



# OUTSPAN MEDICAL COLLEGE

P.O. Box 1955-10100 Tel: 020 2433991 Fax: 020 2433995 Nyeri  
Cell: 0711277009/0731692220/07705625544 Email: info@omc.ac.ke

## STUDENT HANDBOOK

### *RULES AND REGULATIONS*

Student Name: \_\_\_\_\_

Student No.: \_\_\_\_\_

**JULY 2023**

Page 1 of 30

## **OMC Quality Policy**

Outspan Medical College is committed to becoming a **global reference university** in training **service-oriented** professionals **at an affordable cost**

In accomplishing this commitment, the Outspan medical college shall comply with all **applicable international standards and legal requirements** to ensure that our clients obtain the **highest value**. We shall achieve this by providing an **efficient, customer focused and friendly service pegged on technology innovation and critical thinking**; coupled with **continuous improvement** by implementing a Quality Management System based on ISO 9001:2015.

The Outspan Medical College top management shall review established quality objectives and this policy for continuing suitability within three years

## **Our Vision**

To be a global reference university, training service oriented professionals, and providing affordable quality wholistic healthcare solutions

## **Our Mission**

To provide healthcare solutions and training, through compassionate and personalized touch, pegged on critical thinking, innovation and technology.

## **Our Quality Policy**

Outspan Medical College is committed to becoming a **global reference university** in training **service-oriented professionals at an affordable cost**

In accomplishing this commitment, the Outspan medical college shall comply with all **applicable international standards and legal requirements** to ensure that our clients obtain the **highest value**.

We shall achieve this by providing an **efficient, customer focused and friendly service pegged on technology innovation and critical thinking**; coupled with **continuous improvement** by implementing a Quality Management System based on ISO 9001:2015.

The Outspan Medical College top management shall review established quality objectives and this policy for continuing suitability on a biennial basis.

## **Our Philosophy and Core Values**

In order to realize the above Vision and Mission, the College shall be guided by its philosophy, namely, **“doing all things right the first time and all the time”**. In pursuit of this guiding philosophy, the College shall seek to achieve the following core values

1. **Fear, trust and acknowledgement of God** in all our transactions
2. **Integrity** - Honesty, transparency and accountability to ensure that all our transactions shall stand the test of scrutiny
3. **Customer centric** - to ensure that our customer gets the best experience
4. **Quality** - Ensuring quality and standards by doing the right things right the first time all the time
5. **Innovation** - Seeking innovative ways to overcome challenges
6. **Teamwork** - to create a warm and motivating environment that enhance synergy
7. **Hard work & Discipline**

## ***RULES AND REGULATIONS***

### **I PREAMBLE**

- a. These rules and regulations shall apply to all students of Outspan Medical College. The students shall be required to observe and abide by the rules and regulations.
- b. These rules and regulations shall be binding upon every student of the college upon registration and for as long as such student remains so registered.
- c. Every student shall, before being registered, be required to read these rules and regulations and sign a declaration appended hereto confirming that the student has understood the meaning, tenure and purport of the same and that he/she undertakes to be bound thereby.
- d. Failure to comply with clause (a) hereinabove will constitute ground for denial of registration by the college.
- e. Nothing in these regulations shall be construed to preclude the college from requiring any student to execute any bond assurance and/or undertaking to be of good conduct throughout his/her stay at the college.
- f. Such bond assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

## II INTERPRETATION

In these rules unless the context otherwise requires: -

- 1) **Board of Directors** – Refers to the Board of Directors of the Outspan Medical College
- 2) **College** - Refers to the Outspan Medical College
- 3) **Director** - Refers to the person who for the time being is or is acting as the Director of the Outspan Medical College
- 4) **Principal** - Refers to the person who for the time being is or is acting as the head of the Outspan Medical College
- 5) **Student** - Refers to any person undertaking studies at the Outspan Medical College
- 6) **Misconduct** - Refers to a contravention of these rules for which a penalty of suspension for a period not exceeding three months is prescribed
- 7) **Serious misconduct** - Refers to a misconduct in respect of which a penalty of suspension for a period not less than six months but not exceeding one year is prescribed
- 8) **Gross misconduct** - Refers to misconduct in respect of which a penalty of expulsion is prescribed under these rules
- 9) **Month** - Refers to calendar month
- 10) **Hostel** - Refers to any structure or building wherever located used solely and exclusively for the purposes of housing Outspan Medical College students whether or not such structure or building is owned by the Outspan Medical College;
- 11) **Deferment** - Refers to delay of studies or any part thereof whether at the beginning or at any time before completion of the course
- 12) **ID card** - Refers to Identification card issued to every student on registration to the College.

