

# Clubs and Societies Policy

APPROVING AUTHORITY:	<i>Phathu</i>
COMMENCEMENT DATE:	June, 2014
IMPLEMENTING OFFICE:	Dean of Students

## 1.0 INTRODUCTION

The rules and regulations established herein are intended to clarify the University's relationship to REGISTERED STUDENT ORGANIZATIONS and also are intended to reflect the institution's concerns and interests for promoting awareness, values, responsible behavior and leadership. It is important to note that members of a recognized student organization will be held accountable for their conduct individually and collectively.

## 2.0 DEFINITION: Registered Students' Organization

A Registered Student Organization (hereinafter also referred to as a club or society) shall comprise Riara University students and shall attain recognition as a registered students' club/society/organization by complying with the requirements and procedures set forth by the University.

Such regulations shall require that the organization furnish a written statement of its name and its purposes, signed by its duly authorized representatives. Membership in a Registered Student Organization shall be open to any student of Riara University (including alumni), consistent with the Nondiscrimination Policy Statement for the University and Kenyan Supreme Law.

The purpose or purposes of a student organization must not conflict with the educational functions or established policies of the University. It is incumbent upon any person presenting objections to the application for recognition or continuance of an organization to demonstrate how and in what manner the registration or continuance of that organization is in conflict with the policies of the University. These concerns should be directed to the Office of Student Activities.

The purpose and/or functions of a student organization must not duplicate those of an existing recognized student organization. This requirement, however, is not applicable to an organization with religious or political purposes and/or functions as declared in its constitution filed with the Office of Student Activities. The Office of Dean of Students may rescind the recognized status of an organization upon a determination that the organization is no longer fulfilling the purposes and/or functions described in its constitution (after affording the signatories of the concerned organization the chance to defend the existence of their organization). If an organization feels that a newly recognized organization duplicates its stated purpose as set forth in its constitution, it may seek a review through the Dean of Students. Preference is given to the organization that has had recognized status longer and is in good standing.

## 3.0 STARTING A CLUB/SOCIETY:

A student forming a club or organization must register the group with the Dean of Students' Office through the Riara University Students' Association Government.

Registration process shall involve submitting a duly filled club registration form and submitting the following particulars:

- Organizations' constitution
- List of officials
- Details of the Patron/Advisor
- List of registered members.

Only currently registered students shall be eligible for active membership status in student organizations. All other persons, including but not limited to, faculty, staff, alumni and community members, may be admitted to associate membership.

Registration of any student organization does not imply that such organizations are sponsored, endorsed, or favored by the University, and organizations should take care to avoid any unauthorized implication that they are sponsored, endorsed or favored by, or acting on behalf of, the University.

## 4.0 RIGHTS AND PRIVILEGES:

The enjoyments of rights and privileges entailed herein do not negate the responsibility of each recognized student organization for the consequences of its decisions and activities as a group.

- 4.1 Registered student organizations may use the name of the University in their official titles. Use of the University's logos is also a privilege of recognized student organizations. **NB: Use of name and logo should comply with set guidelines.**
- 4.2 Registered student organizations may use University facilities subject to the duly established written rules governing such use.
- 4.3 The University will support the organization's activities, when requested by club official's.
- 4.4 Registered student organizations will be given an opportunity to participate in university activities and events.



- 4.5 Student organizations can place flyers/materials on general purpose bulletin boards throughout campus as will be approved by the University Administration.
- 4.6 Student organizations are not given access to mailing information for students or parents at either their local or permanent addresses.
- 4.7 Registered student organization are given opportunity to work with university administration in implementation of student focused programmes and initiatives.
- 4.8 No special/preferential treatment or entitlement shall be extended to members of registered organizations.

