

**UNIVERSITY OF NAIROBI**

**Information to New Students  
and  
The Joining Instructions**

**2013/2014 Academic Year**

# UNIVERSITY OF NAIROBI

## PREAMBLE

The University of Nairobi wishes to take this early opportunity to congratulate and welcome you to the premier university, “**A World-Class University committed to scholarly excellence**”.

This document, popularly known as the Joining Instructions contains crucial information including the rules and regulations/Examination regulations that you are expected to adhere to during your stay at the University. Please read it carefully and complete and return the forms that you are required to accurately as per the instructions given.

## 1. ARRIVAL AND REGISTRATION

The **2013/2014 Academic year** first year undergraduate students are expected to report on **Monday 20<sup>th</sup> May 2013**.

Registration will commence at **8.00 am** and all students are therefore advised to register at their respective centers as detailed herein below:

COLLEGE	FACULTY/ SCHOOL/ INSTITUTE	DEGREE PROGRAMME	REGISTRATION CENTRE
<b>COLLEGE OF AGRICULTURE AND VETERINARY SCIENCES( CAVS)</b>	Faculty of Agriculture	B. Sc. (Agriculture) B. Sc. (Food Science and Technology) B. Sc. (Food Nutrition and Dietetics) B. Sc. (Agribusiness Management) B. Sc. Agricultural Education and Extension) B. Sc. (Horticulture) B. Sc. (Range Management) B. Sc. (Management of Agro-Ecosystems & Environment)	<b>Upper Campus. Kabete</b>
	Faculty of Veterinary Medicine	Bachelor of Veterinary Medicine B. Sc. (Wildlife Management) B.Sc. (Leather Technology) B.Sc. (Fisheries & Aquaculture Management)	Upper Campus. Kabete (PHPT Lecture Hall)
<b>COLLEGE OF ARCHITECTURE</b>	School of The Arts and Design	Bachelor of Arts (Design)	ADD Building, off State House Road

<b>AND ENGINEERING (CAE)</b>	School of The Built Environment	Bachelor of Architectural Studies/Bachelor of Architecture Bachelor of Real Estate Bachelor of Arts (Planning) Bachelor of Construction Management Bachelor of Quantity Surveying	ADD Building, off State House Road
	School of Engineering	B. Sc. Civil (Engineering) B.Sc.(Electrical & Electronic Engineering) B.Sc.(Mech. Engineering) B.Sc.(Geospatial Engineering) B.Sc (Env. & Biosystems)	Civil Engineering Block (Main Campus).
<b>COLLEGE OF HEALTH SCIENCES (CHS)</b>	Schools of Medicine	Bachelor of Medicine and Bachelor of Surgery B.Sc. (Biochemistry) B.Sc. (Medical Lab. Science & Technology)	Chiromo Campus (Vet. Physiology /Biochemistry. Block).
	School of Pharmacy	Bachelor of Pharmacy	
	School of Dental Sciences	Bachelor of Dental Surgery	
	School of Nursing Sciences	B. Sc. (Nursing)	
<b>COLLEGE OF BIOLOGICAL AND PHYSICAL SCIENCES (CBPS)</b>	Schools of Physical Sciences	Bachelor of Science (B. Sc.) B. Sc. (Geology) B. Sc. (Meteorology) B. Sc. (Industrial Chemistry) B.Sc.(Microprocessor Tech. and Instrumentation) B.Sc.(Astronomy and Astrophysics) B. Sc. (Chemistry)	Chiromo Campus (Physical Science block)
	School of Mathematics	B. Sc. (Actuarial Science) B. Sc. (Mathematics) B. Sc. (Statistics)	
	School of Biological Sciences	B. Sc. (Biology) B.sc. (Microbio. & Biotech.) B. Sc. (Env. Conservation & Natural Resources)	
	School of Computing & Informatics.	B. Sc. (Computer Science)	School of Computing and Informatics

<b>COLLEGE OF EDUCATION AND EXTERNAL STUDIES (CEES)</b>	School of Education	B. Ed. (Arts) B. Ed. (Early Childhood Ed.) B. Ed. (Physical Ed. & Sports) B. Ed. (Science) B. Ed. (ICT)	Kikuyu Campus.  Kenya Science Campus	
	Faculty of Arts	Bachelor of Arts (B.A)	Education Building (FOYER) Main Campus	
		School of Economics	Bachelor of Economics Bachelor of Economics and Statistics	Education Building (FOYER) Main Campus
		School of Business	Bachelor of Commerce (B. Com)	Lower Campus – Kabete Biashara Hall
		School of Law	Bachelor of Laws (LL.B)	Parklands Campus-Sheria Hall
Institute of African, Anthropology and Gender Studies	Bachelor of Arts (Anthropology)	Education Building (FOYER) Main Campus		

### HELPLINE(S)

Students who may face difficulties in locating the registration centers should get in touch with the office of the Academic Registrar or the respective College Registrars' Offices on the contacts shown below:

OFFICE	CONTACT	TEL:	EMAIL
<b>Academic Registrar</b>	Deputy Registrar (Admissions)	318262 Ext 28213/28285/28280/28705	reg-academic@uonbi.ac.ke; admissions@uonbi.ac.ke
<b>CAVS</b>	College Registrar	0731603475; 0717542186	registrar-cavs@uonbi.ac.ke
<b>CAE</b>	College Registrar	0721257746	registrar-cae@uonbi.ac.ke
<b>CBPS</b>	College Registrar	0202139244; 0775239244	registrar-cbps@uonbi.ac.ke
<b>CEES</b>	College Registrar	0703634415; 0202527161 Kenya Science Campus 0727211426	registrar-cees@uonbi.ac.ke
<b>CHS</b>	College Registrar	2726300 ext 43003	registrar-chs@uonbi.ac.ke
<b>CHSS</b>	College Registrar	318262 ext28099;28065;	registrar-chss@uonbi.ac.ke

2. **LETTER OF ACCEPTANCE (J1/1A)**

Form J1/1A to be completed in triplicate and returned during registration.

3. **NON-ACCEPTANCE OF OFFER (J1/1B)**

If you do not accept the offer of admission you must complete **FORM J1/1B** and return it to the Admissions Office immediately.

4. **STUDENTS PERSONAL DETAILS (J1/2)**

You are required to complete **THREE COPIES** of Form J1/2. You should also submit **FOUR PASSPORT SIZE PHOTOGRAPHS (Colour)** together with Form J1/2. Please make sure that you have written your name, registration number and course on the back of the each photograph. The photographs should be good quality studio photos and not 'photo me'

5. **MEDICAL EXAMINATION (J1/3)**

- i) Admission to the University is conditional upon a satisfactory medical report being received. Students must therefore undergo a medical examination by a registered medical practitioner before coming to the University. The doctor who examines the student should complete FORM J1/3 and send it to the Chief Medical Officer University of Nairobi, P.O. Box 30197-00100, Nairobi, Kenya. It is mandatory that the medical report reaches the Chief Medical Officer on the date of registration.
- ii) Medical attention at the University – The University Health Centre is open to all students but they are advised to be prepared to meet expenses of any medical attention not provided for by the University.
- iii) Dental and Optical Treatment – The University does not provide dental or optical treatment. Students have to make their own arrangements and meet expenses for such treatment.

6. **MEDICAL CONSENT FOR MINORS (J1/4)**

Parents (or guardians of students who are under 21 years of age are required to sign **FORM J1/4**

7. **DECLARATION FOR ADMISSION/RE-ADMISSION/STUDENTSHIP (J1/5)**

- i) All candidates accepting an offer of admission must undertake to complete the course they have been admitted to. Students should therefore read carefully and sign **FORM J1/5**.
- ii) **BOND** – Attached to **FORM J1/5** is a **BOND** governing undergraduate admission, re-admission and studentship. Students are expected to familiarize themselves with the conditions spelt out in the **BOND** and to have it executed as required. The executed **BOND** must be returned to the University on the registration day.

8. **FEES, LOANS AND BURSARIES (J1/6A)**

Students are advised to familiarize themselves with information provided in **FORM J1/6A** regarding fees, loans and bursaries, and to take necessary action regarding each of these items well before reporting to the University.

9. **SPONSORSHIP FORM (J1/6B)**

All students who will be sponsored by their guardian and any other sponsors other than the Kenya Government should have **FORM J1/6B** signed by the sponsor as soon as they receive their admission letter.

10. **CATERING AND ACCOMMODATION SYSTEM (J1/7A)**

Information on the Catering and Accommodation system currently in operation at the University of Nairobi is contained in **FORM J1/7A**. All students are expected to familiarize themselves with the information for their own welfare.

11. **ACCOMMODATION APPLICATION (J1/7B)**

All students must complete and return Accommodation application **FORM J1/7B**. They must pay particular attention to part I-IV of this form. Those who do not wish to be accommodated in the Halls of Residence must complete part V of the form and hand the form in during registration.

**12. ACCOMMODATION DECLARATION (J1/8)**

Students who apply for accommodation must also complete and submit the Accommodation Declaration **FORM J1/8**.

**13. SPORTS FACILITIES AND EQUIPMENT (J1/9)**

**FORM J1/9** is an information sheet on the sports facilities and equipment that are available at the University. Students intending to participate in any of the sports should note **Section B** of the information sheet, which details the item(s) they have to bring with them.

**14. GUIDE TO AVAILABLE STUDENT SERVICES (J1/10)**

Students should familiarize themselves with the activities of the Dean of Students Office for their welfare as spelt out on **FORM J1/10**. It is important for students to be aware that the Dean of Students Office is there to assist them in the event of any difficulties during their time at the University.

**15. LIBRARY SERVICES (J1/11)**

The University provides an extensive library service to all students and staff. **FORM J1/11** provides information on the Library services available. More and specific information will be provided during the orientation to the various libraries.

**16. UNIVERSITY OF NAIROBI BOOKSTORE(J1/12)**

**FORM J1/12** provides information on the services provided by the University Bookstore. Students should familiarize themselves with the information for their own welfare.

**17. RULES AND REGULATIONS GOVERNING THE ORGANISATION, CONDUCT AND DISCIPLINE OF STUDENTS (J1/13A)**

All students are expected to read and understand the Rules Governing the Organization, Conduct and Discipline of Students and are expected to adhere at all times to the parameters of discipline and conduct spelt out in **FORM J1/13A**.

**18. DECLARATION (J1/13B)**

Every student must sign declaration **FORM J1/13B** signifying that they understand the content and meaning of the Rules and Regulations Governing the Conduct and Discipline of Students. The signed declaration must be submitted during registration.

**19. IMPORTANT INFORMATION ON UNIVERSITY PROCEDURES AND PROCESSES (J1/14)**

All students are expected to read and understand the procedures and processes of inter-faculty transfers, withdrawal, deferment and re-admissions outlined in **FORM J1/14**

**20. EXAMINATIONS REGULATIONS (J1/15)**

Every student is expected to read and understand the examination rules, processes and procedures stipulated in **FORM J1/ 15**.

**21. UNIVERSITY PRIZES (J1/16)**

**FORM J1/16** is information on University prizes that are awarded to the outstanding students.

**22. UNIVERSITY OF NAIROBI STUDENT E-MAIL ACCOUNTS (J1/17)**

All University of Nairobi students can now access their personal e-mail accounts.

**FOREIGN STUDENTS**

Foreign students are advised to ensure that they have passports that are valid for the duration of their stay in Kenya. They should also make the necessary arrangements to get the requisite re-entry permits in the event that they have to travel during the course of their studies. It is the duty of the student to ensure that the relevant immigration formalities (such as the acquisition and renewal of the students pass) are carried out as per the statutory requirements. Any foreign student who encounters difficulties in the processing of the students pass may consult the Academic Registrar's Office for assistance.

**UNIVERSITY OF NAIROBI**

**LETTER OF ACCEPTANCE BY THE CANDIDATE**

**SECTION A: (to be completed in triplicate by those ACCEPTING the offer)**

Dear Sir,

Candidate's Name

\_\_\_\_\_ (Surname)

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

K.C.S.E. Index No. \_\_\_\_\_ Year

With reference to your letter offering me a place in the Faculty/School/Institute of

For a course leading to the Degree of

\_\_\_\_\_ this is to confirm that

**I DO ACCEPT** the offer, and **I PROMISE TO ABIDE** by the Rules and Regulations governing the Organization, Conduct and Discipline of the Students of the University of Nairobi, as spelt out in **DOCUMENT JI/13A** which is prepared in accordance with the University of Nairobi Act, 1985. I also undertake to obey the instructions of the University authorities at every level of administration.

