



# **CLEVELAND MEDICAL TRAINING COLLEGE**

## **ADMISSION REQUIREMENTS**

## **STUDENT HAND BOOK**

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## **CLEVELAND MEDICAL TRAINING COLLEGE**

### **1. LOCATION OF CMTC MAIN CAMPUS**

Cleveland medical Training college is located at the heart of Westlands, off Mpaka Road, slightly within Muthithi Road, Behind Unga House.

The College is served by public means (matatus). The matatus operate from All the corners surrounding Nairobi CBD.

### **2. ARRIVAL AND REGISTRATION**

Students are expected to arrive between 8:00A.M. and 5:00P.M. on the opening day for registration at the College. Any one arriving after 5:00 P.M. will not be **registered** nor be given **Accommodation** until the following day.

### **3. IMMIGRATION**

All students who are not citizens of East Africa must be in possession of **VALID PASSPORT BEFORE** arriving in Kenya. Temporary travel documents are not acceptable to the Immigration Authority in Kenya. In addition, all non-citizens must obtain re-entry permits from their own territorial Immigration Department to cover the duration of the courses and must bring their passport with them when they come to register at the College.

### **4. BURSARY FORMS AND LOANS**

Kenyan students who wish to be considered for the Kenya Government Loan and Bursary should complete the necessary forms. The forms are enclosed with the admission documents.

### **5. STUDENTS PERSONAL DETAILS FORM CMTC/B**

You are required to complete in quadruplicate and attach passport size photograph, taken on a **yellow background**, on each form. The photographs should bear names of candidates and admission number **FULL (NO INITIALS PLEASE)** on the reverse side. (This information is important in the event of the photographs being misplaced) Forward one completed copy of the personal details form (CMTC/B) together with the acceptance letter CMTC/A to the Registrar/Admission office immediately.

## **6. FEES AND BURSARIES**

### **(a) Non-Kenyan Students**

All Non-Kenyan students must produce evidence of adequate financial support before coming to the College. **The evidence** must be in the form of a letter from sponsoring body guaranteeing adequate financial support for the entire duration of the course. Fees will be collected at the time of registration.

## **7. MEDICAL EXAMINATION**

Admission into the College is subject to receipt of satisfactory medical Report. Students are, therefore required to undergo medical examination by a recognized Medical Practitioner before coming to the College. **CMTC/C** Form is enclosed for this purpose and should be returned with your Acceptance of Admission. If this is not possible it should be submitted at the time of registration.

## **8. MEDICAL ATTENTION AT THE COLLEGE**

Medical services at the college are limited to basic emergency care and first aid. For more comprehensive treatment, students are referred to the nearby hospital. Please note that the College does not provide health services as detailed in 9 and 10 below. The College is not responsible for expenses incurred with hospitals, physicians or pharmacists without prior referral.

## **9. NON-RESIDENT STUDENTS**

Students not residing in College Hostel of Residence are expected to make their own arrangements for medical attention, however, when on College , services of the College Clinic and health services may be open to them.

## **10. DENTAL AND OPTICAL TREATMENT**

The College does not provide dental or optical treatment. Any student having or suspecting eye trouble should consult opticians and where necessary get spectacles before coming to the College. Students with dental and eye problems will be directed to the Kenyatta National Teaching and Referral Hospital for treatment.

## **11. Games and Sports**

Cleveland Medical Training College recognizes the importance of extra-curricular activities in promoting holistic

mental and physical development. Games and sports serve as a vital outlet for stress relief, mental rejuvenation, and physical fitness, enhancing students' overall well-being and academic performance.

The College encourages all students to actively participate in at least one game and one sport as part of their co-curricular engagement. A broad range of sports and recreational activities are offered for both male and female students. These include:

- **Team Sports:** Soccer, hockey, basketball, volleyball, handball, netball, and rugby
- **Individual Sports & Martial Arts:** Lawn tennis, table tennis, badminton, athletics, swimming, tae-kwon-do, and karate
- **Indoor and Board Games:** Chess, scrabble, and darts

Participation is open at both recreational and competitive levels. Students have the opportunity to represent the college in various competitions, including inter-college championships, local and national tournaments, the East Africa College Games, and the World College Games.

To support effective participation, it is the policy of the College that students bring their own training attire and relevant equipment for their preferred sport. Recommended items include:

- **Team Sports:** Full uniforms and boots
- **Hockey:** Uniforms, hockey stick, and appropriate footwear
- **Racket and Bat Sports:** Uniforms, rackets or bats, and footwear
- **Swimming & Athletics:** Track suits and swimming costumes
- **Martial Arts:** Ghee suits or appropriate training attire

The College remains committed to fostering a vibrant and inclusive sports culture for all learners.

The College has an “Official competition kit” which will be provided ONLY during Competitions. Other basic items for training such as balls will be provided for training and practice of the respective teams.