## **Section 1: ORGANIZATION OF STUDENTS**

- 1.1 There shall be established in the college an organization of students whose objectives shall be:
- a. The promotion of the welfare of the students of the college;
  - b. The promotion of the academic welfare of the students of the college; and
  - c. The development and encouragement of worthy traditions of social and academic life in the college.
- 1.2 The organization of students shall determine its own organs and procedures and in particular, shall promulgate a constitution setting out clearly:
- a. Officers of the organization;
  - b. The duties and powers of such aforesaid officers;
  - c. The frequency of and procedures at meetings; and
  - d. The purposes to which the funds of the organization are to be applied.
- 1.3 Students may form associations at faculty or departmental levels to represent their interests in academic and extra-curricular activities. Associations along tribal, political or regional lines shall not be allowed among the students.
- 1.4 Where a student organization as stated in clause (1.1) above is in place, students shall channel any grievances that may arise against the college administration or any of its members of staff that affect the student collectively through the organization which must articulate the same to the administration with reasonable diplomacy and etiquette.
- 1.5 For purposes of students' membership in the Academic Board, the students' organization shall elect two representatives to the Academic Board.
- 1.6 In addition to any other permit that may be required by the law, all meetings and other activities of the students' organization to be held shall not take place without the prior permission of the Principal in writing provided that such permission shall not be unreasonably withheld.
- 1.7 Organizing or participating in boycotts, strikes, riots and demonstrations is not allowed. Any student who contravenes this rule shall be guilty of gross misconduct and shall be liable to expulsion from the college.
- 1.8 In addition to any other liability that may attach thereto, students remain accountable to the college in respect of their relationship with members of the general public and of conduct and utterances in matters that lie in the public domain wherefore:

- a. All correspondence to the press or other mass media by students or officials of students organization and associations within the college in their individual capacities shall bear their names and private addresses; and
- b. All public statements affecting the college which are intended to be issued on behalf of any organization or association of students must receive prior written approval of the principal.
- c. Any student who contravenes this rule shall be guilty of serious misconduct

## **Section 2: THE CONDUCT OF STUDENTS**

The following provisions shall apply with respect to the conduct of students within and in so far as it is applicable outside the college precincts:

### **Section 2.1: General Conduct**

Students shall conduct themselves with the highest standards of integrity, personal discipline, decorum and morality and in particular shall:

- a. Respect and adhere to all administrative and academic procedures, policies, guidelines, rules and structures established for the management, control, governance and operation of the college;
- b. Respect the rights and privileges of the members of the college community at all times;
- c. Refrain from any conduct that might bring the college or faculty or program thereof to disrepute or public odium; and
- d. Carry themselves in all public places or fora with such humility and dignity as befits status as mature and responsible citizens.
- e. Desist from all acts of hooliganism, unruly or rowdy behavior, fighting, assault, unreasonable or excessive noise or any other acts likely to cause a breach of the peace within or outside the college premises.

### **Section 2.2: Outspan Medical College Student Dress Code**

**Students shall maintain the highest standards of personal hygiene and shall dress decently at all times within and outside the college precincts.**

*Note: Health Sciences students, staff, and practitioners are required to place a high value on personal appearance, including attire. The reasons are rooted in concerns for infection control, communication and cultural sensitivity. This section sets forth standards for dress and appearance necessary to meet the service and safety objectives of placing patient welfare first and the educational objectives of preparing the student to assume the role of a professional health care worker. Patient trust and confidence in the health care provider are essential to successful treatment experiences and outcomes. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the cultural sensitivities of their most conservative potential patients and present yourself in a manner that will earn their respect, ensure their trust, and make them feel comfortable.*

#### **2.2.1: General Standards**



- i) Name badges identifying you as a medical student must be worn at all times and clearly visible to those with whom you are interacting. wear the name badge on your right.
- ii) Good personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene.
- iii) Avoid distracting perfumes or colognes (may precipitate allergies or sensitivities).
- iv) Recent trends in clothing, body art, tattooing and body piercing may not be generally accepted by your patients, and should not be worn by medical students.

### **2.2.2: Hair Maintenance**

- i. Hair should be neat, clean.
- ii. Hair should be styled off the face and out of the eyes.
- iii. Shoulder length hair must be secured to avoid interference with patients and work.
- iv. Beards/mustaches must be neatly trimmed.

### **2.2.3: Jewelry**

- i. Keep jewelry at a minimum (represents potential for cross-infection).
- ii. The following are permitted: a watch, up to one wedding ring, small earrings (large earrings are distracting and may be pulled through the ear), academic pin/s, badges, which represent an award

### **2.2.4 Dress, Shoes, and Hand Care**

- i. Clothing should be clean and in good repair.
- ii. Men: tailored trousers, shirt and necktie is appropriate attire. (Wear properly tucked shirts with a tie in position)
- iii. Ladies: Dresses, skirts of medium length, tailored trousers, shirt or blouse is the appropriate attire.
- iv. Shoes must be closed, comfortable, low heel, clean and in good repair.
- v. Shoes should be polishable, black or brown in colour and should be worn with socks.
- vi. Fingernails should be clean and of short to medium length.
- vii. No artificial nails.