I require/do not require Government Loan (Delete one which is applicable)

**FULL NAME**

**I.D. NO.**

**FACULTY/DEGREE COURSE  
ADMITTED** \_\_\_\_\_

**UNIVERSITY REGISTRATION NO:**

**SIGNATURE** \_\_\_\_\_

**SECTION B: (to be completed by those NOT ACCEPTING the offer)**

Dear Sir,

Candidate's Name: \_\_\_\_\_  
(Surname)

\_\_\_\_\_  
(Other Names)

University Reg. No. \_\_\_\_\_

K.C.S.E. Index No: \_\_\_\_\_

With reference to your letter offering me a place in the Faculty of \_\_\_\_\_

For a course leading to the Degree/Diploma of \_\_\_\_\_

\_\_\_\_\_ this is to confirm that **I WILL NOT ACCEPT** the offer, because of the following reasons:-

(Mark X against that which is applicable)

1	Family problems	
2	Health related issues	
3	I have been offered an Overseas Scholarship	
4	I have taken on employment	
5	I have joined the self sponsored Program/another university	
6	Any other reasons ..... ..... ..... .....	

Yours faithfully, \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**UNIVERSITY OF NAIROBI**  
**STUDENT'S PERSONAL DETAILS**

Affix coloured  
Passport size  
photograph

Information provided in this form is intended to help the Office of the Academic Registrar understand the student welfare better. It will be used for purposes of improving the student's welfare while at the University.

**(To be completed in triplicate (i.e. three copies) and in capital letters)**

1. Full Name: (Surname first) \_\_\_\_\_
2. Gender: Male/Female \_\_\_\_\_
3. National Registration Number (I/D) \_\_\_\_\_  
K.C.S.E. Index No. \_\_\_\_\_ YEAR \_\_\_\_\_
4. University Registration Number \_\_\_\_\_
5. Date of birth \_\_\_\_\_
6. Religion \_\_\_\_\_
7. Nationality \_\_\_\_\_
8. Contact address \_\_\_\_\_  
Cell Phone No. \_\_\_\_\_ Email address \_\_\_\_\_
9. a) Marital status \_\_\_\_\_  
b) Name and address of spouse (if married) \_\_\_\_\_
10. Full name of father/guardian \_\_\_\_\_
11. Full name of mother \_\_\_\_\_
12. a) Occupation of father/guardian \_\_\_\_\_  
b) Occupation of mother \_\_\_\_\_
13. Name/s of brothers and sister/s and addresses \_\_\_\_\_  
\_\_\_\_\_
14. Place of birth Village/Estate \_\_\_\_\_  
Location/Street \_\_\_\_\_ Name of Chief \_\_\_\_\_  
Division \_\_\_\_\_ District \_\_\_\_\_ County \_\_\_\_\_
15. Place of Permanent Residence: Village/Estate: \_\_\_\_\_

16. District of Residence \_\_\_\_\_  
(i.e. District at which your loan/allowances will be processed and paid)

17. Give names and addresses of two persons who can be contacted in case of emergency

NAME	RELATIONSHIP	ADDRESS & TEL.NO
------	--------------	------------------

i) \_\_\_\_\_

ii)

18. Name and address of secondary school attended \_\_\_\_\_

Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

19. K.C.S.E. results – (Subjects and grades)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Any other institutions attended and qualifications attained

\_\_\_\_\_

21. Games/Sports: Which games are you interested in?

\_\_\_\_\_

22. If you represented your school, etc. in games please give details.

\_\_\_\_\_

23. Clubs, Societies and Hobbies: Which clubs, societies and hobbies are you interested in?  
Please give details of your participation.

\_\_\_\_\_

24. Do you suffer from any impairment? If so give details.

\_\_\_\_\_

25. Please give any information you think is useful for you to communicate to the University.

\_\_\_\_\_

\_\_\_\_\_

I certify that the information I have provided is correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

c.c. Chief Medical Officer,  
Academic Registrar,  
Dean/Director of Faculty/School/Institute

**UNIVERSITY OF NAIROBI**  
**STUDENT ENTRANCE MEDICAL EXAMINATION**

**REGISTRATION NO:**.....

**IMPORTANT:**

It is a University requirement that all the students joining the University must complete Part 1 of this form. Thereafter he/she must complete Part II with assistance of a qualified and registered medical doctor. Part III will be filled by the examining doctor who will thereafter print on the form his full name and Medical Practitioners and Dentists Board Registration Number.

The completed form must be submitted to the office of Chief Medical Officer, University of Nairobi, P.O. Box 30197-00100 Nairobi on or before the time of registration for further appropriate action.

Any student seeking medical treatment at any of the University Medical Clinics must identify himself/herself using Student Identity Card.

The Students are eligible for outpatient services at University Health Services only. Those requiring hospitalization are admitted at Sickbay and if there is need for further specialized care, they are referred to Kenyatta National Hospital.

Please note that the medical services are provided only when the students are in session. Privately sourced medical services outside the University Health Services will not be honoured or paid for.

For full information regarding the students medical scheme, please check on the Students Information Handbook.

**PART 1:**

SURNAME: ..... OTHER NAMES: .....

GENDER: .....

DATE OF BIRTH: .....PLACE OF BIRTH .....

NATIONALITY: .....M ARITAL STATUS:.....NO. OF CHILDREN: ....

NAME OF PARENT/GUARDIAN/NEXT OF KIN: .....

POSTAL ADDRESS: .....

TELEPHONE NO. (HOME): ..... OFFICE: .....

**PART II:** (To be completed by the student with the doctor's help)

Have you ever been admitted into hospital? .....

If so, when and for what illness? .....

Have you ever suffered from any of the following?

.....			
Allergy	Yes/No	Infectious Mononucleosis	Yes/No
Anaemia	Yes/No	Jaundice/Hepatitis	Yes/No
Asthma	Yes/No	Peptic Ulcer	Yes/No
Back problem	Yes/No	Mental illness	Yes/No
Bilharzia	Yes/No	Poliomyelitis	Yes/No
Bladder problem	Yes/No	Severe headaches	Yes/No
Chest infections	Yes/No	Surgery	Yes/No

Diabetes mellitus	Yes/No	Thyroid disease	Yes/No
Epilepsy	Yes/No	Tuberculosis	Yes/No
Eye problem	Yes/No	Speech problem	Yes/No
Heart disease	Yes/No	Hearing problem	Yes/No
High blood pressure	Yes/No	Sexually transmitted disease	Yes/No
Blood transfusion	Yes/No	Irregular menstrual periods	Yes/No
Are you on any treatment now?	Yes/No	HIV infection	Yes/No
AIDS	Yes/No		

If the answer to any of the above is YES, please give details .....

.....  
 .....

Who's your doctor? .....

Any other medical cover, including NHIF cover for self, parents/guardians? .....

.....

**FAMILY MEDICAL HISTORY:**

Has any member of your family suffered from any of the following?

Diabetes mellitus	Yes/No	Heart disease	Yes/No
Bronchial asthma	Yes/No	High blood pressure	Yes/No
Mental illness	Yes/No	Sickle cell disease	Yes/No
Tuberculosis	Yes/No		

SIGNATURE..... DATE .....

**AUTHORIZATION STATEMENT**

I hereby authorize any doctor, hospital, clinic or medical provider, any insurance company or any company, institution any other person who has any record or information about me and/or any of my family members to provide University of Nairobi with complete information including copies of their records with reference to my sickness or accident, any treatment, examination, advice or hospitalization. Any photocopy of this authorization shall be taken as the original copy.

**PART III:** (To be completed by the Examining Doctor) .....

Immunization record .....

Height ..... Weight ..... Any deformity .....

Visual Acuity ..... LE 6 ..... RE 6 .....

Hearing ..... Nose ..... Throat .....

Lymphatic glands.....

**CARDIOVASCULAR SYSTEM:**

Pulse ..... /minute Regular/irregular .....

Heart sounds..... Blood pressure .....

**RESPIRATORY SYSTEM:**

Clinical findings .....Respiratory rate .....

Percussion..... Auscultation.....

CXR, X-Ray and report should be submitted together with the form.

**ALIMENTARY SYSTEM:**

Teeth.....Tongue.....Abdomen .....

**GENITO-URINARY SYSTEM:**

Urethral discharge.....L.M.P.....Uterus .....

Urine.....S.G.....Albumin.....Sugar.....

Deposit.....

HIV test .....

**COMMENTS BY THE EXAMINING DOCTOR:**

.....  
.....

DOCTOR’S NAME (Printed) ..... SIGNATURE .....

MEDICAL PRACTITIONERS & DENTISTS BOARD REG. NO. .... DATE .....

**PART IV:**

**COMMENTS BY THE UNIVERSITY CHIEF MEDICAL OFFICER:**

Special  
remarks.....  
.....

Does the student require any special medical needs? .....  
.....

**CHIEF MEDICAL OFFICER**

**UNIVERSITY HEALTH SERVICES**

**DATE.....**

UNIVERSITY OF NAIROBI

EMERGENCY OPERATIONS

**This applies to students who are minors (i.e. under 21 years of age)**

Name of Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

Course Admitted to \_\_\_\_\_

Registration No.....

Approval of your parents (or guardian) is required for the Vice-Chancellor of the University of Nairobi to give consent on their behalf, for any emergency operation to be carried out on you should a situation calling for such an operation arise. Parents (or guardians) are therefore required to complete the consent from below if you are under 21 years of age.

.....

FORM OF CONSENT

I agree that the Vice-Chancellor of the University of Nairobi may give consent for any emergency operation being performed on \_\_\_\_\_ (insert name), if it has not proved possible to contact me in time.

**Name** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Relationship** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_

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

**UNIVERSITY OF NAIROBI**

**DECLARATION FOR ADMISSION/RE-ADMISSION/STUDENTSHIP**  
**(To be completed in duplicate)**

I, \_\_\_\_\_ holder  
of National Identity Card No. \_\_\_\_\_ and student Registration No. \_\_\_\_\_ having  
been notified of my admission/re-admission to the University of Nairobi, Faculty/Degree Course  
do hereby bind myself solemnly and undertake to comply with the following conditions.

1. That throughout my academic pursuit and stay in the University, I will as any other citizen of the country conduct myself in accordance with the provisions of the Laws of Kenya.
2. That I will diligently apply myself to my prescribed course of study within the University in accordance with the relevant statutes rules, syllabi and practices of the University.
3. That I undertake to attend all scheduled lectures, tutorials, seminars and practicals and all other instructional activities that will be required of me by University authorities during my academic pursuit in the University.
4. That I acknowledge and duly submit myself to the disciplinary authorities of the University as defined in the Rules and Regulations Governing the Organization and Conduct of students of the University. In particular:-
  - a) bind myself to refrain from engaging in any unlawful activities that may be deemed to be prejudicial to the interest of the University and other students and in particular I will abstain from inciting, obstructing or in any manner stopping any other students from attending lectures or obstructing a member of the University from giving lectures or such other instructions;
  - b) undertake not to convene or join any unauthorized and/or unlawful demonstrations, processions, gathering and activities or in any way to be a party to any activities deemed prejudicial to the good order and running of the University;
  - c) undertake at all times to conduct myself in such manner as to uphold the dignity of the University and not to permit anyone to influence me to commit any breach of rules, regulations or practices of the University;
  - d) undertake to conduct myself at all times, within and outside the precincts of the University, in a responsible and socially acceptable manner which upholds the dignity of and public confidence in the University
5. That I bind myself by this instrument fully conscious that should I be found in breach of any of the above conditions, or should I in any way conduct myself in a manner prejudicial to the University, other students, members of University or members of the public, I shall be expelled from the University; and
6. That I unconditionally execute the relevant bond required of me by the University as a condition of admission/re-admission/studentship.

**DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20**

**SIGNED \_\_\_\_\_**

**Witness to the above signature \_**

**Parent/Guardian**

**Dean/Director of the Faculty/School/Institute \_\_\_\_\_**

**UNIVERSITY OF NAIROBI  
BOND**

**GOVERNING UNDERGRADUATE ADMISSION, RE-ADMISSION AND STUDENTSHIP**  
**(To be completed in duplicate)**

1. **THIS BOND** is made by the University Council and Senate (hereinafter referred to as 'The University ' and forms part of the **(binding terms and conditions)** upon which anyone may be admitted, re-admitted into, or permitted to remain in undergraduate studentship in the University.
2. **THIS BOND** shall be considered ready for execution as from October 13th, 2008 and once executed shall remain in force in its present form for all undergraduates governing their admission, re-admission and studentship throughout their tenure of studentship, subject to such special decision as the Enacting Authority may at its sole discretion take in relation to particular cases, until such time as the University may vary the bonds content, in such manner as the Enacting Authority may deem fit.
3. **THIS BOND** shall bind jointly and severally, all persons being admitted or re-admitted into, or allowed to remain in studentship in the University, and their parent/guardian and the Enacting Authority and an appropriate undertaking in the form prescribed in **THIS BOND** shall be made by **both** the person admitted or readmitted into or allowed to remain in studentship in the University, and the parent/guardian of the person in the presence of a Judge, a Magistrate or an Advocate.
4. **THIS BOND** shall bind the Parent/Guardian of any student being admitted or re-admitted into, or allowed to remain in studentship in the University to pay to the Student Finance Office, at the beginning of each academic year, or at such other time as the University Senate may prescribe and communicate to the persons in question, a fee of Kenya Shillings Sixteen Thousand (KShs.16,000/=) or such other fee as the University may determine from time to time.
5. By **THIS BOND** the Parent/Guardian undertakes to pay the required fee, and the applicant undertakes to secure this undertaking and to ensure the fee is dully paid and delivered on time as required in the terms of Paragraph 4 hereof.