## **11. CONDITIONS FOR REGISTRATION**

No student will be registered without producing the following: -

- (a) The admission letter
- (b) Original result slip/certificate (which will be returned to the student after verification of its authenticity)
- (c) Two photocopies of the Result slip/certificates
- (d) Three copies of the completed personal details form.
- (e) Copy of the National Identity Card or birth Certificate for those who are below 18 years old.
- (f) Receipts for requisite fees from the Accounts Department

## **12. REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS**

College Students are expected to observe regulations governing the conduct and discipline of students while in the College. The regulations are outlined for your information and compliance

### **RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF CLEVELAND MEDICAL TRAINING COLLEGE**

None of these rules and regulations is meant to make your life difficult. They are meant to help the College function effectively for ALL its students, staff and residents. Students are required to sign a form to confirm that they have read and understood, and will abide by the rules and regulations as stipulated.

#### **1.0 PRELIMINARY**

- a) These rules and regulations are made by the College Board and the Academic committee in accordance with the provisions of TVET act No.29 of 2013 on the establishment of TVET Colleges and Statutes whose objective and purpose are, among others, to provide for the control, governance, registration and administration of the College.
- b) The Chief Executive Officer as per the College establishment shall be responsible to the board of Directors for the general conduct and discipline of the students.
- c) These regulations shall apply to **ALL** students of the College and its campuses subject to any necessary changes therein. All students shall be required to read and abide by these regulations as well as with statutes in general.
- d) These regulations shall not preclude the College from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the College.
- e) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

#### **2.0 DISCIPLINARY AUTHORITY**

For purposes of these regulations the CEO, acting on behalf of board, is the disciplinary authority of the College and may in that capacity:

- i) Vary or add to the list of disciplinary offenses specified herein.
- ii) Suspend any students, suspected of committing an offence under these

- regulations, from the College pending further disciplinary measures.
- iii) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

## **2.2 DEFINITION OF STUDENT**

In these regulations, the term *student* means a person who is registered as a student of the College during a current academic year for a first or diploma, certificate, Artisan or such other qualifications or courses of the College as may be approved by the board as qualifying a person for the status of a student, and includes a student of an affiliated institution who is registered for examinations leading to the diploma, certificates and other academic awards of the College.

## **3.0 THE CONDUCT OF STUDENTS**

The following provisions shall apply with respect to the conduct of students within and outside the College precincts.

### **3.1 GENERAL CONDUCT**

All students of **Cleveland Medical Training College** are expected to uphold high standards of personal discipline, integrity, and professionalism. As such, the following regulations shall apply:

- Respect and adhere to the administrative and academic rules, procedures, and structures established by the Cleveland Medical Training College as a statutory requirement under the TVET Act No. 29 of 2013 and the governing statutes and policies of the institution.
- (b) Respect the rights, dignity, and privileges of all members of the College community, including fellow students, staff, and visitors, at all times.
  - (c) Refrain from any behavior or conduct that may bring the College, any of its departments, or affiliated programs into disrepute or public embarrassment.
  - (d) Conduct themselves with humility, dignity, and decorum in all public spaces and forums, both within and outside the institution.
  - (e) Wear appropriate, decent, and professional attire at all times, particularly when attending lectures, practical sessions, fieldwork, official College functions, or while on industrial attachment.
  - (f) Avoid the use, possession, or distribution of drugs, alcohol, or any intoxicating substances within the College premises or during College-sponsored events.
  - (g) Refrain from engaging in any form of violence, bullying, harassment, discrimination, or intimidation, whether physical, verbal, or psychological.
  - (h) Maintain honesty and integrity in all academic and administrative matters, and strictly avoid cheating, plagiarism, or falsification of documents and records.
  - (i) Use College resources, facilities, and equipment responsibly and only for their intended academic or institutional purposes.
  - (j) Uphold environmental responsibility by keeping the campus clean, avoiding littering,



and preserving College property and infrastructure.

**(k)** Avoid participation in unauthorized demonstrations, gatherings, or any illegal activities within or outside the College that could disrupt peace and order.

**(l)** Promptly report any unethical conduct, security concerns, or incidents that may affect the safety and welfare of the College community

**(m)** Adhere strictly to the **College Uniform Criteria and Dressing Code** as outlined in the student handbook and official college policies. All students must wear the designated uniform during class hours, practical sessions, official functions, and any activity representing the institution. Any deviation from the prescribed attire without official permission will be considered a breach of conduct.

**(n)**

Failure to adhere to these general conduct guidelines may result in disciplinary action as outlined in the College's Code of Conduct and Disciplinary Policy.

### **3.1 Channels of Communication**

In the redress of grievances, students shall be expected to go through the laid down channels and procedures as follows: -

- (a)** Academic matters: Class representatives, Academic Advisors, Heads of Departments, Deans of Schools(Departments) and Dean of Students, Academic Registrar (Deputy Principal), Principal, CEO in that order.
- (b)** Residential matters: Housekeepers/janitors, Hostel Officers, Wardens, Catering and Hostels Manager and Dean of Students in that order.
- (c)** Student and their organizations shall be expected to adhere to the procedures in (a) and (b) above to ensure prompt processing of their grievances.
- (d)** Failure to adhere to the above procedures shall be a violation of College regulations.