### **2.2.4 : The Following Items Are Specifically Prohibited**

- a) **Male students shall not wear;**

- i)Dreadlocks
- ii)Bracelets/s and necklace chains.
- iii)Colored hair
- iv)Plaited hair
- v)Earrings
- vi)Un-tucked shirts
- vii)Vests that show their bare chests. (Wear them with a shirt on, unless during an activity that demands such dressing mode).
- viii)Hats/caps in classes and in offices since it is disrespectful to do so.
- ix)Leggings style or colored denim pants, shorts, Bermudas, stretch tights or stockings
- x)Jeans
- xi)Sports/ Athletic clothing (sweats or jogging outfits) are not appropriate trousers
- xii)Buttons or large pin (could interfere with function, transmit disease or be grabbed by the patient).
- xiii)Slippers and open shoes are in class, clinical areas and offices
- xiv) Hoods

**a. Female students shall not wear:**

- i.Dreadlocks
- ii.Long nails and nail vanish
- iii.Make up
- iv.Tumbo-cuts (exposing their belly and naval)
- v.Bare-backs (exposing their backs)
- vi.Miniskirts (any skirt above the knee line)
- vii.Skirts whose slit is above the Knee line
- viii.Nose rings and any other rings, other than earrings.
- ix.Dresses with neckline running down more than 4 inches.
- x.Body tight trousers (wear well fitting clothes)
- xi.Buttons or large pin (could interfere with function, transmit disease or be grabbed by the patient).
- xii.See-through clothes (wear decently)
- xiii.Leggings, jeans style or colored denim trousers, shorts & stretch tights
- xiv.Athletic/ Sports clothing (sweats , track suits or jogging outfits)

xv. Slippers, sandals, open-toe shoes, high-heeled or canvas shoes (blood or needles may penetrate the fabric in clinical area). in class, clinical areas and offices

xvi. Hoods

**N/B** No student shall be allowed to wear head scarves, caps, hats, or head gear of whatever nature in lecture rooms, within the college and during practical's save as may be worn for religious purposes and as recognized and permitted by the board.

**N/B** :No student shall be allowed to wear head scarves, caps, hats, or head gear of whatever nature in lecture rooms and during practical's save as may be worn for religious purposes and as recognized and permitted by the board.

### **Section 2.3: Substance Abuse**

- a. Smoking of Cigarettes, cigars, pipes, tobacco, shisha, unprescribed drugs or any other like substances and chewing of miraa (khat) is strictly prohibited within the college precincts. Any student who contravenes this rule shall be guilty of misconduct and shall be liable to **suspension** for a period not exceeding three months.
- b. The use or possession of alcoholic beverages anywhere on College grounds or in its' facilities, including the Hostels, is strictly prohibited. Any student who contravenes this rule shall be liable to **suspension** for a period not exceeding three months.
- c. The use or possession of illicit and unprescribed drugs within college grounds or in its facilities, including the hostels, is strictly prohibited within the college precincts. Any student who contravenes this rule shall be guilty of gross misconduct and shall be, in addition to any criminal liability that may attach thereto under any written law, liable to **expulsion** from the college.

### **Section 2.4: Relationship of students Inter Se and with Members of Staff**

- a. Students shall co-exist with each other and relate with members of staff harmoniously, courteously, and respectfully avoid any insults and verbal indecency whatsoever.
- b. Intimate physical contact of a sexual nature, including but not limited to kissing, groping, fondling, and rubbing is strictly prohibited on College grounds. Students found in violation are subject to disciplinary action up to and including expulsion from the College.
- c. Students will immediately report to the Director any attempt or conduct by a staff member that reasonably appears to be an attempt to establish a personal relationship with the student. Students will

not accept offsite accommodation by any staff member for any purpose other than a bona fide emergency so reported to the staff members' immediate supervisor.

- d. Swearing, cursing, blackmailing, threatening or any other use of indecent and abusive language whether verbal or through e-mails, letters, mobile phones or any other media is strictly prohibited whether directed to staff or students. Any student who contravenes this rule shall be guilty of serious misconduct.
- e. All students shall obey lawful orders from all members of staff including teaching and supportive staff, and accord them utmost respect.
- f. Students shall not insult or engage members of staff in any verbal exchange. Any student who contravenes this rule shall be guilty of serious misconduct and shall be liable to suspension for a period not exceeding six months.
- g. No student shall engage in physical confrontation with another student or members of staff. Any student who contravenes this rule shall be guilty of gross misconduct and shall be, in addition to any criminal charges that may be preferred against him/her under any written law, liable to expulsion from the college.
- h. Any property that is collected within the college precincts and remains unclaimed shall be forwarded to the principal's office for safe custody. Any student who wishes to lay any claim on the lost and found items shall be required to produce prima facie evidence of ownership.
- i. The college is a **corruption free zone**. All students must not engage in bribery or any other corrupt activities. Any student who contravenes this rule shall be guilty of misconduct and shall, in addition to any criminal liability that may attach thereto under any written law, be liable to expulsion from the college.
- j. Any form of Publishing of defamatory remarks concerning other students, the college or any of its members of staff and employees is strictly prohibited.

**Any student who contravenes this section shall, without prejudice to any civilian action that may be preferred against such a student, be liable to expulsion from the college.**

### **Section 2.5: College Property**

- a. College property shall be handled by all students with utmost care to ensure that the same is not lost, destroyed, damaged, wasted, or vandalized
- b. All students shall ensure that any damage or destruction of furniture or any other property is reported to the head of department as soon as is reasonably practical.

- c. Any student who willfully damages, destroys, wastes, vandalizes or loses college property shall be guilty of serious misconduct and shall, in addition to being fully charged for the replacement of the property be liable for suspension for a period not exceeding twelve months.
- d. In cases where loss, damage, destruction, wastage or vandalism of college property is not attributed to a particular student, a general surcharge shall be levied against all students involved in the activity from which the damage, destruction, wastage, vandalism or loss arises.