**THIS BOND IS EXECUTED at**

\_\_\_\_\_  
**THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **20** \_\_\_\_\_

**(I) SIGNATURE OF PARENT/GUARDIAN**

)  
)  
)

\_\_\_\_\_  
**BEFORE ME**

\_\_\_\_\_  
**(Judge, Magistrate or Advocate)**  
**Signature and Name**

**(II) NAME IN FULL )**

\_\_\_\_\_  
**SIGNATURE OF STUDENT )**  
**OR APPLICANT )**

\_\_\_\_\_  
**FACULTY/DEGREE COURSE )**

\_\_\_\_\_  
**UNIVERSITY REGISTRATION NO. )**

\_\_\_\_\_  
**BEFORE ME**

\_\_\_\_\_  
**(Judge, Magistrate or Advocate)**  
**(Signature and Stamp)**

**(III)**

\_\_\_\_\_  
**ACADEMIC REGISTRAR**  
**(On behalf of the University)**

UNIVERSITY OF NAIROBI

**FEES, LOAN AND BURSARIES**

**1. FEES**

**A. TUITION FEES**

Tuition fees currently payable to the University per academic year is KShs.16, 000/=. This figure is comprised of:-

- i) KShs.8,000/= Direct Charge for which needy students may apply for Bursary from Higher Education Loans Board (HELB) and
- ii) KShs. 8, 000/= for which one may pay direct or apply for a loan from HELB.

**B. OTHER CHARGES**

Activity Fees	-	KShs.1000.00 p.a.
Registration Fees	-	KShs.500.00 p.a
Identity card	-	KShs.500.00 p.a
Examination Fees	-	KShs.3000.00 p.a.
Medical Fees	-	KShs.2000.00 p.a.
Caution Money	-	KShs.2000.00 (once)
Student Union Fees	-	KShs.500.00
Computer Laboratory-		Kshs. 3000.00

Students must pay the required fees at the banks nearest to their residential homes and bring the bank deposit slips with them when they report for registration.

**2. THE UNDERGRADUATE STUDENT LOAN/BURSARY SCHEME**

Kenyan citizen students are eligible and may apply for an education loan under the re-structured Undergraduate Loan/Bursary Scheme for Public Universities. Students wishing to apply for the loan/\bursary are required to process their loan/bursary application online on the **Higher Education Loans Board's** address: [www.helb.co.ke](http://www.helb.co.ke). Their offices are located on the 18<sup>th</sup> floor of **Anniversary Towers, University Way, Nairobi** and you could contact them P.O. Box 69489 00400, Nairobi; tel: 020-2246590,0202246591,0202252330,0202226205

**3. COLLEGE ACCOUNT NUMBERS FOR FEE PAYMENT**

<b>COLLEGE</b>	<b>BANK &amp; BRANCH</b>	<b>ACCOUNT NO.</b>
1. Agriculture and Veterinary Sciences (CAVS)	Barclays, Barclay Plaza	03-077-5053984
2. Architecture and Engineering (CAE)	Barclays, Barclay Plaza	03-077-5053941
3. Biological and Physical Sciences (CBPS)	Barclays, Westlands	03-073-1100187
4. Health Sciences (CHS)	Barclays, Hurlingham	03-045-1039385
5. Humanities and Social Sciences (CHSS)	Barclays, Westlands	03-073-1100217
6 (a) Education and External Studies (CEES)	Barclays, Barclay Plaza	03-077-5053917
6 (b) CEES-Kenya Science Campus	KCB, Moi Avenue	1107229030

**ACCOMMODATION FEES ACCOUNT**

Details of accommodation account number shall be availed ONLINE to the students who will have been allocated rooms only

UNIVERSITY OF NAIROBI

**TO BE COMPLETED BY SPONSORING AUTHORITY**

**Name of candidate**

---

**Course Admitted to**

---

**Registration Number**

---

We are prepared to sponsor the above named candidate for the course of study leading to the degree of Bachelor of (insert course for which the candidate has been admitted)

---

**SIGNATURE**

---

**TITLE**

---

**NAME, ADDRESS AND TELEPHONE NUMBER**

---

---

---

---

---

---

---

---

---

**DATE**

---

- NB:**
1. All privately sponsored candidates are requested to get this form signed by their sponsors as soon as they receive their offers. Students in this category should make arrangements to pay fees due in advance prior to the registration day.
  2. Kenyan students applying for Loan from Higher Education Loans Board do not need to complete this form.

## UNIVERSITY OF NAIROBI

**CATERING AND ACCOMMODATION SYSTEM (INFORMATION SHEET)**

Our Catering and Accommodation system requires students to pay for their meals and Accommodation.

1. The students pay for their meals **in cash** as they eat i.e. *Pay As You Eat*.
  - i) There is a variety of food items/dishes to choose from.
  - ii) Each food item/dish is priced separately.
2. The students pay for their accommodation once for the whole academic year as per the details availed through **ONLINE INVOICES** for successful students only.

*You can deposit the money at any branch of Barclays Bank of Kenya countrywide.*

- i) Student application for accommodation will only be considered after proof that he/she has fully paid tuition fee.
- ii) Any student who defaults in payment for accommodation shall be expelled from the Halls of Residence.
- iii) Students are required to replace bulbs/tube lights, which burn out during their occupancy of the rooms.

**Please note that initially, the University provides a lighting bulb/tube light in each room.**

- iv) **NO COOKING** whatsoever is allowed in the Halls of Residence. Any student found cooking will be deemed to have broken the Rules and Regulations Governing the Organization, Conduct and Discipline of Students and will face disciplinary action.

**IN ORDER FOR STUDENTS TO BE CONSIDERED FOR ACCOMMODATION, THE UNIVERSITY ACCOMMODATION APPLICATION FORM JI/7B MUST BE FILLED AND SUBMITTED ONLINE BEFORE THE REGISTRATION DAY AND IN ANY CASE NOT LATER THAN MARCH 30, 2013.**

**THOSE WHO WILL NOT REQUIRE ACCOMMODATION WILL FILL PART (V) OF FORM JI/7B.**

## UNIVERSITY OF NAIROBI STUDENT WELFARE AUTHORITY

### ACCOMMODATION APPLICATION FORM

The admission of offer to the University of Nairobi **does not guarantee** accommodation of students in the University hostels, in line with the Government of Kenya policy of delinking student accommodation from admissions to Public Universities and their constituent colleges.

If you are interested in applying for consideration of the few available spaces for rental in the University hostels, please complete all the parts in this application form and send it to: The Director, S.W.A, University of Nairobi, P.O. Box 30197 00100 Nairobi. You **MUST** make your **application online** on <http://smis.uonbi.ac.ke>.

#### **Part I: Hostel Accommodation Rates**

Type of Occupancy	Rates per day per student ( Ksh.)	Your room Choice ( Please Tick)
Single	30	
Semi Partitioned	28	
Double	26	
Prefabs	21	
Quadruple and more	18	

#### **Part II: Terms and conditions of occupancy**

1. This application is neither a guarantee for offer of hostel space applied for nor any hostel space at all.
2. The process will be based on availability of hostel spaces
3. Once allocated a room provisionally, the allotted student will be required to pay the full rent for the full duration of the academic year, in addition to paying full tuition before allocation is confirmed and keys handed over to him/her.
4. Any student allocated a room shall not be allowed to transfer except on medical grounds.
5. Any student allocated a room and seeking transfer as a result of inter-faculty transfers shall not be guaranteed space.
6. Any student allocated a room and does not take up occupancy shall be deemed to have forfeited the space allocated.
7. Students allocated a room are expected to pay the exact amounts for the academic year. No refund will be given for overpayments.
8. No cooking is allowed in the allocated room, and any student caught cooking shall be expelled from the hostels.
9. No sub-letting of the allocated room is permitted, and any student found subletting space shall be expelled from the hostels.
10. The rates of rooms are subject to change from time to time.
11. Any student allocated a room is expected to remove their belongings and hand over the keys before proceeding for holidays. Students who do not adhere to this shall be expelled from the hostels and forfeit the allocated rooms and no refund shall be due.
12. The University reserves the right of allocation of space.

**Part III: Application Details**

**A) Personal Details – Applicant**

Name .....  .....  Gender M

Year of Study .....  
 (Surname) (Other Names in full)

Regi. No ..... email address ..... Tel No.....

Date of Birth..... Nationality..... ID/ Passport NO.....

Place of Birth: District..... Location..... Sub-Location.....

If impaired (tick) Visual  Physical  Hearing  Other (Specify).....

Are you from a single parent? Yes  No  Are you an orphan? Yes

**B) Details of Parent(s)/Guardian**

**B1) Father**

Name ..... ID/NO. .... Year of Birth..... PIN No.....  
 (Surname) (Other Names in full)

Deceased (Tick appropriately): Yes  No  Not Applicable

Place of Residence: District..... Location..... Sub-Location.....

Name of Chief..... Name of Sub-Chief.....

Distance from Nairobi.....Kms

Highest level of Education None  Primary  Secondary  Tertiary  University

Employed? Yes  No  Occupation/Profession ..... Name of Employer/business.....

Gross Salary (Monthly) KSh. .... Business (Annual) KSh. .... Farming (Annual)KSh. ....

Pension (Monthly) KSh. ....

**B2) Mother**

Name ..... ID/NO. .... Year of Birth ..... PIN No.....  
 (Surname) (Other Names in full)

Place of Residence: District..... Location..... Sub-Location.....

Deceased (Tick appropriately): Yes  No  Not Applicable

Name of Chief..... Name of Sub-Chief.....

Distance from Nairobi.....Kms

Highest level of Education None  Primary  Secondary  Tertiary  University

Employed? Yes  No  Occupation/Profession .....Name of Employer/business.....

Gross Salary (Monthly) KSh. .... Business (Annual) KSh. .... Farming (Annual)KSh. ....

Pension (Monthly) KSh. ....

**B3) Guardian**

Name of Guardian ..... Nature of relationship.....

Telephone .....BOX No. .... Postal Code ..... Town .....

**C) Sponsorship Status**

If both parents deceased who has been paying your fees?

Guardian  Sponsor  Public Trustee/Executor  Guardian/Sponsor/Public trustee .....

Telephone .....BOX No. .... Postal Code ..... Town ..... (Name in full)

**D) HELB Loan and Bursary (Per Annum) Status**

How much loan are you applying from HELB? KSh. ....

How much can your family raise towards your fees? KSh. .... Do you require bursary  Yes  No

**Part IV: Declarations**

I ..... have read and understood the terms and conditions indicated in Part I and II governing application, rates, terms and conditions of hostel allocation and accommodation and wish to apply for consideration of hostel space. I declare that the information given herein is true to the best of my knowledge

Signature of Applicant ..... Date .....

I declare that I have read this form/this form has been read to me and hereby confirm that the information given herein is true to the best of my knowledge

Name of Parent /Guardian. ....  
Signature of Parent/ Guardian. ....Date .....

**Part V: For those Students who do not require Accommodation**

I will not need to be accommodated by SWA for ..... academic year because I have alternative accommodation at: .....Area/Estate in .....Town..... District.....

Signature of Student..... Date.....

Name of Parent/Guardian .....  
Signature of Parent/Guardian.....Date.....