## **4.0 COLLEGE PROPERTY**

A student shall take reasonable care of properties of the College and shall be held responsible for loss or damage to any such property where it is deemed to be caused by negligence, willful destruction or misuse of such property by the student or group of students.

## **5.0 MUSIC AND MUSICAL INSTRUMENTS**

Radios, television sets, videos (VCR), musical instruments and percussion instruments may be used only between 5.00 a.m. and 10.00 p.m. under the supervision of the departmental tutor, and at no time should the sound be so loud as to cause disturbance to others.

Video entertainment shows are restricted to Friday and Saturday afternoon

Discos and other dances shall be held on Friday and Saturday evenings only.

## **6.0 NOISE AND NUISANCES**

Students are not allowed to create unreasonable noise, or engage in unruly and rowdy behavior to the disturbance or annoyance of other occupants of College Premises.

## **7.0 GENERAL**

### **7.1 Fire Fighting Appliances**

It shall be an offence against College Regulations to interfere with damage or remove other than for fire-fighting purposes, any of the fire-fighting appliances.

### **7.2 Security of Students Property**

Students are advised to take reasonable care to ensure safety of their personal effects. While reasonable security shall be provided, the College is not liable for losses of or damage to students' personal property while on College premises.

## **8.0 CRIMINAL OFFENCES**

The College has no right of exclusive jurisdiction over its students in criminal matters and other offences covered by law. All crimes and other offences under the Laws of Kenya shall be reported to police. These include the following:

- Offensive SMS and Cyber crimes
- Being drunk and disorderly
- Drug abuse/possession of illegal brew.
- Drug trafficking.
- Fighting (Affray).
- Possession of dangerous weapons e.g. daggers, arrows, guns, etc.
- Assault causing bodily harm.
- Arson, attempts to commit arson or attempts to destroy or injuries to property.

- Theft and other related offences e.g. robbery and extortion.
- Unauthorised picketing, rioting, obstruction to perform duty.
- Organizing unlawful demonstrations/processions/ incitement.
- Rape or attempted rape.
- Kidnapping/abduction, detentions.
- Sexual harassment, indecent assaults, defilement.
- Impersonation and false pretences.
- Forgery, fraud, counterfeiting.
- Illegal/unlicensed trade e.g. hawking.
- Trespass.
- Aiding Suicide and attempted suicide.
- Concealing birth, killing of unborn child and abortion.
- Subversion/Treason.
- Murder, Manslaughter.

Notwithstanding any action that may be taken by the police under the foregoing paragraph, the College may take independent disciplinary measures.

## **9.0 LEAVE OF ABSENCE**

9.1.1 The College shall grant leave of absence from the College on the following grounds only:-

- 9.1.1.1 Sick leave
- 9.1.1.2 Maternity leave
- 9.1.1.3 Compassionate leave
- 9.1.1.4 Special leave

The request for leave shall normally be supported by documentary evidence.

9.1.2 In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the College Medical Officer or any certified Medical Practitioner to the dean of the relevant school and the office of the Dean of Students. Where a private practitioner has treated a student the Medical Certificate shall be submitted to the College Medical Officer for record.

9.1.3 Leave application forms are available from the Dean of Students Office and must be filled by the applicant at **least one day before** leave begins. The College shall not entertain any claims where a student leaves without prior official permission.

## **10.0 PROCESSION, DEMONSTRATIONS AND CEREMONIES**

- 10.1.1 It shall be an offence for any student while on College to organize or participate in demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the College or a government authority.
- 10.1.2 In addition to any other permits which may be required by the law, permission to hold meetings in the College precincts shall be given by the Dean of students and a report made to Head of College Security Services.
- 10.1.3 Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

## **11.0 CORRESPONDENCE**

- 11.1.1 Correspondence to the press or other mass media by an individual or officials of the Students organization shall bear their individual names and signatures.
- 11.1.2 It shall be an offence to make slanderous/or irresponsible statements about matters affecting the College or Students Organization.
- 11.1.3 Publishing, writing and/or distributing of anonymous literature of a malicious nature including placards, shall be subject to disciplinary action.
- 11.1.4 Advertising notices must be in approved designated notice boards and shall be subject to approval by the Dean of Students Office. However, those who are responsible shall remove such notices within one week after the advertised event takes place.
- 11.1.5 Correspondence through letters by individual students or by officials of the Students or by officials of the Students Organization (including student societies) to the following matters pertaining to the College shall be sent through the office of the Dean of Students who will forward as may be appropriate.