### **Section 2.6: Health**

- a. Upon admission to the college, all students shall be required to pay a prescribed non refundable medical fee to cater for out patient treatment.
- b. Students' guardians are encouraged to register with NHIF
- c. Any student who is referred to a general, private or any other specialized/further medical attention shall be required to bear the cost of such specialized medical attention.
- d. No student shall administer drugs, give prescriptions, administer injections or offer any such medical services to a fellow student or anyone else except under supervision during practical training. Any student who contravenes this rule shall be guilty of serious misconduct.
- e. Nothing in this rule shall be interpreted so as to impede students from administering ordinary and basic first aid such as is necessary to save a life and limb and does not require complex medical diagnosis.
- f. Any student found in possession of un-prescribed drugs without any justifiable reason will be guilty of serious misconduct.
- g. In the event of pregnancy the college shall not be responsible for related complications and delivery shall not take place within the college premises.
- h. Running within buildings is strictly prohibited.

### **Section 2.7: Security**

#### **2.7.1: Student Obligation**

- a. Every student has an obligation and a responsibility to ensure that the college precincts are secure.
- b. If any student reasonably suspects that a person has committed or is about to commit an offence within the college precincts, such students shall be required to report the matter to the security office or the principal's office.

- c. Any student who becomes aware of a threat to security or is aware that someone has or is about to commit an offence and fails to report such threat shall be in addition to any criminal liability that may attach under any written law, be guilty of serious misconduct.

#### **2.7.2: Use of Designated entrances and paths**

- a. All students shall use the designated entrances when entering or leaving the college precincts and use designated paths while within the college precincts.
- b. Any student who contravenes this rule shall be guilty of misconduct and shall be liable for suspension for a period not less than three months and, if the student has gained entry or exit through the fence, be required to mend the broken fence or bear the cost of affecting the repairs.

#### **2.7.3: Unauthorized Meetings**

- a. Students shall not organize or hold parties and meetings within the college precincts without prior permission from the principal.
- b. Any student who contravenes this rule shall be guilty of serious misconduct and shall be liable to suspension for a period not exceeding twelve months.

#### **2.7.4: Criminal Prosecution**

- a. Any student suspected to have committed any felony under the penal code and sexual offence act shall forthwith be handed over to the police for further action in accordance with the relevant law.
- b. Any student who is charged with a capital offence or convicted of an offence whose punishment is a custodial sentence of more than six months shall, subject to the procedure prescribed under section VII of these rules, be expelled from the college.
- c. Any student reasonably suspected to have committed or to be involved in a crime shall be required to make a statement with the security office.
- d. Any person not being a student who is suspected of having committed a crime within the college precincts shall be reported to the police for further action.
- e. Any student who witnesses the commission of a crime shall, if called upon to do so, be required to record a statement with the police.

#### **2.7.5: Security Checks**

- a. Students shall allow security checks, whether impromptu or otherwise, to be carried out in the hostels and college premises. If any student refuses to open doors to their rooms, lockers, drawers, cabinets, suitcases, boxes or any other locked places, the security personnel affecting the security check shall have the option of breaking into such places or items for purposes of effecting the security checks.
- b. Any student who inhibits or blocks security personnel from carrying out security checks shall be guilty of serious misconduct and liable to suspension for a period not exceeding twelve months. Additionally the student shall be required to bear the cost of the repair of any broken doors and locks occasioned by the student's refusal to co-operate with the security personnel.
- c. All individuals, vehicles and luggage entering the college precincts shall be subjected to a security search at the gate
- d. Impromptu checks may be conducted on individuals, vehicles and luggage within the college precincts.
- e. Any student who inhibits or blocks security personnel from carrying out security checks on vehicles and luggage shall be guilty of serious misconduct.

#### **2.7.6: Evidence of Ownership**

- a. All students are required to have in their possession receipts, invoices or any other prima facie evidence of ownership of their personal belongings.
- b. Any student who wishes to bring into the collage precincts an item for which the student does not have prima facie evidence of ownership shall disclose details to the security office at the time of bringing the item into the college precincts.
- c. The college shall bear no responsibility for any loss of or damage to any property belonging to students or their guests while such property is in the college premises.

#### **2.7.7: Hawking**

- a. Hawking of any manner of wares whatsoever is strictly prohibited within the college precincts.
- b. The principal or director may permit students to sell any merchandise by hawking or raffle tickets to raise money for specific charitable projects or any other permitted cause.
- c. Any student who contravenes this rule shall be guilty of serious misconduct and shall be liable, in addition to having their wares confiscated, to suspension for a period not exceeding twelve months.

#### **2.7.8: Identification card**

For security reasons, all employees, students and visitors to the College's premises must be readily identifiable. This means that security, reception and other staff and students should be able to identify a person on campus, usually by comparing their face to the photograph on their College Identity Card (for staff and students). For this reason:

- a. At all times while on campus staff and students must be able to present their ID card for inspection. In most circumstances it is recommended that the card is visibly on display, for example clipped to a waistband or breast pocket, or worn around the neck. Visitors must similarly carry their visitors' cards where issued with one.
- b. Clothing obscuring an individual's face is not allowed on any of the College's campuses, except when required for health and safety or work-related reasons. Motorcycle couriers must therefore remove their helmets before entering College buildings. For ease of identification, employees, students and visitors should not wear clothing in such a way that it obscures the face. In applying this Policy, consideration should be given to religion, weather and environmental conditions, and the location on campus.
- c. College Security Staff have the right to ask individuals to identify themselves by comparison with their photograph on their ID card. Anyone who refuses permission for them to do so may be removed from the College's premises.



