



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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

I PREAMBLE

1. These regulations are made by the Council in consultation with the V.C. in accordance with the provision of **THE MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY ACT 2012 (42)**, and whose objective and purpose inter alia is to provide for the control, governance and administration of the Meru University of Science and Technology (hereinafter referred to as the University).
2. The regulations shall be binding upon every student of the University upon registration and so long as such a student remains registered.
- 3.(a) Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration appended hereunder that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
- (b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration.
4. (a) Nothing in these regulations shall preclude the University from requiring any student to execute any bond assurance undertaking to be of good conduct throughout his/her stay at the University.
- (b) Such bond assurance or undertaking when required and executed shall have the same effect and it were incorporated herein.

5. For purpose of these regulations the term “students” means and includes:

- (a) Any person who has been admitted to a course of study for undergraduate degree or diploma within the University.
- (b) All occasional students who are registered students of another University but are admitted to a course of study within Meru University of Science and Technology.
- (c) All graduate and Postgraduate students who are registered within the University for higher degree, diploma or other qualifications as may be approved by the V.C.
- (d) Any other person who is determined by the V.C. to be a student.

II ORGANIZATION OF STUDENTS

1. (a) There shall be established in the University an Association of students (hereinafter referred to as the Meru University Students` Organization, (SAMU) whose objective and purpose shall be:-
 - i) To promote the academic and social welfare of the students of the University.
 - ii) To act as a link between students, the University academic staff and other University administration.
 - iii) To promote the academic welfare of the students of the university.
 - iv) To represent students` opinion in matters affecting their welfare in Senate and University Council.
 - v) The development, establishment and encouragement of worthy traditions of social and academic life on the University Campus
 - vi) To establish and enhance co-operation with such other student organizations within the University and other institutions of higher

- learning as may be recognized by the Council and Senate.
- (b) Membership of Meru University Students` Organization shall be open to all bonafide students registered in this University on payment to the University of such fees as may prescribed by the Organization.
- (c) The Meru University Students` Organization established in accordance with these regulations shall not be dissolved save by the Council after consultation with the Senate.
2. The Meru University Students` Organization shall determine its own organs and procedures and, in particular, shall develop a constitution setting out clearly.
- a. The Officers of that Organization
 - b. The duties and powers of such officers.
 - c. The frequency of and procedures at meetings
 - d. The possible sources of funds of the Organization
 - e. The purposes to which the funds of the Organization are to be applied.
 - f. The manner and form in which such students` Organization shall be represented in the senate and the University Council respectively.
3. The purpose of Section 2 of the Order, the University Council recognize the University Students` Organization as being an organization representative of the Students of the University.
4. In addition to any other permits required by law, all meetings and other activities of the University Students` Association (whether professional, academic or otherwise) to be held within the University precincts shall not take place until permission is first obtained from the relevant University authorities.
1. a) General Conduct
All students of the University shall conduct themselves with the highest standard or Integrity, personal discipline and morality and, in particular, shall:
- i) Respect and adhere to the administrative and academic Procedures and structures established by the Meru University Act.2012, for the control, governance and operations of the University.
 - ii) Respect the rights and privileges of the members of the University Community at all times.
 - iii) Refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium.
 - iv) Carry themselves in all public fora or places with such humility and dignity as befits their status as mature and responsible citizens
 - v) Refrain from all acts of violence, hooliganism, unruly or rowdy behaviour, or any conduct likely to cause a breach of peace and disturbance to others within or outside the University campus.
 - vi) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practicals during meals times, in the Dinning Hall or at any University functions.
 - vii) Not keep motor vehicles on the University premises without prior written permission of the DVC (AFP). Such permission will not be given without proof of a current driving license, a valid road license and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof.