- 11.1.5.1 Government Officer
- 11.1.5.2 Foreign governments
- 11.1.5.3 Ministers and Members of parliament or other dignitaries
- 11.1.5.4 Sponsoring bodies
- 11.1.5.5 Other such bodies

- 11.1.6 Invitations to Government Ministers, Government Officials, Politicians, Representatives of foreign governments or any other important persons to visit the College in their official capacities shall be notified

within adequate time to the CEO through the Dean of Students.

## **12.0 ACADEMIC RESPONSIBILITY AND LEADERSHIP**

12.1.1 Attendance of lectures, tutorials, seminars, practical sessions, field trips and other such scheduled courses of instruction is compulsory. The Board considers attendance of lectures and practicals as compulsory. It is therefore an offence for a group or class to boycott lectures/practicals/fieldwork for more than two days consecutively. Such an offence may lead the whole group to be suspended from the College for a specified period.

12.1.2 It is an offence to interfere with or block scheduled activities.

12.1.3 Students who have missed more than 15% of scheduled lectures, tutorials, seminars, practical sessions and other instruction shall **NOT** be allowed to sit end of semester examinations and subsequently shall repeat the year or semester as shall be recommended by the Academic Committee.

12.1.4 Students shall be expected to comply with all other regulations made by Departments, Schools and Colleges or any other such units of the College.

12.1.5 No student shall be allowed:

12.1.5.1 To contest for any elective post in the Students' Governing Council (S.G.C) of the Cleveland Medical Training College Students' Organization, if by so doing it will compromise academic performance.

12.1.5.2 To contest, a prospective candidate should demonstrate that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous College examinations.

12.1.5.3 A First year student intending to contest should have obtained credit pass (60%) average of C.A.T. marks.

12.1.5.4 If one has been suspended from the College at any one time.

12.1.5.5 Has suffered from mental sickness/temporary insanity or any other infirmity that may hinder academic performance and leadership.

The fulfillment of the above requirements shall be confirmed by the Dean of the respective School and Dean of Students.

12.1.6 Eligible candidates for elective posts in Students Governing Council

(SGC) shall be limited to bona fide students who have cleared payments of ALL College fees that is due at that time as shall be confirmed by the Registrar – Academics.

12.1.7 The tenure of service in the Students Governing Council shall be restricted to one term of one academic year only and no such student shall be eligible to serve in any other capacity thereafter

12.1.8 Representation in Academic Committee will be restricted to one elected members

of the SGC. Appointments to these posts will be annual on a rotational basis between campuses and such representatives shall be nominated as per the College Policies, Statutes and these Regulations

### **13.0 MISCELLANEOUS PROVISIONS**

- 13.1.1 A student shall not use or have in his/her possession knives, sticks, metal bars or any other articles which might endanger other members of the College Community.
- 13.1.2 A student shall not use profane or abusive language while in the College.
- 13.1.3 A student shall not threaten or hold hostage or strike or physically harm any other student, or a member of staff or other employee of the College or a member of public.
- 13.1.4 It shall be an offence for a student to interfere with movement of College vehicles or cause traffic obstruction in or outside the College.
- 13.1.5 Students shall be expected to maintain a high degree of hygiene in their halls of residence, dining halls and College in general. It shall therefore be an offence to litter or throw any waste items outside dustbins provided.
- 13.1.6 College facilities like halls, lecture theatres and common rooms may not be used by students for meetings and parties without written approval from the Dean of Student.
- 13.1.7 Students shall not be permitted to enter places on College designated as out of Bounds 'or No through Way' such as Telephone Switchboards, Examination Offices, Water Treatment Works and other such areas as notified from time to time.

### **14.0 DISCIPLINARY ACTIONS**

#### **14.1 The Discipline of Students**

These rules and regulations shall apply to all disciplinary actions taken against students in respect of the disciplinary offences specified herein, whether such offences are committed within or outside the College precincts.

#### **14.2 Officer in Charge**

The responsibility of maintaining discipline at the College is vested with the Office of the Principal who may from time to time delegate such powers to other officers of the College for purposes of investigation and enforcement

- 14.2.1 Administrative and Academic staff of the College have authority to ensure that the rules and regulations are adhered to by all students.
- 14.2.2 Students on field and industrial attachments, and teaching practice shall be subject to the supervision of the officers under whom the College places them.

## **15.0 ENFORCEMENT OF REGULATIONS**

- 15.1.1 In the event of breach of the regulations, and depending on the nature of the offence the officers referred above shall adopt the following procedures:
- 15.1.2 Shall require the student to make a written statement in response to the charges **within two (2) days**
- 15.1.3 Shall warn or caution the student either verbally or in writing **within two (2) days**. Or
- 15.1.4 Shall report the student to the office of the Dean of Students in writing enclosing all documentary evidence for further processing **within four (4) days** from the date the offence was committed.
- 15.1.5 The Dean of Students shall: -
  - 15.1.5.1 Investigate and establish whether there is a case to answer. In this respect the Dean of Students may warn or caution the accused **within seven (7) days**; or
  - 15.1.5.2 Process the disciplinary offence and forward to the Registrar (Academic) **within fourteen (14) days**; or
  - 15.1.5.3 Take any other action that may be deemed appropriate at that time.
- (f) The Student Disciplinary Committee be convened at least twice every semester to deal with disciplinary cases.

