



UNIVERSITY OF NAIROBI

ACADEMIC DIVISION

Information to New Students and The Joining Instructions

2022

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. REGISTRATION

1.1 ONLINE REGISTRATION

All newly admitted students shall **register online** from **Monday 12 September 2022**. The online registration portal is accessed via <http://smis.uonbi.ac.ke>. To log in to the SMIS portal enter your Registration Number as the User Name, and your KCSE Index number as the Password.

1.2 PHYSICAL REPORTING AND BIOMETRIC REGISTRATION

All newly admitted students shall physically report to the University for registration and orientation at **8.00 am** on **Monday 19 September 2022** at their respective centers as detailed herein below:

FACULTY	DEGREE PROGRAMME	REGISTRATION CENTRE
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)	8-4-4 Lecture Hall (Upper Kabete Campus)
Faculty of Arts and Social Sciences	Bachelor of Arts (B.A) Bachelor of Information Science Bachelor of Economics Bachelor of Economics and Statistics Bachelor of Arts (Anthropology) Bachelor of Arts in International Relations Bachelor of Arts in Journalism & Media Studies	Taifa Hall Foyer (Main Campus) (8-4-4 Hall – Main Campus) Education II Lecture Theatre – Main Campus School of Journalism Hall – Main Campus

	Bachelor of Arts in Broadcast Production	
Faculty of Built Environment	Bachelor of Arts in Design Bachelor in Interior Design 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
Faculty of Business and Management Science	Bachelor of Commerce (B. Com) Bachelor of Project Planning and Management	Biashara Hall (Lower Kabete Campus)
Faculty of Education	Bachelor of Education (ICT) Bachelor of Education Science Bachelor of Education (Physical Education) Bachelor of Education (Early Childhood Education) Bachelor of Education (Arts)	Uhuru Hall (Kenya Science Campuses) } } Old Library (Kikuyu Campus) }
Faculty of Engineering	B. Sc. Civil (Engineering) B.Sc.(Electrical & Electronic Engineering) B.Sc.(Mechanical Engineering) B.Sc.(Geospatial Engineering) Bsc. (Biosystems Engineering)	Faculty of Engineering (Civil Engineering Block)
Faculty of Health Sciences	Bachelor of Medicine and Bachelor of Surgery B.Sc. (Medical Lab. Science & Technology) Bachelor of Pharmacy Bachelor of Dental Surgery Bachelor of Science (Nursing)	Physiology/Biochemistry Block (Chiromo Campus)
Faculty of Law	Bachelor of Laws (LL.B)	Faculty of Law (Parklands Campus)

		020 491 6702 020 491 6533 0724 692 079	
Faculty of Engineering	Faculty Registrar	020 491 3503	dean-feng@uonbi.ac.ke
Faculty of Health Sciences	Faculty Registrar	020 491 5005/ 020 491 5902/ 020 491 5007/ 020 491 5009/ 020 491 5064	dean-fhs@uonbi.ac.ke
Faculty of Law	Faculty Registrar	020 491 9516/ 020 491 9508	dean-law@uonbi.ac.ke
Faculty of Science and Technology	Faculty Registrar	020 491 8464/ 020 491 4102	dean-fst@uonbi.ac.ke
Faculty of Veterinary Medicine	Faculty Registrar	020 491 6009	dean-vet@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/DEFERMENT (J1/1B)

If you **DO NOT ACCEPT** the offer of admission or you wish to **DEFER**, 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 Director, Health Services, University of Nairobi, P.O. Box 30197-00100, Nairobi, Kenya. It is mandatory that the medical report reaches the Director, Health Services 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 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. STUDENT CODE OF CONDUCT (J1/13A)

All students are expected to read and understand the Student Code of Conduct 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 Student Code of Conduct. The signed declaration must be submitted during registration.

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

20. EXAMINATIONS REGULATIONS (JI/15)

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

22. UNIVERSITY OF NAIROBI STUDENT E-MAIL ACCOUNTS (JI/16)

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

23. INTERNATIONAL STUDENTS

International 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 International 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 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 Universities of Nairobi Act, 2012. 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.** _____

DEGREE ADMITTED _____

REGISTRATION NO: _____

SIGNATURE _____

SECTION B: (to be completed in triplicate by those NOT ACCEPTING/DEFERRING 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.	I wish to Defer to the next academic year	
7.	Any other reasons	

NAME:..... SIGNATURE:.....