UNIVERSITY OF NAIROBI

ACCOMMODATION DECLARATION

WHERE AS I, -----

holder of National Identity Card Number-----and of Post Office Box

Number -----

in the Republic of Kenya has been admitted to the University of Nairobi for Undergraduate studies,

**A N D W H E R E A S I** fully recognize that the said University of Nairobi is under no obligation to secure accommodation for me in its Halls of Residence during my period of study at the said University, **NOW I** -----**HEREBY SOLEMNLY DECLARE** as follows:-

1. That **I SHALL NOT** demand accommodation in the University Halls of Residence;
2. That, in the event of the University being able to secure me accommodation, I shall be free to reject or, without any pre-condition, accept such accommodation as may be secured for me, which freedom shall be exercised in cognizance of the stipulation in (3) and (4) below;
3. That having rejected University accommodation, I shall find my own alternative accommodation at my expense;
4. That, having accepted University accommodation, I undertake to pay the applicable accommodation fee and shall be bound to utilize such accommodation as the University may from time to time direct; I understand further that my conduct in the utilization of such accommodation shall henceforth be bound by the Rules and Regulations governing the conduct of students of the University of Nairobi;
5. That, I understand and accept that the University accommodation referred to in this declaration consist of shared facilities including double-decker beds.
6. That this declaration has been endorsed by my Parent/Guardian, who has appended his/her signature here below:

**DECLARED this** \_\_\_\_\_ **Day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Registration No.**

**Signature**

**Witnessed by:**

**PARENT/GUARDIAN: NAME**

**SIGNATURE** \_\_\_\_\_ **DATE**

In the presence of the Director, Student Welfare Authority:

**(TO BE COMPLETED IN DUPLICATE)**



**UNIVERSITY OF NAIROBI****SPORTS AND GAMES DEPARTMENT**

Sports and Games in the University of Nairobi are under the direction of the sports and games department, which is headed by the Director and staffed with Games Tutors and a team of support staff. These officers are responsible for facilitating sports activities throughout the university.

The university offers several sports that include: Track & Field athletics, ball games, martial arts, swimming and a wide range of indoor games. Athletics involve playing of sports for intercollegiate/inter- community competition. For leisure and recreation, students can participate in sports during their spare time or on intramural teams i.e. inter-halls, inter-classes, inter-faculties and inter-campus.

**EQUIPMENT**

While the University provides basic equipment for the various sports and games, students are encouraged to bring along the following items for training and competition purposes.

1. Training Kit - T/shirts and shorts
2. Rubber (canvas) shoes
3. 1 hockey stick - Hockey players
4. Table Tennis bat/balls - Table Tennis players
5. 1 set of darts - Darts players
6. 1 pair of boots - Rugby/Soccer players
7. 1 Tennis Racquet - Tennis players
8. 1 Squash racquet - Squash players
9. 1 Badminton Racquet - Badminton players

**UNIVERSITY OF NAIROBI****DEAN OF STUDENTS OFFICE****STUDENT WELFARE SERVICES**

Students can best attain their academic goals in a supportive environment. Several officers and staff are devoted to the enhancement of academic life through student welfare services. *The office of the Dean of Students* is primarily concerned with student's welfare from entry to graduation. University life marks the beginning of one's career and requires one to make mental, physical and emotional adjustment.

**1. ACCOMMODATION**

The Students Welfare Authority (SWA) whose main office is situated next to Hall 9 provides on-campus accommodation and catering services to undergraduate students.

Every Hall of Residence has a Warden, who assists students in matters regarding difficulties with studies, health, career, guidance, relationships, spiritual conflicts and family dynamics.

There are day and night custodians who operate from the campus satellite offices. There is also a Halls Management Committee which is responsible for the provision of the following services:- laundry, postal services, security, special diets, visitation, room-mate problems and maintenance.

**2. COUNSELING SERVICES**

For the holistic development of students, the Office of the Dean of Students maintains through its staff of Chaplains, Counseling Psychologists and Assistant Deans of Students services to enhance students emotional, behavioral and spiritual well being. Students who want to build their strengths or are experiencing difficulties, or worries are encouraged to seek the necessary assistance through this office. Students seeking to make a positive adjustment in your life, our team of experienced staff will offer you the necessary professional support, guidance and counseling,

**3. ADVOCACY AND LIAISON SERVICES**

The university is interested in the betterment of student's life. So if you feel that no one has heard your pleas for assistance, the office of the Dean of Students will be there to listen. The office of the Dean of Students is also responsible for safeguarding student's rights while also seeing to it that students adhere to the provided code of conduct. This task is no small one, as it requires the officers to represent student welfare interests in the various University committees, appeal and disciplinary hearings and in special meetings and task forces. The officers work closely with other University staff such as Faculty Deans and Directors, Wardens, Medical Staff, the Students Welfare Authority (SWA) Director, as well as, with student representatives to address student's needs. Contact is also maintained with outside agencies.

**4. CHAPLAINCY.**

The University recognizes the need for services of a spiritual nature, over and above the other services we offer. Our Chaplaincy is staffed by religious leaders (Protestant, Catholic and Muslim) and offers general support and guidance while also drawing attention to the spiritual value within the various faiths. The services of the Chaplaincy are open to the entire University

Community. Some of these services and activities include guidance, conducting religious ceremonies, for instance, weddings, baptisms, burials, conducting regular worship services, hosting seminars and workshops, and coordinating religious activities at the University. The University Chaplaincy is located in Gandhi Wing Main Campus.

## **5. STUDENTS WITH SPECIAL NEEDS**

The Office of the Dean of Students, is fully engaged in the task of helping transform the university environment into one in which gifted and deserving students with special needs will have an equal opportunity to acquire an education and as much as possible participate in the various aspects of university life. This includes facilitating access to university buildings, sensitization and advocacy on behalf of these students. The following support services are available;

- Advocacy and /or advice on issues related to special needs.
- Suitable accommodation for students with special needs.
- Provision, repair and maintenance of mobility, visual, hearing and auditory aids.
- Sign language training and interpreter services for the hearing impaired.
- Braille services and printed material in alternative formats for the visually impaired.
- Consultative and counselling support for students with special needs.
- Transport within and outside of the University for students with special needs.

In brief, our mission is to provide an enabling environment for students with special needs so that they can successfully complete their studies and become productive members of the society.

## **6. PLACEMENT SERVICES**

The placement office is situated in the office of the Dean of Students in Gandhi Wing and seeks to address the work placement needs, for recent graduates as well as continuing students. This office establishes and maintains linkages with industrial partners to:-

- Assists students find employment
- Helps facilitate industrial attachments and internships
- Facilitates vocational and voluntary employment
- maintains a curriculum vitae bank
- Issues support and recommendation letters for students.
- Organizes career talks and fairs.
- Provides career guidance and counseling.

## **7. HEALTH SERVICES**

The Health Service provides treatment for illness, injuries and health maintenance. The offices are located at the Main Campus Hall 3 and the Campus satellite clinics. Other Health Services offered include treatment of acute chronic diseases, family planning, sexually transmitted diseases and emotional/psychiatric services.

## **8. STUDENTS PROFESSIONAL ASSOCIATIONS AND CLUBS**

The Dean of Students office registers, supervises and facilitates student clubs and professional associations. The University of Nairobi has over 300 registered clubs and associations that are instrumental in fostering student's growth in leadership, socially and spiritually and participating in community social responsibility projects. All incoming students are advised to ensure that they belong to at least one of the clubs while at the University. More information on these clubs and professional associations may be obtained from the Dean of Students Office at Main Campus.

## **9. LEISURE, RECREATION AND SPORTS ACTIVITIES**

Leisure recreation and sports activities are provided in facilities available at both inter-collegiate and intra-collegiate level.

Personnel responsible for the provision of these facilities can be found at the Dean of Students Office, Students Welfare Authority (SWA), Student Professional Association and Club: (Colleges), Games Tutor's Offices (Campus Satellite Offices).

In addition to providing leisure, recreation and sports facilities the personnel also organize the following: indoor games, music, films - theatre, television, music, team leagues and exercises in each campus.

**J1/11**

**UNIVERSITY OF NAIROBI**

**UNIVERSITY OF NAIROBI LIBRARY SYSTEM**

The University Library system comprises the Main Library and six College Libraries as indicated below: under the six colleges:

<b>College</b>	<b>Library</b>
College of Humanities and Social Science (CHSS)	Jomo Kenyatta Memorial Library (JKML)
	School of Business Studies- Lower Kabete, Kisumu, and Mombasa Libraries

	School of Law – Parklands, Kisumu, and Mombasa Libraries
	Institute for Development studies (IDS)/Population Studies Research Institute (PSRI) Library
	Institute of Anthropology, Gender and African Studies (IAGAS) Library
College of Agriculture & Veterinary Science (CAVS)	Upper Kabete Library
College of Architecture & Engineering (CAE)	ADD Library
College of Biological & Physical Sciences (CBPS)	Chiromo Library, KSC Library
Collage of Education & External Studies (CEES)	CEES – Kikuyu, Kisumu, and Mombasa Libraries
Collage of Health Sciences (CHS)	Medical (Kenyatta National Hospital) Library

### Services

The University Library System access to both print and electronic information resources. The system is open to staff and students of the University for reference and borrowing.

### Opening Hours

Period	Days	Time
Semester time	Monday- Friday	8. 00 a.m- 10.00p.m
	Saturdays	8.00 a.m- 5.00 p.m
	Sundays	9.00 a.m- 4.00 p.m
Vacations	Monday - Friday	8.00a.m-5.00p.m
	Saturdays	8.00a.m- 12,00 noon

**Note:** Institute Libraries are open from 8.00am to 5.00 p.m. Monday - Friday.

### Information Resources

The Information resources for the entire Library system are over 740,000 volumes of books and bound journals. The Library has access to over 40,000 electronic journals.

The information resources include collections on the various disciplines taught within the University.

A catalogue of information materials held in the system is available electronically through the on-line Public Catalogue (OPAC) which is web based. It can be accessed through the Library website from an any of the university of Nairobi libraries.

Special Collections include:

- East Africana Collection
- United Nations (FAO, UNEP and WHO) Publications
- Graduate Research Library
- Digital Repository
- Archives

- Rare Collections

Library users can now access over 20,000 online journals in all the disciplines of the academic programmes.

A guide to the University Library services containing detailed information on facilities issued by the University Library is available for further information.

## **Library Regulations**

### **a) Borrowing from the Libraries**

- Only persons with borrowers Library cards will be allowed to borrow books from the libraries.
- Library cards are not exchangeable.
- No user shall take a book out of the Library unless it is properly borrowed.
- All persons leaving the library must show all books, etc, in their possession to the Library staff at the exit.
- Any Library user who damages Library materials or other property will be charged for replacement.
- Marking of books and other Library materials will be regarded as damage.
- Readers/borrowers will be held responsible for publications lost while in their possession and will be required to pay replacement costs.

### **b) General Rules**

- Silence must be observed in the Libraries at all times.
- Use of mobile phones within the libraries is not allowed.
- Carrying food, water and eating/drinking is not allowed in the Libraries
- Smoking, drug abuse and use of alcohol in the library is prohibited.
- Books used in the library should be left on the tables and not shelved
- Large bags will not be allowed into the Library
- Library users are expected to dress and behave decently.
- Library reserves the right to withdraw or refuse use of Library facilities due to disregard of the above rules

The Library website address is <http://library.uonbi.ac.ke>. It can be accessed from the University website <http://uonbi.ac.ke>. Users can access this website from any workshop that has the internet connections.

**JI/12**

**UNIVERSITY OF NAIROBI**

### **THE UNIVERSITY OF NAIROBI BOOKSTORE**

The University of Nairobi is charged with the responsibility of providing textbooks, stationery and other items in support of the teaching and research needs of the University community.

In order to discharge this responsibility, the UNES University Bookstore stocks books, stationery and branded items and other supplementary materials, either locally or from overseas, for any member of the University community.

The money allocated for purchase of books and learning materials should be used wisely. It is supposed to last the student the two semesters of the academic year and proper planning is necessary if it is to serve this purpose.

For any money deposited in the Bookstore, an account is opened with the Bookstore. This is operated on a reducing balance until funds are exhausted or withdrawn. It is important that students keep a record of their purchases and that they do not allow anybody else to have access to the account by giving/lending someone else their University ID which is the passbook to the account.

The Bookstore is located at the Main Campus. It is open from 9.00a.m. to 6.00p.m. including lunch hour from Monday to Friday. On Saturday we are open from 9.00a.m. to 4.00p.m and Sundays from 11.00 a.m. to 4.00p.m. Similarly, UNES University Bookstore, Kisumu, which is located at Nakumatt city, Nairobi/Kisumu highway operate on similar hours as the Nairobi bookstore

Should one have any queries or suggestions, the University Bookstore staff are there to assist you.

Welcome to your University Bookstore.