### **Section 3: ACADEMIC CONDUCT**

Students shall apply themselves diligently to their studies and the courses approved by the academic board and for which they are registered and in particular shall:-

- a. Except for good cause attend all lectures, tutorials, seminars, practicals and other scheduled courses or instructions. Continuous absences of a student from lectures, tutorials, seminars, practicals and other scheduled courses, or instructions for a period of ten consecutive days without permission from the Principal shall be deemed to have forfeited their studies and will therefore not be eligible to sit for examinations.
- b. Refrain from any conduct whose consequence is to disrupt the operation of the academic programs of the college.
- c. Comply with all other regulations, guidelines and rules made by the college, departments and faculties for the proper conduct of the academic programs.
- d. Once a student has been offered an opportunity to study at the college such student shall report on the date and the time specified on the admission letter.
- e. No student shall defer studies without written permission of the Director. Deferment of studies shall be allowed provided that students will be required to complete their courses within seven years from the date of admission.
- f. Students shall turn off their mobile phones while in the lecture halls. The student shall also not use their mobile phones in the clinical areas. Failure to do so will lead to confiscation of the mobile phone.

## Section 4: EXAMINATION RULES

### A. Eligibility For Examination

- a) All candidates for examination shall be required to register for trimester and pay the required fees and College dues, at least, four weeks before the beginning of the College examinations.
- b) No candidate shall be allowed to sit for an examination without attaining 90% class attendance of teaching unless otherwise approved by head of department and the registrar.
- c) To be eligible to sit for a College examination, a student must have attempted the required number of Continuous Assessments on the course being examined.

### Students Performance in Examinations

- a) **Pass mark:** A student shall be deemed to have passed if the score is greater than or equal to 50% in End of trimester examinations and continuous assessments and practicum and deemed to fail if she/he scores below 50% in any subject/paper
- b) **Results for the end of academic year/promotional exams.** Any candidate whose mean score falls below 50% at any given academic year/block shall be made to join the academic class behind. A student with GPA of 2.00 or 50% and above but has failed in some subjects will be given supplementary examination in the failed subjects at a fee.
  - a) **Supplementary Examination** shall be given within two weeks after the release of the results and a student shall sit for the supplementary only once.
  - b) Candidates who fail or miss the Common units examinations will be required to **retake the units** when next on offer at a fee
  - c) **Special Examination** shall be administered to candidates as advised by the College Examination Committee.
  - d) Eligibility to the special examination will be determined by Principal with recommendations from the head of department
  - e) **Results after Supplementary Examination:** Scores greater than 50% in the supplementary subject/paper shall be adjusted to 50% and the mean score adjusted accordingly.
  - f) A student who fails a supplementary exam shall be made to join the academic class behind regardless of the mean score.
  - g) **Deferments and Discontinuation:** A student shall be allowed to defer an exam once after deliberations by the College Examination Committee.
  - h) A student who fails to attain the stipulated academic standards at the end of the repeated year shall be discontinued from training

### B. Grading System for each individual course shall be as follows

Scores	GRADE	GPA
75-100%	A -	4
65- 74%	B -	3
50– 64%	C -	2
40– 49%	D -	1
39 and below	E-	0

Examination shall be conducted as shown in the examination schedule and as timetabled.

- i. Once the examination has started the management of the examination rests with the examinations officer.
- ii. Candidates who cause disturbance during examinations will be required to leave the examination room.
- iii. Candidates who cheat or attempt to cheat by use of unauthorized books, manuscripts or other extraneous aids or communicate with any person other than the invigilator/examiner or present a piece of unauthorized group work as the work of an individual, or attempt by any other unfair means to complete an assessment paper, will be disqualified from the whole examination and shall be liable for discontinuation from training.
- iv. Mobile phones and other communication gadgets shall not be allowed in the examination room. Those found guilty will be disqualified from the examination and shall be required to sit for special papers at a fee that shall be specified from time to time.
- v. Candidates shall use official material provided. Unused material shall be submitted to the invigilator/examiner at the end of the examination.
- vi. Candidates shall not remove from the examination room any examination aids provided by the college.
- vii. Candidates should be seated in the examination room at least fifteen (15) minutes before the scheduled time ready to start the examination.
- viii. No candidate will be allowed in the examination room 15 minutes after the examination has started time
- ix. Candidates will be required to remain in the examination room 2/3 of the stipulated time  
N.B. No extra time shall be extended at the end of the examination to the affected candidate.