DATE:.....

APPROVED:(in the case of those DEFERRING only)

DEAN OF FACULTY:..... DATE:.....

ACADEMIC REGISTRAR:..... 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. Name of parent/guardian _____ Relationship _____
Address _____ Postal Code _____ Town/City _____ County _____
Telephone _____ Email _____ Fax _____
11. Name of Emergency Contact _____
Address _____ Postal Code _____ Town/City _____ County _____
Telephone _____ Email _____ Fax _____
12. Place of birth Village/Estate _____
Location/Street _____ Name of Chief _____

Division _____ Sub-County _____ County _____

13. Place of Permanent Residence: Village/Estate: _____

Location Sub-County County

14. Sub-County of Residence _____ (i.e. Sub-County/ District at which your loan/allowances will be processed and paid)

15. 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. Director, University Health Services (UHS)
 Academic Registrar,
 Dean of Faculty

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 Council Registration Number.

The completed form must be submitted to the office of the Director, Health Services University of Nairobi, and 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 Clinics must identify himself/herself using Student Identity Card.

The Students are eligible for out-patient 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 or County Referral Hospitals.

Please note that the medical services are provided only when the students are in academic 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 refer to the Students Information Handbook.

PART 1:

SURNAME: OTHER NAMES:

GENDER:

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

NATIONALITY:MARITAL STATUS:.....

NO. OF CHILDREN:

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

POSTAL ADDRESS:

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

NHIF CARD NUMBER:(PARENT OR SELF):.....

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

.....

.....

Family doctor

NHIF Membership/Insurance Cover:

Please indicate details of membership (if any) to the NHIF or any other medical insurance benefit for self, or under the 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 findingsRespiratory 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 COUNCIL REG. NO.....

DATE

PART IV:

COMMENTS BY THE DIRECTOR, UNIVERSITY HEALTH SERVICES (UHS):

Special remarks.....

.....

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

.....

DIRECTOR,

UNIVERSITY HEALTH SERVICES (UHS) DATE.....

UNIVERSITY OF NAIROBI

EMERGENCY OPERATIONS

This applies to students who are minors (i.e. under 18 years of age)

Name of Student _____

Date of Birth _____

Course Admitted to _____

Registration No.....

NHIF 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 form below if you are under 18 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 No. _____ and student Registration No. _____
having been notified of my admission/re-admission to the University of Nairobi in the
Faculty of _____ for the 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 practical 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 Student Code of Conduct. 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 of the Faculty _____

**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. 2000.00 per year
Registration Fees	-	KShs. 4,500.00 per year
Identity card	-	KShs. 1,000.00 per year
Examination Fees	-	KShs. 12,000.00 per year
Medical Fees	-	KShs. 6,500.00 per year
Caution Money	-	KShs. 5,000.00(once)
Student Union Fees	-	KShs. 1,000.00 per year
ICT Services fees	-	KShs. 7,000.00 per year
Library fees	-	KShs. 4,000.00 per year

Students must pay the required fees (**Ksh. 59,000.00**) 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. Their offices are located on the 18th floor of **Anniversary Towers, University Way, Nairobi** and you could contact them on P.O. Box 69489 00400, Nairobi; tel: 020-2246590,0202246591,0202252330,0202226205

3. BANK DETAILS FOR FEES PAYMENT

ACCOUNT NAME	BANK & BRANCH	ACCOUNT No.
UON - Module I Fee Collection Account	ABSA - Absa Towers Branch	2032770838

OR

PAY BY MPESA; PAYBILL NUMBER - 503003

ACCOUNT NUMBER – STUDENT REGISTRATION NUMBER

ACCOMMODATION FEES

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

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. Kenyan students applying for Loan from Higher Education Loans Board do not need to complete this form.

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** under the *Pay As You Eat* system
 - 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 J1/7B MUST BE FILLED AND SUBMITTED ONLINE BEFORE THE REGISTRATION DAY.