III. THE CONDUCT OF STUDENTS

- viii) Desist from tampering with fire fighting appliances whenever installed and shall use such appliances for firefighting purposes only.
 - ix) Desist from misuse or willful damage to or destruction of University property in default of which such student or group of students shall bear full responsibility thereof.
 - x) Refrain from/and or avoid such drunkenness or drunken behaviour as would constitute a disturbance to other students and staff of the University.
 - xi) Refrain from creating noise that may cause disturbance or annoyance to the University Community.
 - xii) Desist from abuse or drugs and totally refrain from the use of drugs, the possession and use of which is prohibited by law.
 - xiii) Not possess keys to rooms or buildings on the campus other than those obtained through the official channel.
 - xiv) Avoid and/or desist from tampering with official documents that may come into their possessions by any means whatsoever.
 - xv) Not engage in fund raising activities without written authority from the Government and approval by the University Council
 - xvi) Not engage in/or use University facilities for political purposes.
 - xvii) Not either as individuals or through the students` societies use University telephone, printing or mailing facilities for unauthorized purposes.
 - xviii) Not remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities.
 - xix) Not use the name “Meru University of Science and Technology” (MUST), either as an individual, club, society or student organization without prior written approval from the V.C.
- b) Conduct with the Public**
In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain wherefor:-
- i) All correspondence to the press or other mass media by students or officials of the University Students` Association in their individual capacities shall bear their names and private addresses.
 - ii) All public statements affecting the University which are intended to be issued on behalf of any association of students must receive prior written approval of the V.C.
 - iii) Invitation to Government Ministers, representatives of Foreign Governments or other Public Personalities to visit the University in their official capacity shall be channeled through the Dean of students to the relevant University authorities.
- 2. Academic Conduct**
All students shall apply themselves diligently to the courses of study approved by the Senate and for which they are registered and, in particular shall:-
- i) Except for good cause, attend all lectures tutorial seminars, practicals and other scheduled courses for instructions.
 - ii) In case of absence from class for good cause e.g. on account of illness, such absence must be authorized by the Dean of the relevant School on production of certifies evidence e.g. a medical certificate.
 - iii) Refrain from any conduct whose object or logical consequence is to disrupt the

operation of academic programmes of the University.

- iv) Abide by all other regulations made by the departments and faculties for the proper conduct of specific programmes.
- v) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University.

In case of any academic irregularities, the same shall be referred to the Senate through the Deans` Committee for appropriate action.

3. **Conduct while in Residence**

All students shall conduct themselves with responsibility and maturity while in residence at the University and, in particular, shall strictly observe the following:-

- i) Adhere to the list of allocation of rooms determined by the Director of students Welfare; change of rooms, halls or hostels once allocation has been made will not be allowed except with the written permission of the Dean of Students. All applications for change of rooms, halls or hostels shall be made to the Dean of Students through the Halls Administration before the commencement of the Academic Year for which the change is sought. No student shall be allocated a room except upon production of evidence that he/she has made prior payment for the same to the appropriate authority.
- ii) Share rooms in addition to other facilities of common use.
- iii) Admit visitors to their rooms only between the hours of 10.00 a.m. and 10.00 p.m. Any extension of these times will be made with the approval of the Dean of students and Halls doors will be closed at 10.30 p.m.
- iv) Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls and catering services except by permission from the Head of Department concerned

- v) Take reasonable care of furniture, fittings and any other items in the Halls of Residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or person concerned within him, shall be made good at the student`s expense.

- vi) Surrender all keys issued in respect of the rooms to the Halls Administrator before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the Student`s expense.

- vii) Use video tapes, radios or any musical instruments in the Halls of Residence only on condition that the sound does not cause any disturbance to the other residents and that they are played between hours 6.00 a.m. and 11.00 p.m.

- viii) Except with the written permission of the Dean of Students, vacate all rooms during vacation. Such permission will only be granted on advice from University authorities and vocational residence and board will be in specified hall and paid for in advance.

- ix) Report all absence from residence in the Halls to the Halls Administrator. Any student absent from residence for a continuous period of two weeks without prior permission from the Halls Administrator shall be deemed to have forfeited his/her residence.

- x) A student who intends to be absent from the Halls of Residence for more than seven days shall obtain written permission from the Dean of students and leave his/her contact address.

- xi) Forfeit all monies paid to the University if he/she decided to vacate his/her room during the term unless it is on medical grounds in which case the Chief Medical Officer will notify the University authorities in writing.

served in the said dining halls at subsidized rates for bonafide students only.

4. Conduct in Relation to the Catering Services

To facilitate satisfactory and efficient services in the catering department, students are required to conduct themselves in an orderly manner, and be courteous to the catering staff.

- i) Appear for meals at the prescribed times only. The said meals times shall be as follows:-

Breakfast	6.30 a.m. – 8.00a.m.
Lunch	11.30 a.m. – 2.00p.m.
Dinner	5.00 p.m. – 8.00p.m.

Or at such times as shall be notified to the students by the catering department from time to time. The meal times must be adhered to strictly.
- ii) All meals shall be served in the dining halls only. Except for good cause, no meals or beverages shall be carried out of the dining halls. Any student seeking to remove meals from the dining hall must first seek permission from the Catering Manager of his/her dining hall and if necessary support such request with a certificate from the medical officer in-charge of the student health services.
- iii) No crockery, cutlery or other utensils shall be removed from the dining hall(s.)
- iv) No student shall enter the servery, kitchen or stores without prior permission from the Catering Manager.
- v) All students shall be required to produce meal cards or other means of identification before he/she is allowed entry into the dining halls. Each student shall be restricted to a particular dining hall.
- vi) No visitors, either of the students or other shall be allowed to dine in the University dining halls. Meals are

Students shall entertain their visitors at the Students` Centre or any other Cafeteria available to them in the University.