### **C. Examinations Irregularities in the College**

In this context, irregularities include:

- a) Carrying unauthorized material into an examination room
- b) Attempting to copy or making reference to the unauthorized materials in the examination room
- c) Reading other candidate's answer scripts
- d) Communication with other candidates either verbally or through any other means during the examination
- e) Permitting another candidate to copy from or use one's paper
- f) Obtaining or endeavoring to obtain assistance from another candidate directly or indirectly or endeavoring to give assistance to another candidate.
- g) Removing examination answer books/sheets from the examination room

- h) Reproducing the works of another person in course work or assignments with intent to deceive.
- i) Destroying evidence of cheating
- j) Committing a breach of any other examination rules or regulations which may be communicated to the candidates from time to time by the invigilators
- k) Any other malpractice as determined from time to time by the management

## **Section 5: LIBRARY RULES**

### **Section 5.1: Membership and borrowing**

- a. Upon registration at the college, all students shall be deemed to be members of the college library. Any conduct that contravenes the following library rules will amount to misconduct.
- b. Any student who is desirous of borrowing a book from the college library shall be required to produce their college identity card.
- c. No student shall be allowed to use another student's identity card for purposes of borrowing books or materials from the college library.

### **Section 5.2: Condition of library materials**

- a. Students shall ensure that the books or library materials they intend to borrow from the library are in good condition prior to borrowing.
- b. Any student who loses or returns a book or library materials in a torn or worn out condition shall be required to bear the cost of replacing or mending the same to a condition satisfactory to the college librarian.

### **Section 5.3: Period of borrowing**

- a. Students shall be allowed to borrow a maximum of one book from the college library for a period not exceeding three days.
- b. The college librarian shall at any given determine the books or materials that are on high demand and Students shall be allowed to borrow such books/materials for a period not exceeding three days.
- c. Students shall be allowed to borrow books in respect of which limited copies are available in the college library for a period not exceeding one day .
- d. No student shall be allowed to take books designated by the college librarian as reference books from the college library under any circumstances whatsoever.

#### **Section 5.4: General Rules and regulations**

- a. The college library shall remain open on weekdays from 7.00am to 6:00 pm and from 8.00am to 5:00pm on Saturdays. The college library shall remain closed on Sundays and public holidays.
- b. Failure to return books or materials at the required time shall attract fines of Kshs 50 per day excluding weekends and public holidays. The student may be required to pay a fee equivalent to the cost of the book borrowed.
- c. Students shall not invite or allow friends, relatives and other persons who aren't duly registered members of the library to accompany them to the library.
- d. Silence shall be observed in the college library and within the college library precincts at all times.
- e. The college administration reserves the right to review college library hours.
- f. Foodstuffs and drinks and consumption of the same shall not be allowed in the college library.
- g. The library shall not be used for relaxation, siesta, dozing off or any other conduct incompatible with the use of the library.
- h. Students shall leave bags, cover-coats and other personal effects at the pigeon holes at the point of entry into the library. The librarian has authority to carry out inspection of students when leaving the library.
- i. If any student writes, highlights or mutilates any library book or material, the college librarian shall be at liberty to order the student to replace or bear the cost of repairing the book or materials.
- j. Students shall leave books or materials at the reading tables after use and shall under no circumstance return the books or materials to the shelves.
- k. Students shall adhere to all regulations regarding the use of college library online materials. Any student who writes on or disfigures study tables in the college library shall meet the cost of repairing such study table to a condition satisfactory to the college librarian.
- l. Students shall be at liberty to consult or seek guidance and clarification from the library staff regarding the use of the library facility.
- m. The college librarian shall have the power to exclude any student from use of the library facility for a period not exceeding three months if in his considered opinion the student has been in persistent disregard of the foregoing rules and regulations or for any other.

#### **SECTION 6 COMPUTER LAB RULES AND REGULATIONS**

1. Scan all external hard drives before using them.
2. Report all problems related to the system to the I.T technician.

3. Do not attempt to repair or tamper with lab equipment.
4. Be responsible when using equipment, software and facilities in the lab.
5. Do not move any equipment from its original position.
6. Do not remove or load any software into the computer.
7. Do not change the settings in the computer.
8. Save all work in external storage device and not in the computer.
9. Do not bring in bags, food and drink into the lab.
10. Turn off the computer accordingly after use.
11. Internet facility is strictly for educational purposes only.
12. The Lab should be kept clean and tidy at all times.

### **Rules for Reserving a Computer**

- a) You must be an Outspan Medical College faculty, student or staff member to reserve a computer.
- b) Reservations must be made in person. Phone reservations are not accepted and you are not allowed to reserve time for another student.
- c) The MAXIMUM block of time is 2 HOURS PER DAY. If you sign up for more than two hours only the first two hour block will be honored — any additional time will be crossed off and made available for other people to reserve.
- d) You must sign up at least one hour in advance of the time slot you would like to reserve.
- e) If you fail to arrive during the first 15 minutes of the time you have reserved, you will lose your computer reservation and the entire block of time will be made available to other students.
- f) Any computer left unattended for more than 15 minutes will be turned off (files subject to loss) and the user will lose her reserved computer block.
- g) If you reserve a computer you should use the specific station number that you have indicated the reservation book

### **Hard Disk Systems**

At no time is a student permitted to copy any files TO or FROM a local hard drive. Any student found placing files or otherwise accessing hard disk files will have her/his computer use revoked.