THOSE WHO WILL NOT REQUIRE ACCOMMODATION WILL FILL PART (V) OF FORM J1/7B.

**UNIVERSITY OF NAIROBI
HALLS DEPARTMENT**

ACCOMMODATION APPLICATION FORM

The offer of admission 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	205.00	
Semi Partitioned	192.00	
Double	178.00	
Quadruple and more	144.00	

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 within fourteen days shall be deemed to have forfeited the space allocated and no refunds shall be due.
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 surcharged and 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.
13. The online room application and allocation process is free of charge. Students are warned not to pay money to any person purporting to facilitate room allocation process.

Part III: Application Details

A) Personal Details – Applicant

Name Gender M ☐ F ☐
(Surname) (Other Names in full)
Year of Study Reg... No
Email address Tel No.....
Date of Birth.....Nationality.....ID/ Passport NO.....
Place of Birth: County.....Sub-County/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 ☐ No ☐

B) Details of Parent(s)/Guardian

B1) Father

Name ID/NO.
(Surname) (Other Names in full)
Deceased (Tick appropriately): Yes ☐ No ☐ Not Applicable ☐
Date of Birth.....Nationality.....PIN No.....
Place of Residence: County.....Sub-County/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.
(Surname)	(Other Names in full)
Deceased (Tick appropriately): Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
Date of Birth.....	Nationality.....PIN No.....
Place of Residence: County.....Sub-County/District.....	
Location.....Sub-Location.....	
Name of Chief.....Name of Sub- Chief.....	
Distance from Nairobi.....Kms	
Highest level of Education None <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> University <input type="checkbox"/>	
Employed? Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/>	Sponsor <input type="checkbox"/> Public Trustee/Executor <input type="checkbox"/> Guardian/Sponsor/Public trustee
(Name in full)	
Telephone	BOX No. Postal Code Town

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 <input type="checkbox"/> No <input type="checkbox"/>

Part IV: Declaration

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 Halls Department for academic year because I have alternative accommodation at:Area/Estate inTown..... 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 Student Code of Conduct 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 Halls Manager:

(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

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. The Dean of Students Office aims at fostering a conducive environment for the holistic development of students through the provision of services that enhance the spiritual, psychological, social and moral growth of students and empower students to make responsible choices in their campus life and wise career choices later as they transit to the job market. The Office is located in Main Campus, Gandhi Wing in Room G8 and is headed by Dean of Students. He is assisted by thirteen (13) Assistant Deans of Students in the 10 Faculties and 3 Campuses (Mombasa, Kisumu and Kenya Science Campus) who are responsible for devolving all the functions of the Office of the Dean of Students at their respective Faculties/Campuses.

The Office of the Dean of Students renders the following support services:

1. COUNSELING AND GUIDANCE 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.

2. CAREER AND PLACEMENT SERVICES

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

- ☐ Assist students find employment
- ☐ Facilitate industrial attachments and internships
- ☐ Facilitate vocational and voluntary employment
- ☐ maintain a curriculum vitae bank
- ☐ Issue support and recommendation letters for students.
- ☐ Organize career talks and fairs.
- ☐ Provide career guidance and counseling
- ☐ Facilitate skills development programs

3. CHAPLAINCY SERVICES

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.

4. FINANCIAL AID SERVICES

The University understands that there students who have been admitted to the university but they are from a very humble background and are not able to pay full fees. The University provides partial scholarships, bursaries and grants to help them pursue their higher education. The Office of the Dean of Students works with different partners to support bright but needy students. For more information on how you can benefit from this program, please visit Assistant Dean of Students in your Faculty or directly to Financial Aid Office in Main Campus.

5. WORK STUDY PROGRAM

The Office of the Dean of Students understands that students are not occupied in class full-time and can spare one to three hours in a week to volunteer and work for the University on a work-study program. The work-study-program helps the needy students to get some little money for their upkeep and offset their tuition fees. For more information contact the section head in-charge of the work-study-program in the Dean of Students office in the Main Campus.

6. DISABILITY SUPPORT SERVICES

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 disability 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 disabilities.

7. STUDENT ORGANIZATIONS & ASSOCIATIONS SERVICES

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.