There shall be a Students Disciplinary Committee of the Academic Committee constituted as per Statutes of CMTC College.

## **16.0 DISCIPLINARY PROCEDURES**

There shall be a Students Disciplinary Committee of the Academic Committee constituted as per Statutes of CMTC College. Meeting of the Disciplinary Committee.

- 16.1.1 Except in cases dealt with under statutes, the Chairman shall convene a meeting of the Disciplinary Committee within a reasonable time after the report being received.
- ### **16.2 Notice of a Meeting**
- 16.2.1 The Secretary shall notify both the student and the complainant of the date and time of the meeting and inform them of their right to be present and to call witnesses.
  - 16.2.2 The student shall be required to attend the hearing in person. Summons to attend shall take precedence over all other student commitments.

### **16.3 Procedures of the Committee**

- a) All disciplinary cases against students shall be handled fairly and competently in accordance with procedures prescribed hereafter and in particular there shall be observance of *Principles of Natural Justice* which are namely;
- b) That no one shall be a judge of his/her own case.
- c) That each party shall have the right to be heard and call witnesses.
- d) That accused has a right of appeal.
- e) The Committee shall hold due enquiry and shall not be required to adhere to rules of evidence or procedures as applied in court of law. In particular, the Committee shall ensure that both sides are heard and that persons required to be WITNESSES in the case do not sit as members of the committee.
- f) These proceedings are of management nature internal to the administration of the College and therefore shall not involve legal representation. However, if a student wishes to be legally represented he/she must give notice of the secretariat to enable the College instruct its lawyer appropriately.
- g) The committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.

## **17.0 POWERS OF THE SENATE STUDENTS DISCIPLINARY COMMITTEE**

- 17.1.1 The Committee shall have powers to impose any one or more of the following measures, subject to ratification by the Senate.
  - 17.1.1.1 Dismiss the case against the student
  - 17.1.1.2 Warn or caution the student either verbally or in writing.



- 17.1.1.3 Require the student to
  - 17.1.1.3.1 Make good any loss or damages to commensurate with the nature and gravity of the offence committed or
  - 17.1.1.3.2 Pay cash fine, or
  - 17.1.1.3.3 Forfeit bursary or goods to the College
- 17.1.1.4 Exclude the student from the Halls of Residence for a period as the Committee may deem fit.
- 17.1.1.5 Exclude the student from attendance of lectures or other courses of instruction for such a period as the Committee may deem fit.
- 17.1.1.6 Suspend the student from the College for a specified period and require him/her to show cause.
- 17.1.1.7 Expel the student.

## **17.2 Communication of Disciplinary Decision**

The Registrar (Academic) shall communicate the Committee's decision to through postal mail, email or phone as provided for in the students records kept in the College and such decisions shall take effect immediately.

## **18.3 Appeal**

The student shall have the right to appeal to the CEO against the decisions of the students' Disciplinary committee and to Council against the decision of Senate **within fourteen (14) days from the date of communication.**

## **18.4 Notice of appeal**

- a) Notice of appeal against the Disciplinary Committee decision must be given in writing and addressed to the CEO **within fourteen (14) days** of the date of communication of the committee decision.
- b) Notice of appeal against Academic Committee decision must be given in writing to the Chairman of Board through the CEO **within fourteen (14) days** of the date of communication of the Senate decision.
- c) On receipt of a copy of notice of appeal, the Secretary to the Disciplinary Committee shall send to the CEO a copy of all the relevant minutes and documents pertaining to the hearing of the case.
- d) On receipt of a copy of notice of appeal the Secretary of Council shall send to the Chairman of Council a copy of all relevant minutes and documents pertaining to the case.

## **18.5 Saving Clause**

The provision of these regulations and any decisions made by the Disciplinary Committee shall not derogate the right of the police or any member of public so entitled to bring any action or to institute criminal proceedings in respect of the same state of facts against any 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.

## **19.0 RULES FOR CLUBS AND SOCIETIES**

- a) Clubs and Societies may be formed for the advancement of the functions and objectives of the College in accordance with Statutes.
- b) No clubs and societies shall be formed based on ethnic lines.
- c) Clubs and Societies shall be self-supporting in all financial matters.

### **19.1 Procedures for forming Clubs and Societies**

- a) The students proposing to form a club or a society shall prepare a draft proposal which must include the following.
  - (i) Justification
  - (ii) Objectives
  - (iii) Interim office bearers and patron
  - (iv) An indication of likely membership
  - (v) Possible sources of funding
- b) The Students shall then:
  - (i) Discuss the proposal with the Dean of students
  - (ii) Draw up the proposed club or society's constitution
  - (iii) Seek approval for the club and society from the Registrar (Academic) through the Dean of Students.