- vii) The following shall be the prescribe procedure regarding the pay As You Eat (PAYE) system of service in the dining halls.
 - a) A notice of the items on the menu for every meal shall be posted at appropriate and strategic notice boards near the dining halls at the time that the meal prior to its being served, or at least early enough, but in any event not less that three (3) hours before the said meal is served.
 - b) Each student shall peruse the itemized menu before proceedings to the cashier to pay for the items he has selected, or any of them, and obtain an item pre-coded receipt for the same from the said cashier.
 - c) He/she shall then go on to the server, show the receipt to the catering personnel on duty there, and wait to be served with the items he/she has paid for.
 - d) He/she shall then proceed towards the exit where he/she present the receipt to an awaiting officer who will check it against the food served.
 - e) The student shall then go through the last turnstile and proceed to the dining tables.
- PROVIDED** nothing in these rules shall be needed to prevent the Catering Manager, the University Administration or any other officer with the authority to do so from altering changing or restructuring the said procedure or system or any part thereof without any notice to the students. If the situation so warrants.
- viii) Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times.
- ix) Any student complaints or grievances whatsoever, arising from that administration of the catering services

shall be addressed through the correct channels of communication and in this case, to the office of the Dean of students through the Catering Manager.

Counseling and Testing Unit (VCT) services at the Hospital in case one would wish to know of his/her HIV/AIDS status.

IV) **STUDENT WELFARE SERVICES**

a) **HEALTH**

- i) Apart from complying with the general law of Health, all students shall be required to comply with health requirements as may be laid down by the University from time to time.
- ii) Students shall seek medical attention for all cases requiring such services at the University Hospital.
- iii) All cases of emergency of serious illness in the Hall of Residence requiring medical attention must be reported at once to the Halls Administrator.
- iv) In all cases absence from classes on account of sickness, the University Medical Officer will submit a report to the Director of Students, Dean of the relevant Faculty, Academic Registrar and Chairman of the Department concerned respectively.
- v) Except in emergency cases where a student wishes to seek medical services outside the University he/she shall not notify the University Medical Officer. The University will not pay medical bills incurred by a student without authority and prior referral by the University Medical Officer.
- vi) Students shall avail themselves for medical examination as and when required by the University Administration.
- vii) Students are informed of the availability of a Voluntary

b) **MARRIAGE OF STUDENTS**

A student who intends to get married and remain a student of the University shall, for welfare purposes only, notify the Dean of students.

c) **COUNSELLING**

The counseling office provides services aimed at improving the well being of students, students with individual problems or concerns are advised to avail themselves of these services.

All matters presented on a personal level to the Guidance and Counseling office shall be treated in strict confidence.

d) **SPORTS AND RECREATION**

Students shall be expected to participate in as many of the University sporting and recreational activities as they are able. Observance of such rules as may be enacted by the Games and sports Department will be obligatory.

e) **CLUBS AND SOCIETIES**

- i) No clubs or societies shall operate in the University unless they are registered by the University authorities.
- ii) Students proposing to form a club or society within the University shall observe the following procedures:-
 - a) Prepare the following particulars:-
 - The Objectives of the intended club or society
 - The Names and designations of the interim office bearers and patron;
 - An indication of likely membership;
 - Possible sources of funding.
 - b) The interim office bearers shall discuss the proposal with the Dean of Students Welfare.
 - c) The interim office bearers will then apply for registration of the

- club/society to the Deputy Vice Chancellor (Academic Affairs) through the Dean of Students.
- d) Upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions.
 - e) All scheduled club/society activities must be approved by the Dean of Students. For these purposes, a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.
 - f) The University may refuse and/or cancel the registration of a club or society without assigning any reason thereunto.

V CHANNELS OF COMMUNICATION

In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following:

- a) Academic Matters
Class Representatives, Academic advisers, Head of Departments, Deans of Faculties and the Director of Students in that order.
- b) Welfare matters
House Keepers, Halls Administrators, Cateresses/Caterers, Catering Manager, Wardens and Director of Students in that order.
- c) The hierarchy of the Students` Association or organization shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful and non-violent dealing and processing of students` grievances.
- d) Failure to adhere to the above procedures shall be a violation of University Regulations.