8. SKILLS AND TALENT DEVELOPMENT SERVICES.

The University understands that students are endowed with different skills and talents that needs to be unlocked, developed and marketed to the market for students to benefits from their God given gifts and talents. These gifts includes music, sports, drawing, spoken word, acrobatic, fashion and design, modelling, writing, graphic design, software development, MCee and many others. The Office of the Dean of Students organizes campus events aimed at selection and showcasing these talents during the UoN Talents Days. The University has also established a Skills Centre where

students are trained on different skills: technical skills, life and soft skills, entrepreneurship and innovation, leadership development. For more information, visit the UoN Skills Centre at Education Building, Main Campus on Room ED 213.

9. CORPORATE AFFAIRS

The Dean of Students works closely with Directorate of Corporate Affairs in organizing corporate events where students are involved. These include public lectures, guest lectures, government and other foreign officials' visitation to the University. The Director of Corporate Affairs approves all the events that students would like to hold on campus. The Dean of Students mobilizes and manages students to attend the events.

10. ACCOMMODATION and CATERING

The Manager Accommodation 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. There is also a Catering Manager located at Central Catering Unit (CCU) who coordinates and provides catering in kitchens and cafeteria in all campuses. The Halls and Catering Managers are assisted by students who are engaged on a work-study-programs.

11. STUDENTS 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.

12. GAMES AND SPORTS ACTIVITIES

Games and sports activities are provided in facilities available at both inter-faculty and intra-faculty level. 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-campuses. 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.

13. SECURITY AND SAFETY SERVICES

The Directorate of Security and Safety Services is charged with securing and safeguarding the lives and properties of the students while on campus. Students are expected to take care and precaution to ensure that their lives are not endangered and their properties are safe by following rules and

regulations provided by the security staff in each campus. First years are usually victims of theft of their valuables especially in their first years of study. Please ensure that your laptops, phones and other valuables are well kept.

UNIVERSITY OF NAIROBI

UNIVERSITY OF NAIROBI LIBRARY SYSTEM

The University Library system comprises the Main Library and support Libraries as indicated below under the ten (10) Faculties:

Faculty/Campus	Library
Faculty of Agriculture	Upper Kabete Library
Faculty of Arts and Social Sciences	Institute of Anthropology, Gender and African Studies (IAGAS) Library Jomo Kenyatta Memorial Library (JKML)
Faculty of Business and Management Science	Mwai Kibaki Library – Lower Kabete
Faculty of Education	Kikuyu & KSC Libraries
Faculty of Engineering	Jomo Kenyatta Memorial Library (JKML)
Faculty of Health Sciences	Medical (Kenyatta National Hospital) Library
Faculty of Law	Law Library, Parklands
Faculty of Science and Technology	Chiromo Library
Faculty of The Built Environment and Design	ADD Library
Faculty of Veterinary Medicine	Upper Kabete Library
Mombasa Campus	Mombasa Library
Kisumu Campus	Kisumu 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 Saturdays Sundays	8. 00 a.m- 10.00p.m 8.00 a.m- 5.00 p.m 9.00 a.m- 4.00 p.m
Vacations	Monday - Friday Saturdays	8.00a.m-5.00p.m 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 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.

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.