### **19.2 Management of Clubs and Societies**

- (a) All clubs and societies must be managed in accordance with their approved constitutions.
- (b) All Scheduled activities have prior approval of 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 the semester.

### **19.3 General conduct of clubs and societies**

- (a) Topics of discussions by outside guests shall be approved by the CEO through the Dean of Students.

- (b) College facilities may not be used for district or national political campaigns.
- (c) Fund raising by students on College shall not be allowed unless authorized by the appropriate Government authorities and approved by the CEO through the Dean of Students.

#### **19.4 Protection of name**

Any individual, Student Organization, Club or Society may not use the name “The Cleveland” without the written approval of the CEO through the Dean of Students.

### **PART OF THE REGULATION GOVERNING COLLEGE EXAMINATIONS**

Examination Irregularities shall include:

- (i) Having an unauthorized material in an examination room.
- (ii) Copying from, or attempting to copy from or making reference to unauthorized material(s) in the examination room.
- (ii) Reading or attempting to read answer scripts belonging to another candidate.
- (iii) Permitting another candidate to copy from or make use of one’s paper.
- (v) Obtaining or attempting to obtain assistance from another candidate and/or giving or attempting to give assistance to another candidate directly or indirectly.
- (vi) Committing a breach of any other examination rule or regulations, which may be communicated to the candidates from time to time by the invigilators.
- (vii) Destroying evidence, which may be used as proof against a candidate who is suspected to have committed an examination irregularity.

### **PROCEDURES IN DEALING WITH EXAMINATION IRREGULARITIES**

- i) Invigilators shall, before each examination inform candidates of the seriousness with which examinations irregularities shall be treated.
- ii) When invigilator suspects that a candidate has committed an examination irregularity or irregularities, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Academic Registrar.
- iii) The invigilators shall, if possible confiscate the material that is suspect, but the candidate shall be allowed to complete writing the examination.

- iv) The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Registrar Academic by the senior invigilator.
- v) The senior invigilator and the chief examination officer shall make a full report on the incident the chief academic officer through the dean of the school institute, immediately after the examination.
- vi) An investigative committee appointed by the senate shall consider the senior invigilator's report and the candidate's statement.

The investigating committee shall normally be composed of:

- a) The Dean of School in which the candidate is registered.
  - b) The Dean of Students.
  - c) The Registrar Academic who is the secretary to the Committee, or his representative.
- vii) If it is evidently established that a candidate has committed an examination irregularity, appropriate disciplinary action shall be taken immediately. Disciplinary action may include:
    - a) Issuance of a letter of warning to the candidate.
    - b) Suspension with cancellation of examinations results of the candidate.
    - c) Expulsion from the College, and cancellation of examination results.

## **LEAKAGE OF EXAMINATION**

### **Definition**

Any act which results in a candidate or person having unauthorized access to or knowledge of examination questions or of any material related to the examination, before the scheduled date and time of the examination shall amount to leakage of the examination.

### **Instructions to candidates and invigilators**

- (a) Candidates shall be allowed into the examination room five minutes before the start of the examination. Question papers shall be placed upside down on the desks before the candidates enter the

examination room. Candidates must not turn the question paper over until they are instructed to do so.

- (b) Candidates should acquaint themselves with instructions on the front page of the answer books.
- (c) Candidates should write their registration numbers, course codes, course titles and paper number on the answer booklets and on continuation sheets.
- (d)
  - (i) No candidate shall enter the examination room after 30 minutes from the start of the examination.
  - (ii) A candidate who is excluded from the examination under the regulation should report to the Chief Internal Examiner.
- (e) If a candidate arrives within the first 30 minutes of the start of the examination, the candidate may, at the discretion of the invigilator have extension of time to compensate for the lateness, provided no other candidate has left the room.
- (f) Candidates who do not have examination cards shall not be allowed to sit an examination.
- (g)
  - (i) A candidate who fails to turn up for an examination shall be deemed to have failed that examination, except when there is proof of illness or other plausible cause approved by the Senate.
  - (ii) A candidate who is unable to sit an examination should report the circumstances to the Registrar Academics immediately.
  - (iii) Misreading the examination timetable is not sufficient cause for failing to sit an examination.
- (h) Examination registration cards should be conspicuously displayed.
- (i) Books, bags, rough papers or any other such materials that may hinder transparency, or that are likely to raise suspicion should not be carried into an examination room. Mathematical Tables and calculators should not be brought into the examination room unless there is a provision to the contrary for a particular examination. All unauthorized materials should be handed over to the Senior Invigilator before the start of the examination.
- (j) Invigilators shall have powers to confiscate any unauthorized material(s) brought into an examination room. They shall have the power to expel from the examination room any candidate who

creates disturbance and breaches the peace and quiet of an examination.