### **Running Your Own Software**

Only software provided by the O.M.C IT department may be used on the computers. At no time may a student program be uploaded to either the network or a local hard disk. If permission is first obtained from the IT technician, a student may be permitted to use a self contained program that resides on a CD, floppy or flash disk.

### **Use of Software**

**No copying of software is allowed.** Unauthorized copying of software may be both a criminal and a civil offense, for which you may be liable for fines, damages and attorney's fees, in addition to O.M.C judiciary action. Any attempt to copy programs or other files from the network is illegal and has ramifications both for the user and for the college.

### **Printing Fees**

The Student Computer Lab is equipped with a printer. Students can print up to 100 pages for free each.

While most students do not need additional pages, they can purchase print paper for 3 Kshs per page over their limit.

**No copies! Printing multiple copies is not permitted.** Printing FLYERS or mass-mailings on the printers is not an efficient use of the hardware and is unnecessarily taxing on the system. You are permitted to print only one original and then take that to a copying machine for duplicating purposes. Included in this rule is Senior Thesis printing. Only ONE original copy of a student senior thesis is permitted. Students must take the thesis to a vendor for further copies and binding.

There are two exceptions to this rule:

- **CVs:** When a photocopy of a personal CV is not acceptable, a student is permitted to make up to 10 printed originals (copies) of her resume on a lab printer.
- **Mail merging applications:** In this case, the body of the letter does change slightly to incorporate a new address or other varying information for each message. Mail merge applications that exceed 50 printed pages must first have permission obtained from the IT technician before using lab printe

### **Section 7: DISCIPLINARY MECHANISM**

The following provisions shall apply to all disciplinary actions taken against students in respect of misconducts specified hereinabove, whether such misconducts are committed within or outside the college precincts:-

### **Section 7.1: Disciplinary Authority**

For purpose of these rules, the Director acting on behalf of the Board of Directors is the supreme disciplinary authority of the college and shall have power to among others do the following:

- a. Vary or add to the list of disciplinary misconducts specified herein. Such variation or addition shall be ratified and/or approved by the Board of Directors.
- b. Suspend any student suspected of having committed any misconduct under these regulations from the college pending disciplinary action.
- c. Take any other measures necessary for operation of disciplinary procedures set out hereunder.

### **Section 7.2: Disciplinary Misconduct**

For purposes of this section, disciplinary misconduct is any conduct which is designated as misconduct, serious misconduct or gross misconduct in these rules or any infringement, infraction or persistent disregard or contempt of any of the rules set out hereinabove for which disciplinary action will be taken against a student in accordance with the disciplinary procedure set out herein below.

### **Section 7.3: Disciplinary Procedure**

- a. Disciplinary misconducts committed within the jurisdiction of Outspan Medical College shall in the first instance be reported to the Dean of students ..
- b. The Principal shall refer the reported disciplinary misconduct to the relevant disciplinary committee for action. There shall be established the following disciplinary committees:
  - i. Departmental Disciplinary Committee comprising of the Head of Department as the chairperson and four academic staff appointed by the Principal.
  - ii. The College Disciplinary Committee comprising of the Deputy Principal as the chairperson ,the Dean of Students as the Secretary and other members appointed by the Principal four of whom shall be members of the Academic Board.
  - iii. The Board of Directors or its sub committee.



- c. Disciplinary misconduct for which a penalty of a suspension for a period not Exceeding three months is prescribed under these rules shall where applicable in the first instance, be dealt with by the Departmental Disciplinary Committee. Appeals from the decision of the Departmental Disciplinary Committee shall lie to the College Disciplinary Committee.
- d. Disciplinary misconducts, for which a penalty of a suspension for a period not exceeding twelve months, is prescribed under these rules shall in the first instance, be dealt with by The College Disciplinary Committee. Appeals from the decision of The College Disciplinary Committee shall lie to the College Disciplinary Committee.
- e. Gross disciplinary misconducts for which a penalty of expulsion is prescribed under these rules shall in the first instance be dealt with by the College Disciplinary Committee. Appeals from the decision of the College Disciplinary Committee shall lie to the Board of Directors.
- f. The decision of the Board of Directors on any disciplinary matter shall be final. At all disciplinary proceedings before which a student is summoned, the student shall be entitled to fair hearing and shall be accorded adequate opportunity to adduce any evidence in his/her defense.
- g. Any student who is the subject of disciplinary proceedings shall appear in person before the disciplinary forum and not by any representative whatsoever.

#### **Section 7.4: Penalties**

- a. The Disciplinary Committees shall have powers to impose any of the following penalties:-
  - i. A letter of warning or reprimand;
  - ii. Levy a surcharge for full replacement or repair of damaged, destroyed, wasted, vandalized or lost property;
  - iii. Suspension;
  - iv. Expulsion; and,
  - v. Any other penalty prescribed under these rules.
  - vi. Any other penalty as determined from time to time
- b. In arriving at an appropriate penalty or combinations thereof the disciplinary authority shall be at liberty to consider past and present conduct of the student who is the subject of the disciplinary proceedings and not merely the immediate circumstances in furnishing the reasons for the disciplinary action.
- c. The record and decision of any disciplinary action taken against a student shall form part of the student's record.

