physically on campus.

#### 1.4 Scope and Application

These guidelines will be used by all disciplinary organs of the University and apply to all disciplinary procedures which require hearing of students.

## **2.0 THE GUIDELINES**

These guidelines are complementary to, and consistent with the provisions of the Students' Code of Conduct, 2020 and QMS Procedure for Conduct of Student Disciplinary cases to the extent of facilitating online activities.

### **2.1 Scope of Online Activities**

- a) Submission and internal transmittal of Appeals
- b) Profiling of, and internal approval of the Cases
- c) Communication with, sensitization of, and confirmation of acceptance with the Appellant
- d) Identification of the appellants and those accompanying them
- e) Invitation, confirmation, sensitization and transmittal of Documents to Members of Disciplinary Committees
- f) Platform and proceedings of the Meeting
- g) Processing and approval of Minutes
- h) Communication with Appellants, chairmen of Departments; Deans/Directors and College Principals
- i) Records and Follow-up
- j) Monitoring, tracking and Reporting

### **2.2 Modes of Communication**

- a) Official University Email
- b) Appropriate Social Media Applications
- c) Telephone voice calls and text messages
- d) Management Information Systems
- e) Appropriate online platforms

### **2.3 Gadgets for Communication**

Those which have appropriate audiovisual features such as:

- i) Laptop computers
- ii) i-pads, tablets
- iii) Smart phone