- (k) Smoking is forbidden in an examination room.
- (l) Candidates must stop writing and assemble their scripts at the end of the examination, on the instruction of the senior invigilator. Candidates should leave the script on the desk, unless otherwise instructed.
- (m) Candidates are not allowed to communicate with each other, either verbally or through other means, during an examination without permission of the invigilator.
- (n) Candidates are not allowed to remove answer books or sheets from the examination room.
- (o) Candidates are not allowed in their course and assignment, to reproduce the works of another person or other persons without acknowledgement and with intent to deceive. This amounts to plagiarism, a serious offence which will lead to disciplinary action being taken against the candidate.



FORM: CMTC/A

**LETTER OF ACCEPTANCE**  
**(To be completed by those accepting the offer)**

Dear Sir/Madam,

Candidate's Name

\_\_\_\_\_  
(Surname/Last Name)

\_\_\_\_\_  
(Other names)

Admission No. \_\_\_\_\_ ID/Birth Cert. No. \_\_\_\_\_

With reference to your letter offering me a place in the Department of

\_\_\_\_\_  
For a course leading to the Diploma/Certificate/Artisan of

\_\_\_\_\_  
This is to confirm that I **DO ACCEPT** the offer and I **PROMISE TO ABIDE** by the Rules and Regulations governing the Conduct and Discipline of the student of Cleveland Medical Training College and I hereby undertake to complete the course for which I have been accepted unless I am requested to discontinue by the College Management.

I shall accept the regulations made from time to time for the good order and governing of the college.

Yours faithfully,

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** If you are not accepting this offer, please complete CMTC/A

FORM: CMTC/B

Student passport size  
photo

**PART A: STUDENTS DETAILS INFORMATION**

Information provided in this Form is intended to help the office of the Academic Registrar understand the student better and take care of his/her welfare (To be completed in quadruple **(2 copies)** and **in capital letters**. Attach a coloured passport size photograph taken on a **white background** on each form.

**Note: You are required to enter through the link below the same information filled in hard copy forms.**

1. Full Name: \_\_\_\_\_  
(Surname or last Name) (Other Names)
2. College Admission Number \_\_\_\_\_ Phone No. \_\_\_\_\_
3. National ID No. \_\_\_\_\_ Passport No. \_\_\_\_\_  
or **Birth Certificate No. if under 18 years** \_\_\_\_\_
4. Religion \_\_\_\_\_ Nationality \_\_\_\_\_ Ethnic Background \_\_\_\_\_
5. Date of Birth \_\_\_\_\_ Place of Birth: \_\_\_\_\_
6. Place of Permanent Residence: Village/Town \_\_\_\_\_
7. Location \_\_\_\_\_ Name of Chief \_\_\_\_\_
8. Division \_\_\_\_\_ Sub County \_\_\_\_\_ County \_\_\_\_\_
9. Nearest Town \_\_\_\_\_ Nearest Police Station \_\_\_\_\_
10. Home Contact Address \_\_\_\_\_
11. Married ☐ Single ☐

Name and Address of Spouse (if married)

\_\_\_\_\_  
Occupation of Spouse \_\_\_\_\_ Number of Children \_\_\_\_\_

12. Full Name of Father \_\_\_\_\_ Deceased/Alive

Phone No. \_\_\_\_\_ National ID/Passport No. \_\_\_\_\_

Occupation of Father \_\_\_\_\_ Date of Birth \_\_\_\_\_





13. Full Name of Mother \_\_\_\_\_ Deceased/Alive Phone No. \_\_\_\_\_ National ID/Passport No. \_\_\_\_\_ Occupation of Father \_\_\_\_\_ Date of Birth \_\_\_\_\_
14. Names of Brothers and Sisters
3. \_\_\_\_\_ 2. \_\_\_\_\_  
5. \_\_\_\_\_ 4. \_\_\_\_\_  
7. \_\_\_\_\_ 6. \_\_\_\_\_
15. Give names and address of two persons who can be contacted in case of an emergency.
- (e) Name \_\_\_\_\_ Relationship \_\_\_\_\_ National ID No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Address: \_\_\_\_\_
- (f) Name \_\_\_\_\_ Relationship \_\_\_\_\_ National ID No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_
16. Name and address of School attended for 'O' level \_\_\_\_\_ Address: \_\_\_\_\_
17. K.C.S.E Results (Subjects and Grades)
- \_\_\_\_\_
- \_\_\_\_\_
- Index Number \_\_\_\_\_
18. Any other institutions/attended and qualifications attained
- \_\_\_\_\_
19. Which games/Sports are you interested in? \_\_\_\_\_
20. Which clubs/societies/hobbies are you interested in? \_\_\_\_\_
21. Do you suffer from any physical impairment? If so give details
- \_\_\_\_\_
22. Please give any information you think is useful for you to communicate to the College . \_\_\_\_\_

### **PART B**

#### **Form 3: Sponsorship and Incase of self-sponsored, ignore this form**

This form to be completed by the parent/guardian/sponsor who is responsible for the payment of fees.