- d. Any student who is expelled or discontinued from the college shall forfeit all moneys paid to the college.
- e. Nothing in these rules shall be read so as to impede the power of departments, faculties, the academic Board and the Board of Directors to make rules in respect of the administration of academic affairs of the college.
- f. These rules and any decisions made pursuant thereto by the disciplinary authority hereinabove shall not derogate from the right of the police or any member of the public so entitled, to bring any civil action or to institute criminal proceeding in respect of the same set of facts against a student in a court of law nor shall anything herein preclude the State from taking any action which it may deem necessary against any student in the interest of security and public order.

STUDENT DECLARATION FORM

I ..... of Post Office Box Number ..... and Student Admission Number ..... declare that I have read and understood the purport, tenure and meaning of the Outspan Medical College Student Rules and Regulations and that I undertake to abide and be bound by the said rules and regulations throughout the currency of my studies at the college.

Student's Signature: ..... Date: .....

**Witness:**

Name: .....

Physical Address: .....

Signature: ..... Date: .....

## OUR COURSES AND THEIR REQUIREMENTS

The college academic programs are laid out in a Trimester. There are four intakes in a year in January, March, May and September. The Outspan Medical College offers Diplomas and Certificates in the following courses:

	<b>COURSE</b>	<b>LEVEL</b>	<b>ENTRY REQUIREMENT/MG</b>	<b>CLUSTER</b>	<b>DURATION</b>	<b>EXAM BODY</b>
<b>1</b>	Health Services Support (HSS)	Certificate	D-Minus/KCSE Cert.	–	6 Months	NITA
<b>2</b>	Operation Theatre Technology- Level 5 (OTT)	Certificate	D+ Plus		1 Year	NITA
<b>3</b>	Operation Theatre Technology- Level 6 (OTT)	Diploma	C-Minus	–	2 Years	NITA
<b>4</b>	Basic Life Support	Certificate	Any Certificate	–	3 Days	NITA
<b>8</b>	Drugs & Substance Abuse Awareness	Certificate	Any Certificate	–	5 Days (&1day seminars for corporates)	NITA
<b>9</b>	HIV/AIDS- HTS-HIV Testing Services Course	Certificate	Certificate in Social Work/ Diploma in Social Work/ Any Health Profession	–	3 Weeks	NITA/NASCOP
<b>10</b>	Mental Health Awareness	Certificate	Any Certificate	–	5 days (1day seminars for corporates)	NITA
<b>11</b>	Advanced Diploma in Technical Teacher Education	Diploma	Degree OR HND	–	Degree -1 Year HND-2 Years	KTTC
<b>12</b>	Health Records & Information Technology	Diploma	C Plain	C plain in Mathematics. C- in Biology, C (plain) in English/Kiswahili. C- in any of the following: physics, physical science, Chemistry, Computer Studies.	3 Years	AMRO
<b>13</b>	Health Records & Information Technology	Certificate	C-Minus	D+ in Mathematics or Phy or Chem or Computer studies or Agric or H/Science, D+ in Biology and C- (minus) in English/Kisw	2 Years	AMRO

	<i>COURSE</i>	<i>LEVEL</i>	<i>ENTRY REQUIREMENT/MG</i>	<i>CLUSTER</i>	<i>DURATION</i>	<i>EXAM BODY</i>
<b>14</b>	Medical Laboratory Sciences & Technology	Diploma	C Plain	C plain in English/ Kiswahili C Plain in Chemistry, C Plain in Biology or Biological Sciences, C Plain in Maths or Physics.	3 Years	KMLTTB
<b>15</b>	Pharmacy	Diploma	C Plain	C Plain in English, C plain in Chemistry or Physical Sciences, C plain in Biology or Biological Sciences and C Plain in Physics or Maths	3 Years	PPB/KNEC
<b>16</b>	Clinical Medicine	Diploma	C Plain	C Plain in English or Kiswahili, C Plain in Biology/ Biological Sciences, C-minus in Chemistry, C- minus in Maths or Physics or Physical Sciences	3 Years	Clinical Officers Council of Kenya (COCK)
<b>17</b>	Nursing	Diploma	C Plain	C Plain in Eng/ Kiswahili, C Plain in Biology or Biological Sciences, C minus in any of the following; Physics, Chemistry, Mathematics	3.5 Years	Nursing Council of Kenya-(NCK)
<b>18</b>	Clinical Counseling Psychology	Diploma	C- Minus	–	3 Years	KNEC
<b>19</b>	Nutrition & Dietetics	Diploma	C- Minus	English D+ Biology D+ Chem D+, D Plain in any of the following: physics, mathematics, Home Science, Agriculture or General Science.	3 Years	Kenya Nutritionists & Dieticians Institute/Kenya National Examinations Council (KNDI/KNEC)
<b>20</b>	Nutrition & Dietetics	Certificate	D Plain	Biology D, English D, Chem D, D plain in any of the following: Mathematics, Physics, Home Science, Agriculture or General Science.	2 Years	Kenya Nutritionists & Dieticians Institute/Kenya National Examinations Council (KNDI/KNEC)
<b>21</b>	Critical Care Nursing	Higher Diploma	(KRN,BSN,KRCHN, KRNM,KRPN)		1 Year	NCK
<b>22</b>	Advanced Cardiovascular Life Support		Nursing,Clinical Medicine		3 DAYS	AHA