## 5.0 CONDUCT AND DISCIPLINE

- 5.1 A Registered Student Organization is required to comply with University policies and regulations as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or any other sanctions. In denying or revoking registration or applying sanctions, campus regulations shall provide an opportunity for a hearing with basic standards of procedural due process.
- 5.2 The membership of Registered Student Organizations, whether on or off campus, shall comply with University policies and campus regulations. The Dean of Students may revoke specific privileges for specified periods of time, or may revoke the registration of any registered club or organization that violates these regulations or University policies. Disciplinary actions shall be appropriate to the violation. Individuals who violate the regulations or University policies may also be sanctioned.
- 5.3 Regulations are subject to normal review processes prior to revision, and are available in the Office of Student Affairs and RUSA government officials.
- 5.4 **USE OF UNIVERSITY PROPERTY:** Any use of University property and services by a Registered Student Organization must conform to University Policies.
- 5.5 **FISCAL ACCOUNTABILITY:** The office of the Vice Chancellor through the Dean of Students may investigate, through audits or other means, and take action to ensure that the fiscal activities of a Registered Student Organization comply with legal requirements and University policies and procedures.
- 5.6 **UNIVERSITY SPONSORSHIP:** Registered Student Organizations that use University property, services, or other resources must avoid any unauthorized implication that it is sponsored, endorsed, or favored by the University.

The campus encourages the formation of Registered Clubs and Organizations to promote and provide for the special interests of the Riara University community. Registered Clubs and Organizations may, consistent with these regulations, raise funds on campus, invite speakers, and use University facilities. However, the University does not sponsor or endorse an organization by virtue of registration or by granting permission to use facilities, and Registered Clubs and Organizations should take reasonable precautions to avoid any unauthorized implication that they are sponsored, endorsed or favored by, or acting on behalf of, the University.

- 5.7 **SUPPORT AND FINANCES:** A Registered Students' Organization program or activity may be supported by the University under which University policies shall apply.

Any process adopted by a student government or other campus entity to provide support to a Registered Students' Organization or Registered Campus Organization-related program or activity must employ solely viewpoint-neutral criteria in accordance to all university rules, regulations and statutes.

Within parameters established by the University, student organizations may for the purpose of the organization collect dues, initiation fees, donations, and admission charges for their activities.

Fund raising activities are subject to approval by the office of the Vice Chancellor through the Dean Of Students.

Organizations shall manage their own finances. In case of concerns, clause 5.5 shall apply.

- 5.8 **PUBLICATION:** All club/Society's publication must be subject to approval by the Dean of Students office through relevant university organs and establishment.
- 5.9 **ACTIVITIES/EVENTS:** All club activities and events must be subject to approval by the Dean of Students through the RUSA government and other relevant University organs and establishments.
- 5.10 **REVIEW:** The University Administration reserves the right to make appropriate amendments to the policy document through the office of the Dean of Students.





Passport  
photo graph

### APPLICATION FORM NO.

## APPLICATION FORM FOR ADMISSION TO UNIVERSITY PROGRAMMES

### Guidance/Instructions

For further information on application process refer to <http://www.riarauniversity.ac.ke/>

- Please refer to the University Prospectus and Academic Handbook for details of the Programme you wish to apply for, and for the entry requirements.
- The completed form should be submitted or returned to: The Academic Registrar, P.O. Box 49940 - 00100, NAIROBI, KENYA.
- Please complete this form in BLOCK LETTERS. If a section does not apply to you, leave it blank.
- Attach certified copy of National identity card and/or passport, certificates and transcripts and one recent passport size photograph.
- Attach a copy of the receipt for the application fee of Ksh 2,000 for East African applicants and 4,000 for non-East African applicants.
- If applying for the Bachelor of Laws (LLB) programme please attach a personal statement of not more than 500 words.
- If applying for the Bachelor of Business Administration programme please attach a statement of objectives (\*See notes).
- All applications will be acknowledged.