Email address: [manager-bookstore@uonbi.ac.ke](mailto:manager-bookstore@uonbi.ac.ke)

Website: <http://www.ubookstore.co.ke>



UNIVERSITY OF NAIROBI  
**RULES AND REGULATIONS GOVERNING THE ORGANIZATION, CONDUCT AND  
 DISCIPLINE OF STUDENTS**

---

**i) Introduction**

1. These regulations are made by Senate and Council in accordance with the provisions of the University of Nairobi Act (Cap. 210, Laws of Kenya), repealed in 2012 and thus became the Universities Act, 2012, whose object and purpose, *inter alia*, is to provide for the control, governance and administration of the University of Nairobi.
2. The regulations came into effect on 27th November, 1987 and shall be binding upon every student of the University upon registration and so long as such student remains so registered.
3.
  - a) Every student shall before he/she is registered be required to read these regulations and to sign a declaration appended hereunder, that he/she has understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
  - b) Failure or refusal to comply with Clause (a) herein may constitute ground for denial of registration.
4.
  - a) Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.
  - b) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.
5. For purposes of these regulations the term "student" means and includes:-
  - a) Any person who has been formally admitted to a course of study for an undergraduate degree or diploma within the University.
  - b) Any person registered for courses within the Institute of Adult Studies and all persons registered for degrees by External Studies.
  - c) All occasional students who are registered students of another University but are admitted to courses of study within the University of Nairobi.
  - d) All postgraduate students who are registered for higher degree courses within the University.

**II. Organization of Students**

1.
  - a) There shall be established in each College of the University, an organization of students, (hereinafter college students' organizations) whose objects and purposes shall be:-
    - i) The promotion of the welfare of students of that College;
    - ii) The promotion of the academic welfare of students of that college;
    - iii) The development and encouragement of worthy traditions of social and academic life on the College Campus;
    - iv) The establishment of co-operation with such other organizations of students within the University as may be recognised by Senate and Council.
  - b) Membership of College Students' organizations shall be open to all students registered in each college on payment, to the University, of such fees as may be prescribed by the Organization.
  - c) College Students' Organizations established in accordance with these regulations shall not be dissolved except by resolution of Senate and Council.
  - d) College Students' Organizations shall determine their own interim organs and procedures and, in particular shall develop in each case, a constitution setting out clearly:-
    - i) The officers of that organization,
    - ii) The duties and powers of such officers,
    - iii) The frequency of and procedures at meeting,

- iv) The purposes to which the funds of the organization are to be applied.
  - v) The manner and form in which professional/academic associations of students are to be represented in the college Students' organizations.
2. For purposes of students' membership in Council, Senate and all academic bodies of the University, the following procedures shall apply:-
    - a) For purposes of Section 2 (1) of the Act, the University Council recognises all College Students' Organizations as Organizations representative of students of the University.
    - b) For purposes of membership in council:-
      - i) Each college Students' organization shall nominate two delegates to an electoral college whose sole purpose shall be to elect the two students' representatives required under Section 14 (1) (e) of the Act.
      - ii) The University administration shall initiate the procedures necessary for the Constitution of an Electoral College under this clause,
      - iii) The Electoral College constituted under this clause shall stand dissolved as soon as it has held the elections referred to in (i) herein.
    - c) For purposes of membership in Senate, each College Students' Organizations shall elect one representative directly to that body,
    - d) For the purpose of membership in the Library and Book-shop, and Students' Welfare Committees of Senate, very college students' Organizations shall elect one representative each to those bodies,
    - e) For the purposes of membership in other academic bodies of the University, each College, Faculty and Department shall ensure that College Students' Organizations are involved in the election of representatives in accordance with applicable University Statutes and academic regulations.
  3. In addition to any other permits required by the law, all meetings and other activities of the College Students' Organizations and of any association of students (whether professional, academic, or otherwise) to be held within University precincts shall not take place until permission is first obtained from the relevant College or University authorities, or where such meeting or activities are held in the halls, the permission of the Director of the Student Welfare Authority (SWA).
  4.
    - a) As a transitional requirement, the Principal of each College shall convene a general meeting of all students in each College at which an interim committee of students shall be set up to run its respective organization.
    - b) All interim committees shall take such steps as are necessary for ensuring that a constitution is and representative election.

### III. THE CONDUCT OF STUDENTS

1. The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside University precincts:-

#### a) General Conduct:

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and in particular, shall:-

- i) Respect and adhere to the administrative and academic procedures and structures established by the University of Nairobi Act for the control, governance and operations of the University,
- ii) Respect the rights and privileges of the members of the University community at all times.
- iii) Refrain from any conduct that might bring the University or any section or programme thereof to disrepute or public odium, and
- iv) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.

**b) Academic Conduct:**

All students shall apply themselves diligently to the courses of study approved by Senate and for which they are registered and, in particular, shall,

- i)** Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses of instructions,
- ii)** Refrain from any conduct whose objects or logical consequences is to disrupt the operation of academic programmes of the University, and
- iii)** Comply with all other regulations made by Department, Faculties and Colleges for the proper conduct of specific programmes.

**c) Residential Conduct:**

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

- i)** Adhere to the list of collection of rooms determined by SWA Change of rooms, halls or hostel, once allocation has been made, will not be allowed without written permission of SWA.
- ii)** Share rooms, in addition to other facilities of common use.
- iii)** Admit visitors to their rooms only between the hours of 10.00 a.m. to 10.00p.m. Any extension of these times will be made with the approval of SWA.
- iv)** Remove no furniture or equipment from their rooms or any other part of the halls and catering services except by permission from the Head of the Department concerned.
- v)** Report any losses, breakages or missing items immediately to the housekeepers or custodians of the hall in which the losses/breakages or missing items occur.
- vi)** Except with the written permission of SWA, vacate all rooms during vacations. Such permission will only be granted on advice from University authorities. Vacational residence will be in a specified hall and paid for in advance.
- vii)** Surrender all keys to the custodian/housekeeper at the end of every term.
- viii)** Report all absences from residence in the Halls to the Halls Warden and Halls Administrator responsible for that particular Hall. Any student absent from residence for a continuous period of two weeks without prior permission from SWA shall be deemed to have forfeited his or her residence
- ix)** Residence only on condition that the sound does not cause any disturbances, and that are played only between hours 6.00 a.m and 11 p.m.
- x)** Appear for meals at the prescribed dining halls and times only. Students will be required to produce their meal cards or any other evidence as they enter the dining halls.
- xi)** Except where good cause is shown, carry no meals or beverages out of the dining halls. Such person must first seek permission from the Officer-in charge of his dining hall and if necessary produce a certificate from a Medical Officer in charge of the Students' Health Services.
- xii)** Carry no utensils or crockery out of the dining hall.
- xiii)** Desist from entering the kitchen, serving area or store without prior permission from the SWA.
- xiv)** In the event of pregnancy either before or after taking residence in the Halls (1) move out of SWA residence at least three months before confinement. Such students should re-apply for accommodation three months after confinement. (2) Report that condition to the University Medical Officer within three months of its occurrence.
- xv)** Forfeit all monies paid to SWA if he/she decides to vacate his/her room during the term time unless it is on medical grounds in which case the Medical Officer will notify SWA in writing.

- 2.** In addition to any liability that may attach thereto, students remain accountable to the University in respect of their relationship with members of the general public, and of conduct and utterances, in matters that lie in the public domain, whereof:-

- a) All correspondence to the press or other mass media by students, or officials or College Students' Organizations or to other association of students within the University in their individual capacities shall bear their names and private addresses,
  - b) All public statements affecting the University which are intended to be issued on behalf of any organization of association of students must receive prior approval of the Vice-chancellor.
  - c) Invitations to Government Minister, representatives of foreign governments or other public personalities to visit the University in their official capacity shall be channeled through appropriate University authorities.
3. The provisions of the above regulations notwithstanding, all students shall:-
- a) Not keep any motor vehicles on University premises without the written permission of the Deputy Vice-Chancellor (Administration & Finance); such permission to issue only on proof of a current driving license, a valid road tax certificate, and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.
  - b) Refrain from all acts of hooliganism, unruly or rowdy behavior (including fighting), emission of unreasonable or excessive noise, or conduct likely to cause annoyance or disturbance to others, within or outside University precincts,
  - c) Desist from tampering with fire-fighting appliances wherever installed, and shall use such appliances for fire-fighting purpose is only,
  - d) Desist from misuse of wilful damage to or destruction of University property, in default of which such student or group of students shall bear full responsibility thereof,
  - e) Avoid such drunkenness or drunken behavior as would constitute a disturbance to other students and staff of the University, and
  - f) Desist from abuse of drugs, and totally refrain from the use of drugs possession of which is prohibited by law.

#### IV. THE DISCIPLINE OF STUDENTS

The following provisions shall apply to all disciplinary actions taken against students in respect to disciplinary offences specified herein, whether such offences are committed within or outside the University precincts:-

##### a) Disciplinary Authority:-

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

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

##### b) Disciplinary Offences

- i) Any infringement, infraction or persistent disregard or contempt of any of the Sections I-III above shall constitute a disciplinary offence for which disciplinary action will be taken against a student in accordance with Clause (b) herein.
- ii) Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulations:-
  - a) Boycot of scheduled lecturers, tutorials, practicals and other courses of instruction, and assault of or issuance of threats to other students in contemplation or furtherance of any such boycotts,
  - b) Assault of members of staff while discharging officials duties,

- c) Any form of picketing or organised obstruction of students and staff in any manner whatsoever,
- d) Any attempt to conceive, design or effect any scheme or stratagem of whatever nature whose object or logical consequences is to disrupt the due operation of academic programmes.
- e) Malicious wilful damage to, or loss of University property,
- f) Disorderly conduct and molestation of other members of the University community,
- g) Admission of unauthorised persons into the Halls of Residence,
- h) Any attempt to convene or organise or any participation or involvement in demonstrations, gatherings, processions, or public ceremonies for which permission has not been obtained from the University or Government authorities.
- i) Drunken and disorderly behavior, and abuse of or use of drugs the possession of which is prohibited by law, and
- j) Conviction in a court of law for commission of a criminal offence of such a nature as should, in the opinion of Council, warrant expulsion from the University.
- k) Cheating in examination. **NOTE: The only penalty for this offence is EXPULSION**

c) **Disciplinary Procedures:**

- i) All Disciplinary offences shall in the first instance, be reported to and dealt with by Committees constituted as follows:-  
At the College level (*hereinafter the College Disciplinary Committee*):
  - The Principal-Chairman;
  - The Dean of Faculty/Director of Institute of School;
  - The Chairman of the student's Department where appropriate;
  - One representative nominated by the College Student's Organization;
  - One representative from the Students' Hall of residence nominated by the Students' Hall Chairman; The College Registrar/Secretary-Secretary
- ii) a) All disciplinary offences committed within the Halls of Residence or all such offences as relate essentially to the proper conduct of residential affairs shall be reported to the Halls Disciplinary Committee for action.
- b) If any matter reported to Halls Disciplinary Committee is, in its opinion, essentially of an academic nature or involves issue extraneous to the residential affairs of the Hall Concerned, such a matter shall be transmitted at once to the appropriate College Disciplinary Committee for action.
- iii) All other disciplinary offences wherever committed shall be reported to the appropriate College Disciplinary Committee for action.

iv) **Senate Student Disciplinary Committees**

**Membership:**

a) *Examination and other Academic Matters*

Deputy Vice-Chancellor (Academic Affairs)	-	Chairman
Three Senate Representatives	-	Members
Registrar, Academic	-	Secretary

*In Attendance*

Principal of the College  
Dean/Director of the Faculty/School/Institute  
Chairman of the Department

Provided that student representation shall be excluded in matters related to examination offences.

b) *For all matters other than Academic or Examination matters*

Deputy Vice-Chancellor (Student Affairs)	-	Chairman
Three Senate Representatives	-	Members
Three Student Representatives	-	Members
Principal of the College		
Registrar, Student Affairs	-	Secretary

*In Attendance*

Director, Student Welfare Authority  
Dean of Students  
Warden

Provided that in both committees, all persons who have previously participated in the primary committees shall be excluded from voting and/or consensus discussions for the purpose of determining the penalty.

- c) At all proceedings of a disciplinary committee before which he/she is summoned, the student shall be entitled to a fair hearing and to representation either in person or by someone of his/her choice, to call witness in his/her defense, and to appeal to the Senate Student Disciplinary Committee. Legal representation is not allowed.
- a) All penalties from the Halls and College Disciplinary committees shall be tabled before Senate for consideration and approval before communication to the student
  - b) All communication to the student shall be by the Vice-Chancellor.

c) *Penalties*

Disciplinary Committee at the Halls or College levels shall have power to impose any one or more of the following penalties:-

- 1. A letter of warning or reprimand,
- 2. The payment of damages commensurate with the nature and gravity of the offence committed,
- 3. Suspension from the University for a specified period,
- 4. Expulsion from the Halls of Residence
- 5.
  - i) Any other penalty which the committee in question may deem fit to impose or recommend to the Senate Student Disciplinary Committee.
  - ii) No student may be expelled from the University and any penalty imposed by a Disciplinary Committee in accordance with sub-clause (1) - (5) herein shall not take effect without the approval of the Senate Student Disciplinary Committee.
  - iii) In arriving at an appropriate penalty or combinations thereof the appropriate Disciplinary committee shall be at liberty to consider the total conduct (past and present) of the student within or outside University and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.
  - iv) The record and decision of any disciplinary action taken against a student shall be reported to his/her Warden, Chairman of the Department, Dean of Faculty, College Principal and the Vice-Chancellor and shall form part of the students' record at those levels.
  - v) The provisions of these regulations and any decisions made by Disciplinary Committee hereunder, shall not derogate from the right of the police or any member of the 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 in the interest of security and public order.