VI PREGNANCY

Female students are urged to note the following rules and regulations, which pertain to cases of pregnancy.

1. The Stand of University with regards to Student Pregnancy

It should be clearly understood that the university does not expect students to get pregnant while they are still pursuing their courses of study. Students should therefore avoid getting pregnant by all means.

The Family Planning Section of the University Hospital would only be too glad to render advisory and other services related to the matter. The University strongly recommends that all female students avail themselves and make use of these services.

Apart from the general rules on pregnancy, all female students of the University shall abide by the specific rules and regulations made concerning students` pregnancy while at the University. It will therefore be in the interest of the students to read and understand the rules which are issued on admission. Strict observance of the said rules will enable female students complete their studies in good time and without undue stress. The following specific rules shall apply in case of student pregnancy.

2. Reporting the Pregnancy

Every expectant student must report to the University Medical Officer before the end of her first three (3) months of pregnancy for the following reasons:-

- i) Information
- ii) Guidance and Counseling
- iii) Advice on:-
- iv)
 - a) Antenatal Care
 - b) Confinement
 - c) Her conduct during the period of pregnancy
 - d) Special Examinations in case the University Examinations

are done while the student is on confinement.

- e) The period of absence while the student is on confinement.
- f) Post natal care
- g) Child welfare
- h) Family Planning

the extra cost, if any, for such service.

- iv) Will, subject to recommendation by the University Chief Medical Officer, be allowed to sit Special Examination in case the University Examinations were held while the student was admitted in hospital or on confinement.

3. **Rules for Pregnant Students in Residence**

- a) In the event of pregnancy either before or after taking residence in the halls, one must move out of the halls of residence at least three (3) months before confinement. A pregnant student who proceeds on confinement will be allowed up to a maximum of three (3) weeks to resume her studies in the University.
- b) In view of (a) above, the Finance Officer should be advised on the exact duration the student stays away from the halls of residence for the purpose of refunding to the student any money paid to the University for accommodation/catering.
- c) All affected students:
 - i) Can re-apply to the Dean of Students for accommodation in the Halls of Residence three (3) months after confinement.
 - ii) Will be expected and required to participate fully in all aspects of training/learning as contained in the University Regulations without exception or excuse of inability because of pregnancy.
 - iii) Should not expect any privileges e.g. special diet except on recommendation from the University Chief medical Officer and where special diet is provided, the affected students shall meet

VII **THE DISCIPLINE OF STUDENTS**

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

a) **DISCIPLINARY AUTHORITY**

For purposes of these regulations the Vice Chancellor, acting on behalf of the University Council, is the disciplinary authority of the University and may in that capacity:-

- i) Vary or add to the list of disciplinary offences specified herein but such action shall cease to have effect unless approved at the next meeting of the University Council.
- ii) Suspend any student suspected of committing any disciplinary offence under this regulation from the University pending appropriate action.
- iii) Take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

b) **DISCIPLINARY OFFENCES**

All crimes and other offences under Laws of Kenya Including:-

- i) Any violation of any of the rules and regulations laid down for the governance and control of the

conduct of students of the University.

- ii) Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations:-
- a) Boycott of scheduled lectures, tutorials, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully missed more than 20% of scheduled lectures, tutorials, seminars, practical's and other instruction shall be barred from sitting end of semester examinations.
 - b) Assault of members of staff while discharging official duties.
 - c) Possession of knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other persons.
 - d) Any form of politicking or organized obstruction of students staff in any manner whatever.
 - e) Writing publishing and/or distributing of anonymous literature of a malicious or rebellious nature including placards.
 - f) Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University.
 - g) Malicious or willful damage to or loss of University property.
 - h) Disorderly conduct and molestation of other members of the University and/or interference with or obstruction of motor vehicles within or outside the University precincts.
 - i) Use of profane or foul language against any members of the University Community or the general public.
 - j) Admission of unauthorized person (s) into the Hall of Residence.
 - k) Any attempt to convene or organize or any participation or involvement in demonstrations, gathering, processions of public ceremonies for which permission is required but has not been obtained from the University authorities or the Government authorities
 - l) Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law.
 - m) Involvement in cheating in academic matters, examination leakages or impersonation in University examinations.
 - n) Cohabiting with another student of the opposite gender or with any other person whilst in the University Halls of Residence.
 - o) Conviction in a Court Law for commission of a criminal offence of such nature as should in the opinion of Council, warrant expulsion from the University.
 - p) Notwithstanding any action that may be taken by the Police or Law Courts under the foregoing paragraph, the University may take independent action against any affected student.