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

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

UNIVERSITY OF NAIROBI

STUDENT CODE OF CONDUCT (REVISED), 2021

PART I – INTRODUCTION

- 1.1. The rules and regulations in this Students' Code of Conduct 2020 have been made by the Senate and the Council of the University of Nairobi in accordance with the provisions of the Universities Act, the University of Nairobi Charter, University Statutes and all other applicable laws.
- 1.2. For the good order of all students, staff and other persons, the University of Nairobi (hereinafter referred to as "the University" or "the Campus") has an obligation to discipline any student who violates the rules and regulations of the University, as failure to do so would set a bad precedent and affect students who are willing to abide by the University Rules and Regulations. This Code assists the University adhere to the aforesaid obligation as it provides a framework within which students are to undertake their studies within a safe and conducive environment in the Campus. The rules set out herein thus serve as guidelines to regulate the students conduct while within the Campus.
- 1.3. The Code gives students notification and explanation of the University's expectation of students' behavioral standards while acknowledging that not everything can be codified. It sets out the actions and forms of behaviour that are unacceptable within the Campus. It further sets out the disciplinary procedure that is applicable in the event of breach of this Code; and the nature of sanction(s) likely to be imposed on a student found to be in breach of this Code.
- 1.4. Ignorance shall not be accepted as an excuse for breach of this Code. Accordingly, each student is expected, upon admission to the University, to familiarize himself/herself with the rules and regulations set forth in the Code and where necessary seek interpretative assistance from the University through the Dean of Students. Students are expected to show good judgment and apply common sense at all times. Students already enrolled in the University at the date of enactment of the Code are obligated to immediately familiarize themselves with the Code and will be deemed as having read, understood and accepted to abide by this Code.
- 1.5. Whenever violations of the Code occur, the University will treat them as matters of serious concern as they disrupt the individual lives of students, and the shared life of the entire University community. The University aims to deal with all disciplinary cases in an expeditious, fair and consistent manner, appreciating that disciplinary processes are disruptive to both the student and the University.
- 1.6. Careful note should be taken that the University is not, and cannot be considered as a protector or sanctuary from application of the Laws of Kenya by the relevant institutions.
- 1.7. Nothing in this Code precludes the University from requiring any student to execute an additional bond, assurance or undertaking to be of good conduct.

PART II DEFINITIONS AND INTERPRETATION

- 2.1 In this Code, unless the context otherwise requires;
 - "alcohol" means the product known as ethyl alcohol or any product obtained by fermentation or distillation of any fermented alcoholic product, rectified either once or more often, whatever the origin, and shall include synthetic ethyl alcohol;
 - "alcoholic drink" includes alcohol, spirit, wine, beer traditional alcoholic drink, and any one or more of such varieties containing one-half of one per cent or more of alcohol by volume,

including mixed alcoholic drinks, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed by a human being;

“academic records” include all information and documents in the University database relating to a student’s academics and include all applications, registrations and examination results obtained by the student;

“Campus” include all premises occupied by the University or affiliated colleges.

“cooking” include frying, rotisserie, preparing food for consumption, grilling food over an open fire or source of heat, using electric stoves, baking in various types of ovens or chemical reactions both inside and outside halls of residence or University premises.;

“day “means a calendar day;

“Disciplinary Committee” includes any of the Committees established under Part V of the Students’ Code of Conduct;

“electronic devices” include smart phones, digital watches, PDF material, tablets, ear/head phones, recorded material in mp3 format;

"electronic records" include- a record generated in digital form by an information system, which can be transmitted within an information system or from one information system to another and stored in an information system or other medium;

“Examination material” includes;

(a) any material whether in print or electronic form and includes an examination paper, notes whether typed, handwritten or in whatever format, instructions for the setting up of equipment or the preparation of instruments for an examination, materials meant for practical exams or

(b) any other document or material which is intended to form part of an examination paper or to enable an examination paper to be prepared, but does not include examination papers from previous examinations or any other material which is legitimately published in order to assist candidates in preparation for any examination.

“examination paper” includes a question paper, examination instructions, the draft or copy of an examination paper or instructions in respect of an intended examination or examination which has not been taken, and includes an electronic form thereof;

“examination irregularities” includes an examination malpractice other than examination cheating, including possession of a phone in the examination room, neglecting to sign the attendance register, refusing to produce an examination card during a University Examination, picking and or removing examination answer sheet from designated examination room or platform,

“examination cheating” includes actual, intended, or attempted deception or dishonest act in relation to any academic work; or impersonation; or being in possession of examination materials; or use of unauthorized materials or unauthorized equipment, in any form, during an examination; or collusion; or copying work from or using work written by another person without acknowledging the source; or soliciting or commissioning work; or making work available to another person to copy; or submitting for assessment work that has been previously submitted for another assessment (self-plagiarism); or plagiarizing publications; or falsifying results.

“Unauthorized equipment” include smart watches, pens and other similar tools, mobile telephones, tablets, computers, models of calculators and electronic devices not specifically approved for an examination when carried into an examination room.

“Plagiarism” includes pretending or passing off the work done by the student as original work whilst it is not. The work done is in fact copied from existing work without appropriate acknowledgment of the source. Plagiarism can occur not only in essays and dissertations, but also in scientific experimentation, diagrams, maps, fieldwork, computer

programs, and all other forms of study where students are expected to work independently and produce original material.