- d)** All appeals from the decisions of the Halls and College Disciplinary Committees in respect of matters falling within their respective jurisdictions shall be made to the respective Senate Student Disciplinary Committee constituted as in (iv) (a) and (iv) (b) above.

Provided that in both committees, all persons who have previously participated in the primary committees shall be excluded from voting and/or consensus discussions for the purposes of determining the penalty.

**e) Miscellaneous Matters**

- 1)** The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University premises.
- 2)** The University Council in consultation with Senate reserves the right to change, add to, amend, or otherwise vary these regulations at any time without notice.

## STUDENT AFFAIRS MANAGEMENT BOARD

### Membership:

Deputy Vice-Chancellor (Student Affairs) - Chairman  
Director, Student Welfare Authority  
Dean of Students  
Director, Sports and Games  
Finance Officer  
Chief Accountant  
Chief Medical Officer  
Estates Manager  
Chief Security Officer  
Special Student Advisor- Currently in Charge  
Four (4) Senate Representatives  
One (1) Student Representative from each College  
Registrar, Student Affairs – Secretary

### 4. The Board Shall:

- a)** Plan, organise and manage the provision of academic and social counseling, career, work study programmes and sports, (both within and outside the University), accommodation, catering, community service, linkages with industry, recreation, health, security, oversight of student elections, orientation and any other student welfare services.
  - b)** Develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life.
  - c)** Advise student organizations and mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives.
  - d)** Develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
- 5.** Without prejudice to the generality of the responsibility under clause 4, the Board shall in respect of each of the matters specified in that Clause, exercise the powers and perform the duties set out hereunder:
- a)** in compliance with University financial guidelines apply all monies made available to, or generated by the Board;
  - b)** ensuring proper management of student affairs and making appropriate recommendations on staff appointment, promotion, termination of service and any other related matters;
    - ensuring proper allocation or re-allocation of student accommodation, keeping control of rooms and ensuring their lawful and approved use;

- ensuring student accommodation, sporting facilities and their environs are clean, safe and habitable;
  - establishing and maintaining an effective security system, for the protection of persons and property, in the premises occupied by students, as well as their precincts;
  - putting into effect any other matter as will enhance the quality and habitability of student accommodation, games, sporting and recreational facilities;
  - ensuring proper services, decent and hygienic conditions of all facilities and their maintenance including, times of preparation of food in the kitchens, dining areas and use of the sporting and games facilities;
  - ensuring proper discipline, (of both staff and students) in the entire Management of student affairs;
  - ensuring proper procurement of goods in all units in compliance with legislative guidelines;
  - ensuring proper and professional maintenance of equipment and sporting facilities;
  - ensuring appropriate student registration with relevant sporting associations and clubs and effective participation by the students including training;
  - ensuring that cases of breach of discipline within and outside the precincts of the halls, kitchens, games and recreational facilities by students are properly investigated and referred to the relevant disciplinary body of the University.
  - ensuring in liaison with other relevant units, appointment of appropriate staff for the provision of counseling (academic and social) and career guidance services;
  - facilitating the registration of student organizations, election of officials and their induction into the University system;
  - forging and maintaining an effective linkage with industry, facilitating work study programmes and placement of students;
  - putting in place and ensuring effective channels for communication between Management and the student community.
  - facilitating any agreement, on behalf of the University, on matters relating to the provision of accommodation, catering, sports, games, recreational services and student placement under (n) above.
  - perform such other related functions or exercise such other related powers as may be assigned or delegated to it by the Vice Chancellor, Senate or Council.
6. The Board may co-opt to serve on for such length of time as it deems fit any number of persons whose assistance or advice it may require but a person so co-opted shall neither be entitled to vote at a meeting of the Board nor be counted as a member for the purpose of forming a quorum.
  7. The business of the Board shall be as prescribed by the statute but the Board shall have power to regulate such business and the conduct of its meetings.
  8. All departments shall deliberate on all matters falling within their competence and the minutes containing their deliberations shall be brought before the Board.



UNIVERSITY OF NAIROBI

**REGULATIONS GOVERNING THE ORGANIZATION CONDUCT AND DISCIPLINE OF STUDENTS AT THE UNIVERSITY OF NAIROBI**

**DECLARATION**  
**(To be completed in duplicate)**

I .....ID No. ....

declare that I have read the regulations governing the Organization, Conduct and Discipline of Students at the University of Nairobi, and understood their content and meaning, and undertake to abide by them.

**SIGNED.....DATE.....**

**FACULTY/SCHOOL/INSTITUTE.....**

**DEGREE PROGRAMME.....**

**KCSE INDEX NO. ....YEAR.....**

**UNIVERSITY REGISTRATION NO.....**

**THIS DECLARATION IS EXECUTED**

**AT.....THIS.....**

**DAY OF.....**

**BEFORE ME:**

.....  
**(JUDGE, MAGISTRATE OR COMMISSIONER FOR OATHS)**  
**SIGNATURE & STAMP**

.....  
**ACADEMIC REGISTRAR**  
**On behalf of the University**

## **IMPORTANT INFORMATION ON UNIVERSITY PROCEDURES AND PROCESSES**

### **1. DEFERMENT OF ADMISSION**

A student who for any reason is unable to take up the offer of admission will be required to inform the Academic Registrar by either filling in Form J1/1B of the Joining Instructions or writing directly to the Academic registrar. This information should reach the Academic Registrar at least one week prior to the date of registration. The student will be required to apply to defer admission on an annual basis but after the second year the offer of admission will lapse and the student will be required to re-apply afresh for admission. It is important that a student who defers admission ensures that he or she receives an official letter of deferment of admission from the Academic Registrar. A student who fails to inform the Academic Registrar of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered.

### **3. STUDENT IDENTITY CARDS**

After the registration formalities and payment of the identity card charges, every student is issued with a student identity card bearing his/her picture and name, registration number and the course and Faculty/School/Institute registered in. Students will be photographed for student identification cards at the registration centers. They will thereafter log in to the student portal as detailed in **J1/17** for submission of requests for the card. The identity card allows easy identification of students and gives the student access to various university services (e.g. the library, the student clinic, the halls of residence etc. Every student must ensure that they have their student identity card at all times and that the card has the correct information and is valid at all times for the duration the student is in the university.

### **4. LOSS OF IDENTITY CARD**

A student who loses his/her university identity card will be required to report the loss to a police station and acquire an abstract. They will also be required to report the loss to their Faculty/School/Institutes offices from where they get a letter confirming the loss and their student status. After getting these two documents the student should report to the faculty library for a clearance note to indicate that the card is not held in the library.

After that the student reports to the Admissions Office (Main Campus) for a re-issue of the student card upon payment of the relevant fees.

### **5. TEMPORARY WITHDRAWAL**

If for any reason a student who is already registered for a particular course has to leave the course for a particular period, the student will be required to apply to the academic registrar for temporary withdrawal. All applications for temporary withdrawal must be endorsed by the Dean of the respective faculty/school/institute and must state the reasons for and the duration of such withdrawal. Any student who withdraws from a course without seeking appropriate authority will be deemed to have absconded from the course and will therefore be de-registered from the course.

### **6. INTER-FACULTY TRANSFERS**

Inter-faculty transfers are processed within the first three weeks of the first semester. Students should note that transfers can only be offered if there is a vacant position and if the student meets

the requisite admission criteria for the particular course. Students should also note that merit is used as criteria for transfer and that all applicants to a particular course will be ranked in order of merit.

A student wishing to transfer will be required to submit his/her request for inter faculty transfer online through the student portal upon payment of the fee of Kshs.250/= at the student finance.

Students who will have succeeded in their application for transfer will receive an official letter of transfer from the academic registrar and will be expected to report and register in their new courses by the fourth week of the semester at the latest.

It is important for students to note that all inter-faculty transfers are subject to approval by the deans committee and that once the transfers have been approved the exercise is closed and no late applications or appeals will be considered.

#### **7. ABSENCE DUE TO ILLNESS**

A student who misses any lectures, practicals, continuous assessments, examinations e.t.c. due to illness, must inform in writing the lecturer concerned, the chairman of department and the dean of the faculty of such absence as soon as is feasibly possible.

#### **8. NOMINAL ROLL**

The Nominal Roll is a record of students registered in each degree programme every semester/year. It gives important details on the student as well as recording the progress of the student from semester to semester (and yearly). It is important for every student to ensure that he/she signs the nominal roll in the Deans office of their respective faculty at the beginning of each semester and to ensure that the information given in the nominal roll is correct and up to date.

#### **9. COURSE/SUBJECT REGISTRATION**

Every student is required to register for the courses/subjects he will undertake by filling in the relevant form at the Deans office at the beginning of every semester (first three weeks). The student must ensure that the registration is complete by having the form approved and signed by the chairman of department where the courses are to be offered and the deans of the respective faculty. When registering for the courses the student will do well to ensure that the correct courses and the course codes are used and that the form is returned to the Dean's Office promptly.

#### **10. ORDER OF NAMES**

The name used during your application for Admission as indicated in the Admission form will be the official name that will be used in all your university records. This name should be the one appearing in your National ID/Passport and will reflect in the following order:

**Surname [Family name]:                      First name:                      Middle name:**

**e.g. MUGO**

**AGNES**

**WANJIRU**

***NB: [Use of initials is not allowed].***

At the end of the course this name will be re-arranged and will appear in your Degree/Diploma certificate in the order of:

**First name:                      Middle name:                      Surname [Family name]:**

**e.g. AGNES**

**WANJIRU**

**MUGO**

**NOTE: Ensure that your names are accurately recorded in the correct order.**

## EXAMINATIONS PROCESSES AND PROCEDURES

### *i) Rules and Regulations*

Examinations are very important component of a student's academic life and students are expected to familiarize themselves with examination rules and regulations in the courses they have chosen and that they have fulfilled all the examination requirements in each semester.

### *ii) Registration*

At the start of each semester (within the first three weeks) every student must register for courses and the examinations that they are due to take during that semester by filling in the relevant forms at the deans/ directors offices. It is important that students get the right information from their respective Faculties/Schools/Institutes on the examinations they are expected to take in each semester.

### *iii) Attendance*

Students should note that they are required to attend all courses they are registered in and to take the requisite continuous assessment tests in those courses in order to be allowed to sit the end of semester examinations.

### *iv) Problems*

A student who experiences a problem, which is likely to affect his/her examination performance (i.e. sickness, bereavement etc.) must report such problems in writing to the chairman of the department offering the courses the student is taking, and to the Dean of the faculty. Any problem that is reported after the examination results are known will not be acceptable for examination appeals.

### *v) Examination cards*

Every student who is registered for university examinations must be issued with an examination card by their respective faculty. This card must be produced at each examination sitting.

### *vi) Lateness*

Lateness to examination venues will not be tolerated and no student will be allowed to enter an examination 30 minutes after the start of an examination, and also no student will be allowed to leave the examination room during the last 30 minutes of the examination.

### *vii) Cheating*

**Any student caught cheating in examinations e.g. by copying, having or making reference to unauthorized materials, communication to other students verbally or through other means will be expelled from the university and shall not be eligible for admission to any other programme of the university. Students are advised to ensure that at no time do they carry unauthorized materials such as notes, books, handbags, mobile phones e.t.c. into the examination rooms.**

### *viii) Missing an examination*

Missing an examination without good cause is a serious offence. Misreading of examination timetables is not taken to be a good cause of missing examinations and it's therefore not condonable.

### *ix) Answer books*

Students must not take answer books from the examination rooms, whether used or unused.

### *x) Examination results*

Provisional examinations results may be obtained from the respective office of the Dean of Faculty or Director of School/Institute.

### *xi) Academic transcripts*

Academic transcripts are available at the end of each academic year and are issued on application by the Academic Registrar at the Central Examinations Centre.

# UNIVERSITY OF NARIOBI PRIZES

## GANDHI SMARAK NIDHI TRUSTEE FUND

A prize in form of a gold medal to the best overall student in the whole University with the highest proficiency in both academic and extra-curricular activities.