### TO BE COMPLETED BY THE APPLICANT

#### SECTION 1

#### (A) : PERSONAL DETAILS

First Name  Second Name  Third/other

Address  Postal Code  Town/City

Country  Mobile number

Email

Facebook

Twitter

Gender  Male  Female Nationality  Date of Birth  DD  MM  YEAR

National ID / Passport No  Country of Permanent Residence

#### (B): NEXT OF KIN/SPONSOR/GUARDIAN'S DETAILS

First Name  Second Name  Third/other

Address  Postal Code  Town/City

Country  Mobile number

Email  Relation

**SECTION 2  
(A): COURSE APPLICATION DETAILS**

Course applied for: \_\_\_\_\_

**Programme Type**       Certificate       Diploma       Higher Diploma  
 Undergraduate       Postgraduate       Other

**Mode of Study**       Day       Evening       Holiday based  
 Weekend       Distance       Short Course

**(B): HOW DID YOU LEARN ABOUT RIARA UNIVERSITY**

Newspaper Advertisement	<input type="checkbox"/>	Faculty/Staff/Student	<input type="checkbox"/>
Website	<input type="checkbox"/>	High School/Parent	<input type="checkbox"/>
Friend	<input type="checkbox"/>	TV/Radio	<input type="checkbox"/>
Riara Alumni	<input type="checkbox"/>	Career Fair	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>	Others Specify	<input type="checkbox"/>

**SECTION 3  
EDUCATION BACKGROUND**

University/College/Secondary School (s). Please start with the most recent or current institution.

**Please attach certified or scanned copies of the KCSE and/or equivalent certificates.**

Date		Institution (include location)	Degree/Diploma/certificate Course title	Grade obtained or award and date of award
From	To			

**SECTION 4  
(A) : CREDIT TRANSFER (If Applicable)**

List courses for which you wish to request for credit transfer.

**Please attach certified copies of certificates, academic transcripts and result slips**

Institution where obtained	Title/name of unit/course	Grade obtained	Year of Completion



**(B): EXEMPTION (If Applicable)**

Indicate the highest professional qualification submitted to support application for exemption.

Please attach certified or scanned copies of certificates, academic transcripts and result slips.

Institution where obtained	Title/name of unit/course	Grade obtained	Year of Completion

**SECTION 5:  
APPLICANT'S DECLARATION**

I declare that the information given herein is true and accurate to the best of my knowledge and fully understand that any information found to be false would lead to automatic disqualification.

Applicant's Full Name

ID/Passport No

Date

Applicant's signature \_\_\_\_\_

**SECTION 6  
(A): RECOMMENDATIONS BY THE SCHOOL:**

Meets requirements      Number of credits transferred      Exemptions Granted      Statement of objectives/  
Personal statement



  


Comments/Conditions:

Signed \_\_\_\_\_

Date

Dean, School of .....

**(B): RECOMMENDATIONS OF THE ADMISSIONS COMMITTEE**

Programme admitted:      Specialization      Alternative offer      Not admitted





Signed \_\_\_\_\_

**Academic Registrar**

Date

## APPLICATION CHECKLIST 1

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The following is a list of items needed when sending an application:

### East African Applicant

Application form duly filled  
Copy of National Identification Card/Passport  
Copies of all academic Transcripts and Certificates  
(Originals MUST be shown to the Admission Office upon admission)  
1 (one) Passport size photo  
Non-refundable fee of Kshs. 2,000

### Non-East African (International) Applicant

Application form duly filled  
Copy of Passport  
Copies of all academic Transcripts and Certificates (include the translated copy where applicable)  
(Originals MUST be shown to the Admission Office upon admission)  
1 (one) Passport size photo  
Non-refundable fee of Kshs 4,000

### Pupils Pass Processing

Have you provided the following additional documents?  
Pupils Pass Application form (Form8) duly filled signed and stamped  
Copy of Passport (Bio-data and Visa page)  
Copies of all academic Transcripts and Certificates (include the translated copy where applicable)  
Two Passport size Photographs  
Commitment Letter from the Parent/Guardian/Sponsor stating that he or she will cater for the fees and accommodation expenses during the period of study  
Copy of Parent/Guardian Passport (Bio-data page)  
Cover Letter from the school  
Pupils Pass Processing Fee Kshs.5, 000 per year for International Students

## APPLICATION CHECKLIST II (FOR OFFICIAL USE ONLY)

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Letter of Admission  
Copy of Academic Credentials  
Sponsorship Agreement  
Declaration by Student  
Course Registration Form  
Scholarship Offer  
Transport Form

### \* Statement of Objectives for applicants into the BBA programme

Each candidate must write a statement of objectives giving a brief explanation as to why they are interested in studying the Bachelor of Business Administration and how this programme applies to their personal and professional objectives. They should also describe their creative, innovative and life changing talents or entrepreneurial ideas that they possess and hope to be nurtured and what they intend to achieve and plan to do during the study period and upon graduation (Should not exceed 300 words).