Name of the student.....

Course .....

Name of the Sponsor/Guardian.....

Relationship with student.....



Phone number, physical address, email address.....

.....

I / we are prepared to sponsor the above-named student for their course of study.

Signature of sponsor.....Date.....

I certify that the information I have provided is correct.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CMTC/C: STUDENTS MEDICAL EXAMINATION FORM****IMPORTANT**

Students are requested to complete part I & II of this Form, part III should be completed by the Medical Officer examining the student. The completed form should be delivered together with other forms on reporting day.

**PART I**

- (a) Full Name: \_\_\_\_\_  
(Surname or last Name) (Other Names)
1. College Admission No. \_\_\_\_\_ Phone No. \_\_\_\_\_
2. National ID No. /Passport No. \_\_\_\_\_ Gender \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ Place of Birth: \_\_\_\_\_
4. Full Name of Mother/Father/Guardian \_\_\_\_\_ Phone  
No. \_\_\_\_\_ National ID/Passport No. \_\_\_\_\_  
Address: \_\_\_\_\_
5. Give names and address of two persons who can be contacted in case of an emergency.
- Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone  
No. \_\_\_\_\_ National ID/Passport No. \_\_\_\_\_  
Address: \_\_\_\_\_

**PART II**

1. Have you ever been admitted into a hospital?

\_\_\_\_\_  
If so, state reason for admission and date

2. Have you had any of the following illnesses? (Delete as necessary)

(a) Tuberculosis or other chest infection

Yes ☐

☐

(b) Fits, Nervous disease or fainting attacks

Yes ☐

☐

No

☐

(c) Heart Disease or Rheumatic Fever

Yes ☐

No

☐

(d) Any disease of the Digestive System

Yes ☐

No

☐



(e) Allergies to food or drugs

Yes

☐

No

☐

(f) Malaria

Yes

☐

No

(g) Sexually Transmitted Disease

Yes

☐

No

☐

(h) Poliomyelitis

Yes

☐

No

If the answer to any of the above is yes, please give details with dates

If there are any other-relevant details of your medical history not covered by the above questions, please give particulars. \_\_\_\_\_

3. Has any member of your family suffered from:

(a) Tuberculosis

Yes

☐☐

(b) Insanity or mental illness

Yes

☐☐

(c) Diabetes Mellitus

Yes

☐☐

(d) Heart Diseases

Yes

☐☐

(e) Any other Disease

Yes

☐☐

If Yes, kindly give details \_\_\_\_\_

4. Have you been immunized against any of the following diseases?

(a) Small pox

Yes

☐☐

(b) Tetanus

Yes

☐☐

(c) Poliomyelitis

Yes

☐☐

If Yes, kindly give details \_\_\_\_\_

(d) Any other Disease

Yes

☐☐

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

**PART III (To be completed by the Examining Medical Officer)**

1. Height \_\_\_\_\_ Weight \_\_\_\_\_

2. Visual Acuity

Without glasses

With glasses

R.6

L.6

3. Hearing

Right Ear

Left Ear

4. Condition of:

Teeth

Throat

Ear

Lymphatic glands

Nose

5. Circulatory system:

Pulse Heart

Blood pressure Systolic \_\_\_\_\_ Diastolic \_\_\_\_\_

6. Respiratory system

Chest X-Ray (optional depending on Clinical findings)

7. Abdomen; any palpable masses-physiological or Pathological?

Liver \_\_\_\_\_ Spleen \_\_\_\_\_  
\_\_\_\_\_ Uterus \_\_\_\_\_  
\_\_\_\_\_ L.M.P. \_\_\_\_\_

8. Urine: Albumin \_\_\_\_\_ Sugar \_\_\_\_\_

(a) Is the student on any treatment? Yes/No

If Yes, kindly give details \_\_\_\_\_

(b) Any other observation of importance \_\_\_\_\_

Name of Medical Officer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART IV**To be completed by **SCAAD COLLEGE** Medical Doctor, after the student has registered with the College.



Special Remarks \_\_\_\_\_ Is the  
student fit for College Education Yes/No \_\_\_\_\_ Date  
\_\_\_\_\_  
Name  
of College Medical Officer \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



# DECLARATION

I.....

ID No.....ADM No.....

Declare that I have read the regulations governing the organization, conduct, discipline and Examinations of students at Cleveland Medical Training College, and understood their content and meaning, and undertake to abide by them.

Signed:.....

Date:.....

Department Admitted to:.....

Registration No.....

.....  
CHAIRMAN, SUB-COMMITTEE

.....  
DATE

.....  
PRINCIPAL

.....  
DATE

.....  
CHIEF EXECUTIVE OFFICER

.....  
DATE