A prize of Kshs.10, 000/= to the best final year student in each Faculty/Institute/School.

## INSTITUTION OF SURVEYORS OF KENYA PRIZE

A prize of Kshs.5, 000/= to the best final year student in the Department of Land Development

A prize of Kshs.5, 000/= to the best final year student in the Department of Surveying.

## ASIAN COMMERCIAL COMMUNITY ACADEMIC AWARDS

A total prize of Kshs.10, 000/= to the best accounting student in the School of Business

## DR. A. C. L. DE'SOUZA MEMORIAL PRIZE

A prize of Kshs.2, 000/= to the best first year student in the School of Business

A prize of Kshs.2, 000/= to the best first year student in the School of Physical Sciences

A prize of Kshs.2, 000/= to the best first year student in the Faculty of Arts

## KENYA REINSURANCE CORPORATION

A prize of Kshs.5, 000/= to the best final year student taking the Insurance option.

A prize of Kshs.5, 000/= to the best final year student in Actuarial Mathematics.

## KENYA NATIONAL CHAMBER OF COMMERCE AND INDUSTRY

A prize of Kshs.5,000 to the best final year student in the School of Business

## HAMILTON HARRISON AND MATHEWS - Le PELLEY PRIZE

A prize of Kshs.10,000/= to the best final year student in the School of law.

A Prize of Kshs.8,000/= (2,000/= worth of books to be selected by the winner and 6000/= cash) to the best third year student in the School of law.

## ELIDA PONDS PRIZE

A prize of Kshs.10,000/= to the best student in each of the four departments in the School of Dental Sciences

- i) Department of Conservation/Prosthetic dentistry
- ii) Department of Paediatric Dentistry/Orthodontics
- iii) Department of Oral and Maxillofacial surgery
- iv) Department of Periodontology/Community Dentistry

## MATHU AND GICHUIRI PRIZE

A prize of Kshs.10, 000/= to the best Second year student in the subject of Price Analysis in Building Economics, School of the Built Environment.

A prize of Kshs.10, 000/= to the best Third year student in Building Economics, School of the Built Environment.

## INSTITUTE OF ENGINEERS OF KENYA PRIZE

A prize of Kshs.5, 000/= each to the students with the best final year project in the School of Engineering in the Departments of:-

- i) Environmental and Biosystems Engineering
- ii) Civil Engineering
- iii) Electrical and Electronic Engineering
- iv) Mechanical Engineering.

## YUSUF DAWOOD AWARD

A Prize of Kshs.7,000/= (2,000/= worth of books and Kshs. 5,000/= cash), a badge and a certificate to the best final year student in the Department of Literature, Faculty of Arts.

**KLSA PANNELL KERR FOSTER TAX PROJECT PRIZE**

A prize of Kshs.3,000/= to the best third year student in the School of Business who presents prize winning project(s).

**INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA PRIZE**

A prize of Kshs.2,000/= to the best final year student taking the Accounting and Finance option in the School of Business.

A prize of Kshs.1,000/= to the best final year student with the highest marks in the paper / papers in auditing in the School of Business.

**UNILEVER KENYA LTD**

A prize of Kshs.10,000/= to the best final year student in the Schools of Business and Physical Sciences whose performance has been best overall.

***Outstanding Scholar Award***

- i) School of Business
- ii) Schools of Physical Sciences

***MARKETING PRIZE***

A prize of Kshs.5,000/= to the best final year student with the highest marks in all marketing courses in the School of Business.

***BUSINESS ADMINISTRATION PRIZE***

A prize of Kshs.5000/= to the best final year student taking the Business Administration option.

***CHEMISTRY PRIZE***

A prize of Kshs.5000/= to the best final year student with the highest marks in Chemistry.

**KASNEB OUTSTANDING ACCOUNTING STUDENT PRIZE**

Outstanding Student Prize

A prize of Kshs.8,000/= to the best final year student who achieves the highest marks in Accounting and Finance during his/her university career.

***K.A.S.N.E.B. (Science) Prize***

A prize of Kshs. 4,500/= to the best second year student in Mathematics, School of Mathematics.

***K.A.S.N.E.B. (Arts) Prize***

A prize of Kshs. 4,500/= to the best second year student in Economics, School of Economics.

**PROF. DAVID M. NDETEI MERITORIOUS AWARDS**

A prize of Kshs.10,000/=, a trophy and the inscription of the name of the winner in the Roll of Honours Board to the best undergraduate final year student in Psychiatry, School of Medicine.

A Trophy, a certificate and the inscription of the name of the winner in the Roll of Honours Board to the best Distinction final year M.Sc. (Clinical Psychology) student, School of Medicine.

A Trophy a certificate and the inscription of the name of the winner in the Roll of Honours Board to the best Distinction final year M.Med. (Psychiatry) student School of Medicine

**KAPLAN AND STRATTON PRIZE**

A prize of Kshs.25,000/= to the best overall final year student in the School of Law

**PRICEWATERHOUSECOOPERS PRIZE**

A prize of Kshs.5,000/= to the best final year MBA student plus a trophy (to be maintained in the School), School of Business.

**PRICEWATERHOUSECOOPERS HILDA MATU MEMORIAL PRIZE**

A prize of Kshs.25,000/= to the best final year student taking Human Resource Management option, School of Business.

**PRICEWATERHOUSECOOPERS EMILY OKEMWA MEMORIAL PRIZE**

A prize of Kshs.25,000/= to the best final student taking Finance option, School of Business.

**PFIZER PHARMACEUTICALS PRIZE**

A prize of 20,000/= to the best final year student in the School of Pharmacy

**LABORATORY AND ALLIED PRIZE**

A prize of a Gold award, cash of kshs 5000/- and a certificate to the First best final year student in the School of Pharmacy.

A prize of a Silver award, kshs 3000/= and a certificate and a certificate to the Second best final year student in the School of Pharmacy.

A prize of a Bronze award, cash of kshs 1,500/- and a certificate to the Third best final year student in the School of Pharmacy.

**OMAERA PHARMACEUTICALS PRIZE**

A prize of medal, certificate and cash award of Kshs 10,000/= to the final year student who has shown consistent academic performance in Pharmacology in the School of Pharmacy.

**DARAMOLA OLUYEMISI MEMORIAL PRIZE**

A prize of a floating Trophy plus a Silver Cup, Handbook of non-prescription drugs Vol. I & II and a cash award of Kshs.5000/= to the final year **FEMALE** student who has shown a consistent academic performance and leadership skills in the School of Pharmacy.

**REGAL PHARMACEUTICALS LTD EXCELLENCE AWARD FOR PHARMACEUTICS**

A prize of a certificate of merit and a cash award of Kshs.10,000/= to the best final year student in Pharmaceutics, School of Pharmacy.

**COLGATE PALMOLIVE (E.A.) PRIZE**

A prize of Kshs.10, 000/= to the best student in the Bachelor of Dental Surgery, School of Dental Sciences.

**KENYA MEDICAL ASSOCIATION PRIZE****Chandaria Prize**

A prize of Kshs.5,000/= to the best final year student in the School of Medicine in:-

- i. Medical Microbiology
- ii. Pathology

**MBCHB Prize**

A prize of Kshs.5,000/= to the best student in Bachelor of Medicine and Bachelor of Surgery, School of Medicine

**RAHIMA DAWOOD PRIZE**

A prize of Kshs.5,000/=:, a badge and a certificate to the best final year student in the Department of Surgery, School of Medicine.

**BOC GASES KENYA LTD**

A prize of Kshs.3,000/= to the best first year Postgraduate student in Anesthesiology, School of Medicine.

A prize of Kshs. 3,000/= to the best second year Postgraduate student in Anesthesiology, School of Medicine.

A prize of Kshs. 5,000/= to the best final year student in the Department of Mechanical Engineering.

**KAMALA MEMORIAL PRIZE**

A prize of Kshs.5,000/= to the best final year student in the School of Medicine

**THE NESTLE FOODS KENYA LTD. MERIT AWARDS**

A prize of Kshs.20,000/= to the best overall Postgraduate student in the Department of Pediatrics, School of Medicine.

**AVENUE GROUP AWARD**

A prize of Kshs.20,000/= to the best student in Pre-Clinicals in the Bachelor of Medicine and Bachelor of Surgery programme, School of Medicine.

**INSTITUTE OF QUANTITY SURVEYORS OF KENYA PRIZE**

A prize of Kshs. 5,000/= to the best Fourth year student in the Department of Building Economics and Management, School of the Built environment.

**GENERAL MOTORS KENYA LTD PRIZE**

A prize of Kshs.5,000/= to the best final year student in the Department of Mechanical Engineering.

**SURVEY CONSULT PRIZE**

A prize of Kshs.5,000/= to the best final year student in Surveying.

**DR. EDDAH GACHUKIA SCIENCE PRIZE**

A prize of Kshs.5,000/= and a cup to the best final year **FEMALE** student from the School of Engineering in the Department of:-

- i) Electrical and Electronic Engineering
- ii) Civil Engineering
- iii) Environmental and Biosystems Engineering
- v) Mechanical Engineering.

**ULTRAVETIS EAST AFRICA LIMITED**

A prize of Kshs.5,000/= and shield to the best final year Veterinary Clinical studies with a trophy to be retained in the Faculty of Veterinary Medicine.

**KENYA VETERINARY BOARD**

A prize of Kshs.5000/=, a trophy to be retained in the Faculty and a miniature replica of the same to the best final year student in the Faculty of veterinary Medicine.

**PROF. G.M. MUGERA PRIZE**

A trophy to be retained in the faculty and a cash prize of Kshs.3,000/= to the best 2<sup>nd</sup> year student in General Pathology, Faculty of Veterinary Medicine.

**CENTRAL ARTIFICIAL INSEMINATIONS STATION TROPHY**

A trophy to be retained in the faculty and a cash prize of Kshs.5,000/= to the best 5<sup>th</sup> year student in Theriogenology, Faculty of Veterinary Medicine.

**AFRICAN URBAN QUARTELY PRIZE**

A prize of Kshs.5,000/= to the overall best final year student in the Department of Geography.

**3-E FOUNDATION AWARD**

A prize of \$250 to the best 2<sup>nd</sup> year student in Actuarial Sciences, School of Mathematics.

A prize of \$250 to the best 3<sup>rd</sup> year student in Actuarial Sciences, School of Mathematics.

A prize of \$500 to the best 4<sup>th</sup> year student in Actuarial Sciences, School of Mathematics.

**PLO LUMUMBA FOUNDATION AWARD**

A prize of a Certificate of Merit and a cash award of Kshs.5,000/= to the best student in "Criminal Procedure Practice", School of law.

**LUCY-ONONO MEMORIAL AWARD**

A prize of a Certificate of Merit and a cash award of Kshs.5,000/= to the best female student in the 'International Human Rights and Humanitarian Law' course, School of Law.

**N.H.O MAHONDO AWARD**

A prize of Kshs.5,000/= to the best student in Constitutional Law, School of Law.



**ISEME, KAMAU & MAEMA ADVOCATES PRIZE**

A prize of Kshs.10,000/= to the best final year student in the following combination of subjects, School of Law:

**Company Law**  
**Intellectual Property Law**  
**Conveyance Law and Practice**

**PAUL MUSILI WAMBUA AWARD**

A prize of Kshs.5,000/=and a Certificate of Merit to the best student in Civil Procedures, School of Law.

**PROFESSOR ARTHUR T. PORTER PRIZE**

A prize of Kshs.3,000/= to the best final year student in the College of Humanities and Social Sciences.

**MUTISO MENEZES INTERNATIONAL PRIZE**

A prize of Kshs.5,000/= to the best Fourth year student in Architecture, School of The Built Environment

A prize of Kshs.5,000/= to the best Fifth year student in Architecture, School of The Built Environment

**KENYA INSTITUTE OF PLANNERS (KIP) PRIZE**

A prize of Kshs.5,000/= to the best student in M.A. (Planning).

**C.B. RICHARD ELLIS LTD. PRIZE**

A prize of Kshs.10,000/= to the best final year student in the subject of Properties and Facilities Management in the Department Land Development.

**THE JOINT BUILDING COUNCIL PRIZE (JBC) PRIZE**

A prize of Kshs.5,000/= to the postgraduate student with the best research project in M.A. (Construction Management) in the Department of Building Economics and Management.

**KNIGHT FRANK ANNUAL AWARD**

A prize of a computer to the best **final year** student in B.A.(Land Economics).

A prize of Kshs. 5,000/= to the best **final year** student in the Department of Land Economics in the following subjects.

**Estates Management**  
**Valuation**  
**Land Law**  
**Investment Appraisal**

A three month internship at Knight Frank to the best **3<sup>rd</sup> year** student in Land Economics.