Riara University, Mbagathi Way  
P.O. Box 49940-00100 Nairobi, Kenya  
Tel: 0703 038 000  
Fax: 020 2525789  
Email: [info@riarauniversity.ac.ke](mailto:info@riarauniversity.ac.ke)  
[www.riarauniversity.ac.ke](http://www.riarauniversity.ac.ke)

# Fire Safety Policy

APPROVING AUTHORITY: .....

*Heath*

COMMENCEMENT DATE: July, 2014

IMPLEMENTING OFFICE: DVC Finance and Administration Office



# FIRE SAFETY POLICY

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## General Statement

This policy has been formulated to help Riara University comply with its legal and moral obligations to staff and students under the Fire Safety Order.

## Vision and Mission

Riara University shall endeavor to provide a safe place where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of the overall Health and Safety Policy. Our priority at all times is the safety of individuals and property.

## Objectives

In order to achieve the highest level of fire safety, Security Service Providers in consultation with the management team Riara University will constitute Fire Safety Team. Its main mandate is to ensure fire safety. The Team will:

- Carry out regular Fire Risk Audits and ensure that all precautions are taken and all procedures followed.
- Check to ensure that all players are aware of their responsibilities.
- Ensure that regular staff trainings are carried out on a periodic and need basis.
- Ensure that the Fire Action Policy(Copy is attached), is displayed at a strategic and visible location in the premises where all employees, students and visitors can see what is expected of them in the unfortunate event of fire.
- The fire escape routes are clearly mapped out.
- Ensure that a Fire Fighting Team, (Fire Marshals and First Aiders), comprising of Internal and external security team, staff and students is formed and regularly trained.

## STAFF, STUDENTS AND VISITORS DUTIES

All RU Staff, Students and visitors have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. All are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of themselves and others.

## COMMUNICATION

Riara University shall and where possible endeavor to keep its employees and students informed of any relevant changes to fire safety procedures or assessments. The displays of the fire policy at a strategic locations is a mandatory requirement in this regard.

## PROCEDURES

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments will be undertaken and reviewed regularly. The security service provider shall provide regular and on a need basis fire risk assessments report. The service provider shall be liable for any omissions and /or negligence in this regard.
- A fire drill shall be carried out once every year and a record will be kept of the date when such a drill was carried out, details of operations as well as other learning points will be recorded. The university security providers shall have the full responsibility of implementing this and shall be liable for any omissions and / or negligence in this regard. The fire drill shall be carried out in consultation with the university management.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals and Fire Aiders.

- All new members of staff will be given introduction training on how to raise the alarms and available escape routes. Staff will also be given annual refresher training.
- All escape routes shall be clearly labelled, "EXIT" and kept free from obstructions at all times. Escape routes can be changed on a need basis.
- Fire assembly point shall be provided at a strategic location.
- All fire extinguishers and other firefighting equipment will be serviced and maintained every 6 months by a suitable contractor/ service provider.

## **EMERGENCY EVACUATION PLAN**

- If you discover a fire, raise an alarm immediately. This can be done by activating the nearest fire alarm call points.
- Where possible and if the fire is small, use the available firefighting equipment to put out the fire.
- Put off all the electricity appliances near you.
- Evacuate immediately using the nearest available fire exit.
- Do not stop to pick up any personal possessions.
- Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.
- Report to the assembly points for a roll call. The assembly should be as far as possible from the building and preferably near water point.

The University Manager or his/her representative shall:

- Carry out the roll call.
- Call the fire brigade and all relevant authorities of the fire.
- The emergency telephone number of the local fire brigade and police hotline should be clearly displayed on the fire action.
- If you have a visitor, ensure they accompany you.

Anyone with mobility issues will be evacuated according to their Personal Emergency Evacuation Plan (PEEPS) where applicable taking due care while evacuating such persons.

## **DUTIES OF FIRE MARSHALS**

Fire marshals shall:

- Encourage everyone to evacuate as soon as possible.
- Check to ensure that all rooms are empty.
- Help contain the fire as per their training and if the situation does not place them at risk.

It is the responsibility of the team leader (Head of security at the University) to call the fire brigade and other relevant authorities.