

UNIVERSITY OF NAIROBI

ACADEMIC DIVISION

ANNUAL REPORT

1. SECTIONS WITHIN THE ACADEMIC DIVISION

The Academic Division is made up of the following Sections:

- Academic Registrar's Office
- Examination Office
- Admissions Office
- Deans/Senate Secretariat

2. FUNCTIONS OF THE ACADEMIC DIVISION

The Academic Division has the following functions:

- Preparation of Syllabus and Regulations,
- Co-ordination of examinations,
- Undergraduate students admissions,
- Research supervision,
- Academic staff development,
- Management of student records

3. ACHIEVEMENTS

(a) Admissions

- (i) The University has admitted students as per the Senate approved dates. (January, May and September)
- (ii) The University opened a state of art reception to offer world class services and enhance customer satisfaction.

(b) **Senate approved programmes**

Senate approved the following programmes:

Diploma	1
Bachelors Degrees	14
Masters Degrees	5
Doctor of Philosophy Degrees	1

(c) **New Institutes**

Senate approved the establishment of the following new Institutes:

- Wangari Maathai Institute for Peace and Environment
- African Women's Studies Center
- Center for Agricultural Networking and Information Sharing (CANIS).

(d) **Graduation Ceremonies**

The 41st and 42nd Graduation Ceremonies were held as scheduled:

(i) **41st Graduation Ceremony – 18th September 2009**

The following graduands were awarded diplomas and degrees for the University of Nairobi:

- Diplomas	928
- Bachelors	2,618
- Post-graduate Diplomas	36
- Masters	381
- Doctor of Philosophy	13

Total **3,976**

(ii) **42nd Graduation Ceremony – 4th December 2009**

The following graduands were awarded diplomas and degrees for the University of Nairobi:

-	Diplomas	280
-	Bachelors	2,036
-	Post-graduate Diplomas	23
-	Masters	832
-	Doctor of Philosophy	21

	Total	3,994
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(e) **Examinations**

- (i) The 1st Semester examinations will be held between 8th and 26th February 2010.
- (ii) Certificates for 2009 graduations were all ready as per schedule.
- (iii) Additional staff were recruited at the Examination Centre. 28 positions were requested for out of which, 23 have been filled.
- (iv) The Center also acquired a new vehicle to facilitate efficient service delivery.
- (v) Student records for the examination results of the academic years 1990/91 to date on SMIS.
- (vi) The Center is able to issue most academic transcripts for the same period instantly thus achieving a turnaround time of 1 day.

(5) **CHALLENGES**

- (i) Lack of storage facilities for bulky records and documents.
- (ii) Schools/Faculties/Institutes do not strictly adhere to the Senate approved Admission and Examination Schedules.
- (iii) Some Sections in the Division do not have adequate personnel.
- (iv) Academic staff do not submit examinations scripts for typing on time.

- (v) Most Schools/Faculties/Institutes have not submitted Semester Schedules for Module II programmes.
- (vi) Despite a three month notice for application, quite a number of staff are still appealing to be allowed to apply for Staff Education Support Fund after the set dateline.