The Chairman shall normally call a meeting of the Disciplinary Committee to be held within one (1) month of the report being received by him/her

c) DISCIPLINARY PROCEDURES

I ACADEMIC MATTERS

As per the provision of the MUST ACT 2012, The senate shall receive and approve

Recommendations from school Board and Board Of Examiners with respect to inter alia the following matters:-

- a) Who qualifies to sit University Examinations.
- b) Who writes supplementary examinations.
- c) Who repeats which years.
- d) Who has breached examination regulations
- e) Who should be discontinued from approved Programmes of study.

The decision of the Senate is binding Subject only to appeal for review on the basis of fresh evidence to the Chairman of the University Senate.

II GENERAL DISCIPLINARY MATTERS

The Senate shall also operate as the students' Disciplinary Committee with power to handle General offences.

COMPOSITION OF THE DISCIPLINARY

COMMITTEE

- | | | |
|-------|---|-----------|
| i) | Deputy Vice Chancellor(ARS) | -Chairman |
| ii) | Dean of Students | -Member |
| iii) | Two Students' Representatives | -Member |
| iv) | Chairman – SAMU | -Member |
| v) | Two Senate Representative | -Member |
| vi) | Dean of school or Warden reporting the case | -Member |
| vii) | Registrar (ARS) | -Member |
| viii) | Any other person co-opted to the committee | -Member |

MEETINGS OF THE DISCIPLINARY COMMITTEE

NOTICE OF MEETING

- i) The Secretary shall notify the affected students and the complainant of the date and time of the meeting and of their right to be present and to call a witness or witnesses.
- ii) At all proceedings of a Disciplinary Committee before which a student is summoned, the procedure shall be determined by the committee and the student shall be entitled to representative in person and not by any other person or lawyer.
- iii) The committee shall hold an inquiry but shall not be required to adhere to the rules of evidence or procedure as applied in a court of law. However, the committee shall ensure that both sides are heard and that persons required to be witnessed do not sit as members of the committee.
- iv) The committee's decision shall be arrived at either by simple majority of votes though secret ballot.

POWER OF THE STUDENTS DISCIPLINARY COMMITTEE.

- (a) The committee shall have power to impose any one or more of the following measures and /or penalties depending on the nature of the offences committed and the evidence called in support thereof:-
 - i) To dismiss the case against the student.
 - ii) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected student.
 - iii) To require the student to make good any loss or do damage to university property and /or pay

damage commensurate with the nature and gravity of the offence.

- iv) To suspend the student from the university for a specific period.
 - v) To excel the student from the halls of resident.
 - vi) A combination of any two or more of the above.
 - vii) To impose any other penalty or penalties as the committee may deem fit to impose.
- b) The university council shall have the right to excel a student who commits any or a combination of the following offences without reference to him or her.
- A student who:-
- i) Boycotts or agitates for boycotts of lectures, tutorials, practical or any other courses of institution or academic programmes.
 - ii) Malicious or willful damage university property.
 - iii) Assaults any member of staff discharging his/her office duties.
 - iv) Is found in possession of any drug or drugs, the possession of which is prohibited.
 - v) Is convicted by Court of Law of any criminal offence which the Council shall deem serious enough to warrant expulsion from the University.
- c) In arriving at an appropriate penalty or combinations therefore the Student's Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and note merely the immediate circumstances furnishing the reason for disciplinary action against him/her.
- d) The record and decision of any Disciplinary action taken against a student shall be furnished to his/her Warden, Chairman of Department,

Dean of School, Director of Students welfare and the Vice Chancellor and shall form part of the student's records at those levels.

- e) The sovereignty of the State, together with the State Security Machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, the provisions of this regulations and any decisions made by the disciplinary committee and the university shall not derogate and/or be construed as derogating from the right of the police or any members of the public so entitled, to same set of facts against any student in a court of law, nor shall anything herein prelude the staff from taking any action which it may deem necessary against any student in the interest of security and public order.
- f) Student appearing before the Students Disciplinary Committee shall be informed of the committees decision within fourteen(14) days from the date of the conclusion of proceedings
- g) Students have the right to appeal to the vice chancellor against the decision of the disciplinary committee if he considers himself aggrieved by the said decision and such appeals will be made in writing within fourteen (14) days of the date of communication of the Committees decision.

MISCELLANEOUS MATTERS

1. The university disclaims all responsibilities of loss of or damage to any property belonging to students or their guest while such property is on the university premises.
2. The University Council in c consultation with the senate deserves the right to change, add, amend or otherwise vary these regulation sat any time without notice.