**M/S KANJUMBA CONSULTANTS PRIZE**

A prize of Kshs.5,000/= to the best final year student in the Department of Building Economics (Quantity Surveying).

**CROWN BERGER KENYA LTD PRIZE**

A prize of Kshs.25,000/= to the overall best students in Bachelor of Architecture

A prize of Kshs.25,000/= to the overall best students in BA (Building Economics).

**DAVID AND MARY KIAMBA MEMORIAL PRIZE**

A prize of Kshs.25,000 to the best Final Year Female Student in the whole University.

A prize of Kshs.25,000 to the best Final Year Student in the Bachelor of Arts in Land Economics.

A prize of Kshs.25,000 to the best Final Year Student in the subject of Intellectual Property Law, School of Law.

**SAKARBEN AND SHETH PRIZE**

A prize of Kshs.5,000/= to the best overall second year student in the School of Law.

**DR. MARJORIE OLUDHE AWARD**

A prizes of Kshs.5000/=, a cup with the winners name inscribed and a bigger version of the same retained in the Faculty to the best Master of Arts Student in the department of literature, faculty of Arts.

**DAVIS & SHIRTLIFF PRIZE**

A prize of Kshs. 4,000/= and a commemorative plaque to the best fourth year Mechanical Engineering student in fluid mechanics

A prize of Kshs. 4,000/= and a commemorative plaque to the best fourth year Civil and Construction Engineering student in fluid mechanics

A prize of Kshs. 4,000/= and a commemorative plaque to the best fifth year Environmental & Biosystems engineering student in water resources

A prize of Kshs. 4,000/= and a commemorative plaque to the best fourth year female student in the Electrical & Electronics Engineering Department

A prize of Kshs. 4,000/= and a commemorative plaque to the best fourth year female student in the department of Geospatial and Space Technology.

A prize of Kshs. 4,000/= to the best final year Hydrogeology student in the department of Geology.

**CHRISOM AGENCIES LTD PRIZE**

A prize of Kshs.10,000/= and a trophy to the best graphic design final year student.

**UNIVERSITY OF NAIROBI ALUMNI ASSOCIATION PRIZE**

A prize of Kshs. 10,000/= to the best overall student in each college.

**THE NORBROOK AWARD**

A prize of Kshs. 5,000/= and a trophy for the best final year student in the course of Medicine in the Faculty of Veterinary Medicine.

**THE DONKEY SANCTUARY WELFARE AWARD**

A prize of a trophy and cash award of one hundred Sterling pounds to the best students in Animal Welfare and Equine Welfare.

**DOCTORS (MR. AND MRS.) WANGAI MERITORIOUS WHOLISTIC AWARD**

A prize of Kshs. 10,000/= to the best final year Bachelor of Medicine and Bachelor of Surgery student in the School of Medicine who has exemplified the most wholistic qualities.

**AGROCHEMICALS ASSOCIATION OF KENYA**

A prize of Kshs. 5,000/= and a certificate and trophy to the best final year Bachelor of Science in Agriculture, crop Protection Option, Faculty of Agriculture.

**DELOITTE AND TOUCHE PRIZE**

A prize of Kshs. 5,000/= to the best final year MBA in the Accounting option, School of Business. In addition, the winner's name will be engraved on a cup or shield.

**TETRA PAK LIMITED PRIZE**

A prize of a perpetual trophy, a certificate and a cash of Kshs. 5,000/= to the best final year student in Food Science and Technology, Faculty of Agriculture.

**KENYA INSTITUTE OF FOOD SCIENCES PRIZE**

A prize of Kshs. 5,000/= and a certificate of recognition for the best final year student in Food Science and Technology, Faculty of Agriculture.

**AFRICAN DEVELOPMENT AND ECONOMIC CONSULTANTS PRIZE**

A prize of Kshs. 3,000/= to the best final year student in the School of Economics.

**KENINDIA ASSURANCE COMPANY LTD AWARD**

A prize of kshs. 15,000/= to the best final year student in the School of Business taking the Insurance option

A prize of kshs. 10,000/= to the best third year student in the School of Business taking the Insurance option

### **KENYA BREWERIES LIMITED PRIZE**

A prize of Kshs. 5,000/= and a certificate to the best final year student , School of Business.

A prize of Kshs. 5,000/= to the best final year student in Bachelor of Science Food Science and Technology, Faculty of Agriculture.

### **MARKETING SOCIETY OF KENYA**

A prize of Kshs. 5,000/= to the best final year MBA student, School of Business.

### **MOHAMED/MUIGAI ADVOCATES PRIZE**

A prize of kshs. 50,000/= to the best final (4<sup>th</sup>) year student in the School of law.

### **ENG. CAREY ORENGE CIVIL ENGINEERING AWARD**

A prize of Kshs. 30,000 to the best final year student in Civil Engineering.

A prize of Kshs. 10,000 to the best fifth (5<sup>th</sup>) year student in the field of Highways and transportation.

A prize of Kshs. 10,000 to the best fourth (4<sup>th</sup>) year student in Civil Engineering

A prize of Kshs. 10,000 to the best third (.3<sup>rd</sup>) year student in Civil Engineering

### **ROCKLAND KENYA LIMITED**

A prize of Kshs. 2,500/= and a certificate to the best final year student in mineralogy.

### **J.N. MUTHAMA AWARD**

A prize of Kshs. 2,500/= and a certificate to the best final year student in Economic Geology.

### **NATIONAL OIL CORPORATION OF KENYA**

A prize of Kshs. 5,000/= to the best final year student in petroleum geology and a six (6) month traineeship attachment.

### **TWIGA CHEMICALS LTD**

A prize of Kshs. 10,000/= to the best final year student in Mineral Exploration and Mining, Bachelor of Science (Geology).

A prize of Kshs. 10,000/= to the best final year student in Crop Protection, Bachelor of Science (Agriculture).

A prize of Kshs. 10,000/= to the best final year student in Pharmacology and Toxology, Bachelor of Veterinary Medicine.

### **BASCO PAINTS**

A prize of Kshs. 15,000/= to the best fourth year student in Bachelor of Architectural Studies.

A prize of Kshs. 10,000/= to the second best fourth year student in Bachelor of Architectural Studies.

A prize of Kshs. 5,000/= to the third best fourth year student in Bachelor of Architectural Studies.

A prize of Kshs. 25,000/= to the best overall final year student in Bachelor of Architecture.

A prize of Kshs. 20,000/= to the second best final year student in Bachelor of Architecture.

A prize of Kshs. 15,000/= to the third best final year student t in Bachelor of Architecture.

A prize of Kshs. 10,000/= to the fourth best final year student in Bachelor of Architecture.

A prize of Kshs. 5,000/= to the fifth best final year student in Bachelor of Architecture.

A prize of Kshs. 15,000/= to the best overall male student in Bachelor of Quantity surveying.

A prize of Kshs. 15,000/= to the best overall female student in Bachelor of Quantity surveying.

A prize of Kshs. 10,000/= to the second best overall student in Bachelor of Quantity surveying.

A prize of Kshs. 15,000/= to the best overall male student in Bachelor of Arts in Land Economics - Real estate.

A prize of Kshs. 15,000/= to the best overall female student in Bachelor of Arts in Land Economics - Real estate.

A prize of Kshs. 10,000/= to the second best overall student in Bachelor of Arts in Land Economics - Real estate.

A prize of Kshs. 15,000/= to the best overall male student in Bachelor of Science in Civil Engineering – Structural Engineering.

A prize of Kshs. 15,000/= to the best overall female student in Bachelor of Science in Civil Engineering – Structural Engineering.

A prize of Kshs. 10,000/= to the second best overall student in Bachelor of Science in Civil Engineering – Structural Engineering.

A prize of Kshs. 15,000/= to the best overall male student in Bachelor of Science in Civil Engineering - Civil Engineering.

A prize of Kshs. 15,000/= to the best overall female student in Bachelor of Science in Civil Engineering - Civil Engineering.

A prize of Kshs. 10,000/= to the second best overall student in Bachelor of Science in Civil Engineering - Civil Engineering.

**DENTMED (K) LIMITED**

A prize of Kshs. 10,000/= to the best overall student in the Science of Dental materials, Bachelor of Dental Surgery.

**RAHAB AND S. T. TRUST AWARD**

A prize of Kshs. 5,000/= to the best final year Bachelor Commerce student taking Accounting option.

**UNIVERSITY OF NAIROBI**  
**INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC)**  
**Student Management Information System (Student Portal)**  
<http://smis.uonbi.ac.ke>

The Student Portal gives students accessibility to information online. This information include: access to Fees statement, Notices, Exam Results and Continuous Assessment Test Results, Timetable, Enquiries on pending results, Enquiries on Student Identity cards , as well as the provision of booking rooms online.

**(i) Log In**

To log in to the SMIS Portal enter: Registration No as user name, Password: (Should be your National Identity No. or Passport no., as detailed in the Student Online Registration form which you fill and forward to the Faculty /School/Institute).

**(ii) Portal Home**

This gives the student the following provisions:

a) *Change Password*

b) Request for a Student ID- Student should request for student Identity card by clicking on the link 'student id' to either request for a new ID, a re-issue or a replacement or to find out about the status of their ID process.

c) Notices-The students are able to get notices from lecturers, departments or their Faculty

**(iii) Fees Statement**

This enables a student to view the payments they have made since the commencement of studies. The distribution of the fees payment is available on the link 'Detailed Fees Statement'.

**(iv) Timetables**

This section enables one to view all the courses being taught in the current semester, as well as the venues and their timing. Once a student registers for courses, they can select 'My Timetable' to view only the courses they have registered.

**(v) Exam timetable**

The exam dates, exam venues and exam time are also displayed in this section. A student can opt to view exam details for the courses he/she registered for using the link 'My ExamTimetable'.

**(vi) Course Registration**

At the beginning of a semester, students need to register for courses that they will take. To register for courses, a student should enter the Course Code e.g. 'CCS001'; Then select the Exam Type-whether First Attempt, Resit, Retake etc., and the Group –Default group is 'Group1' One can only register for courses that are available in the time table.

**(vii) Provisional and Confirmation of courses**

Once a course is successfully registered, it will appear as Provisional and an invoice will be generated. Then, the student should select the unit(s) and click on 'Confirm Selected Courses'. A unit can only be confirmed if payments have been made.

**(viii) Dropping of units**

A student can drop a unit for various reasons however; a unit can only be dropped if it has not been confirmed. Select/Tick the unit(s) that needs to be dropped and click 'Drop Selected'.

**(ix) Results**

Results for courses that have been registered can be viewed from this section. Additionally students are also able to get results of their Course Work/CATs here.

**(vii) Enquiries**

Students can make requests to:

(a) Obtain a Provisional Transcript e.g. for employment or attachment purpose. The status of this request will be displayed in this section.

(b) Enquire about missing exams or CAT marks- The Course code and the Year when the exam was done need to be specified.

**(x) Book Room**

Students can apply and confirm rooms online. Once a student applies for a room, they await allocation. Thereafter, an invoice will be generated. Only after payment of fees, will a student be able to confirm the room applied.

**(xi) Student's Information**

Ensure that you have filled a 'Student Online Access Registration Form' upon joining the institution and submit it to your school's administrator. The form is available on the Students portal. Select the link 'Request Login Password', then click on the link 'Student online access registration form'. *The link is:* <http://smis.uonbi.ac.ke/OnlineAccessRegistrationForm.pdf>

**(x ii) Students e-mail accounts**

All University of Nairobi students can now access their personal e-mail accounts

"@students.uonbi.ac.ke" through the website address <http://mail.students.uonbi.ac.ke>.

Students can access the e-mail site directly, or by following the "Students E-mail" link found on the homepage of the University of Nairobi website (<http://www.uonbi.ac.ke>)

For those students including first year who do not know their e-mail addresses, a facility has been created to enable them to search for details of their e-mail accounts. To do this, they should follow the steps below:

- Visit University of Nairobi home-page (<http://www.uonbi.ac.ke>.) Click on "Student E-mail: link
- Enter their student registration number as search text on the search forms.
- If found, associated e-mail address and default password will be displayed in search results. On determining their e-mails account details, students should immediately proceed to <http://mail.students.uonbi.ac.ke> and reset their passwords to new ones.
- Those facing any problems while accessing their e-mail accounts may write mail message stating their requirements for support to [admin@students.uonbi.ac.ke](mailto:admin@students.uonbi.ac.ke).

Please note that first years can only access this facility upon payment of fees and registration.

**NOTE**

i) Password Resets in case of forgotten passwords, consult the School's administrator to reset your password.

ii) Accounts will be migrated to "@ [alumni.uonbi.ac.ke](http://www.alumni.uonbi.ac.ke)" after students have graduated.