



# KENYA INSTITUTE OF SOFTWARE ENGINEERING

## STUDENTS ADMISSION FORM

### APPLICANT [STUDENT] DETAILS

STUDENTS NAME [BLOCK].....ADM NO.....  
 ID/PASSPORT NO.....  
 ADDRESS.....TEL.....  
 COURSE TAKEN.....DURATION.....

### PARENT/GUARIAN DETAILS

NAME[BLOCK].....ID/PASSPORT NO.....  
 OCCUPATION.....WORKPHONE.....MOB.....

### MODE OF PAYMENT

CASH  BANK DEPOSIT  CHEQUE   
 AM PAYING IN FULL  KES.....  
 AM PAYING IN INSTALLMENT  KES.....

### LEARNING MODE

FULL TIME CLASSES  PARTTIME CLASSES  SPECIAL CLASS

### HOW DID YOU COME TO KNOW ABOUT US

NEWS PAPER  FORMER /CURRENT STUDENT  MARKETING CAMPAIGNS  TV/ARDIO   
 BANNER  CALENDARS  POSTERS  FLIERS  BRONHURES  SUCCESS CARDS   
 OTHER.....

NB: FEES ONCE PAID CANNOT BE REFUNDED OR TRANSFFERED

### EDUCATION BACKGROUND

SCHOOL/COLLEGE	EXAM BODY	DATE	GRADE	CERTIFICATE

I.....CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE.

APLLICANTS SIGN.....DATE.....

PARENT/GUARDIAN SIGN.....DATE.....

# **RULES AND REGULATIONS GOVERNING THE CONDUCT OF STUDENTS**

## **a) General conduct**

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and in particular shall:

- i) Respect and adhere to the administration and training procedures and structure established by the institute.
- ii) Respect the rights and privileges of members of the institute community at all times.
- iii) Refrain from any conduct that might bring the institute or any section or programme thereof to disrepute.
- iv) Carry themselves in all public places and for a with such humility and dignity as befits their status as mature and responsible citizens

## **b) Training conduct**

All students shall apply themselves diligently to their respective courses of study approved by the institute and for which they are registered and in particular shall:

- i) Except for good reason, attend all lectures, seminars practical and other scheduled courses or instructions.
- ii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of training programmes of the institute and comply with all other regulations made by departments for the proper conduct of specific programmes.
- iii) CATS should be done by all bona fide students of the institute. In every semester students must do 4 CATS in a semester irrespective of whether part-time or full time. Failure to do the CAT the following procedure will be followed.

The student will not be allowed to attend the next class unless he/she has done it.

The student will never be allowed to continue with class until when he/she will do the CAT even if he/she has paid the full fee. The principal reserves the right to suspend the student if he does not comply

## **c) Disciplinary offences**

Any infringement infraction or persistent disregard or contempt of any of the above rules and regulations shall constitute a disciplinary offence for which disciplinary action will taken against a student in accordance with this clause herein.

Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulations.

- i) Boycott of scheduled lectures, tutorials, practical and other courses of instruction and assault of or issuance of threats to other students in competition or furtherance of any boycotts.
- ii) Assault of the members of the institute community
- iii) Any form of picketing or organized obstruction of students and staff in any money whatsoever.
- iv) Any attempt to conceive, design or effect any strategies of whatever nature whose object or logical consequences is to disrupt the operation of training programmes.
- v) Malicious or willful damage to or loss of institute.
- vii) Disorderly conduct and molestation of other members of the institute community.
- viii) Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission has not been obtained from the Government or the institute authorities.
- ix) Drunken and disorderly behaviour and use of drugs the possession of which is prohibited by law.
- x) Conviction in a court of law for commission of a criminal of fence of such nature that should in the opinion of the Board of Directors warrant expulsion from the institute.

## **d) The discipline of students**

The following provisions shall apply to disciplinary offences specified herein, whether such offences are committed within or outside the institute precincts.

### **Disciplinary Authority**

For purposes of these regulations, the principal, acting on behalf of the management Board of Directors is the disciplinary authority of the institute and may in that capacity.

- i) Vary or add to the list of disciplinary offences specified herein until such action shall cease to have effect unless approved at a meeting of the Board of Directors.
- ii) Suspend any student suspected of committing any disciplinary of fence under these regulations form the institute pending disciplinary action.
- iii) Take any other measures necessary for the proper operation of disciplinary procedures available in the separate list.

### **Disciplinary committee**

Disciplinary committee is composed of three members drawn from the following offices:

- i) Principal Chairman
- ii) Deputy Principal Members/secretary
- iii) One head of department Member

NB

The police may be called upon to assist in the event of a student or students resisting to comply with official orders.

Disciplinary measures

- i. Surcharge
- ii. Suspension
- iii. Expulsion
- iv. In case the offence is of a criminal nature, the matter may be referred to the relevant authorities where the law/s of the land shall be applied accordingly.

## **DECLARATION**

I.....have read and understood the above rules and regulations and shall abide with them.

Sign..... Date:.....