“collusion” includes the **act** of two or more students in concert with fellow student or any other person preparing answers or papers which are examinable when the work should be carried out by each student individually; or a student knowingly allowing any part of the student’s academic work to be acquired by another person for presentation as if it were that person’s own work.

“offensive weapon” includes any tool made, adapted or intended for the purpose of inflicting mental or physical injury upon another person and include but are not limited to knives, swords, arrows, sticks and metal bars.

“officer, agent, employee or member of staff” includes;

(a) any person who is engaged by the University as an employee or worker and/or who holds a post in the University

(b) any person to whom the University makes available any of the privileges or facilities normally afforded to its employees provided that a graduate student working for the University in a teaching or related capacity and prior to clearance from the University, the graduate shall be treated as a student for purposes of this Students’ Code of Conduct;

"property" includes money, all forms of property, real or personal, heritable or moveable, or a thing owned, leased, controlled, used, or occupied by the University and other intangible and incorporeal property;

"public area" includes any enclosed indoor area open to and frequented by the students, staff and the general public and where, during a representative 24-hour period the number of public occupants exceeds the number of employees, except private residences;

“Smoking” includes but is not limited to use of cigarettes, cigars, pipes, e-cigarettes, and personal vaporizers or other devices associated with vaping.

“records” include all information and documents in whatsoever form relating to a student and entail all correspondence, forms, reports, statements, recordings, or other tangible evidence presented during or as part of a disciplinary procedure;

“student” includes

(a) any person admitted to a course of study for any academic programme offered by the University whether full-time or part-time and includes a person admitted for online or distant courses;

(b) Any person registered as a student of another University, college, school or institution, and who is admitted to a course of study at the University on full-time, part-time or as part of an exchange or other programme or arrangement between the University and that other institution;

(c) A graduate student working for the University in a teaching or other capacity and who has not cleared from the University;

(d) Any other person determined to be a student by the Senate;

(e) Any person on suspension order in terms of this Code; or

(f) A postdoctoral fellow is a student for the purposes of this Code;

provided that any person who, having graduated but not cleared from the University and who has reapplied for admission to a course of study at the University within the next academic year or applied for transfer from one course of study at the University to another remains a student during the intervening period;

“suspension” necessitates demanding a student(s) to leave and/or vacate the University precincts for a period of not more than three (3) years as a form of penalty for violating University’s Rules, Regulations and the code of conduct and discipline for students;

“Students’ Code of Conduct” comprises the Students’ Code of Conduct, Rules and Regulations for the time being governing students’ conduct and discipline, and prescribing the penalties for breach thereof, and includes any lawful additions, amendments and modifications thereto;

“unauthorized material “includes books, papers, notes, notes written on clothing or on a part of the body and other graphic or recorded material, not specifically approved for or allowed during an examination when carried into an examination room; dangerous and crude weapons, narcotic and psychotropic substances, illegal substances in the Halls of Residence and within the precincts of the Halls of Residence;

“University” means the University of Nairobi and all its constituent colleges and affiliates;

“**Visitor**” means any person who is within the precincts of the Campus and also includes a student who visits another student in the Halls of Residence.

PART III PURPOSE, OBJECTIVES AND SCOPE OF APPLICATION

A. Purpose of the Code

3.1 The purpose of this Code is to-

- 3.1.1 Guide the behaviour and discipline of all the students of the University;
- 3.1.2 Provide guidance and mentorship to the students towards becoming responsible citizens;
- 3.1.3 Guarantee an effective, expeditious and impartial students’ disciplinary procedure and process in tandem with the applicable laws; and
- 3.1.4 Develop mechanisms for monitoring and evaluating the effectiveness of students’ disciplinary procedures and processes at the University;

B. Objectives of the Code

3.2 The objectives of this Code are to:-

- 3.2.1 Set out acts and omissions or commissions that constitute unacceptable conduct and behaviour by students;
- 3.2.2 Be a tool for mentoring the students into useful and responsible members of the society;
- 3.2.3 Establish and set out the functions of the various disciplinary committees and other officers involved in students’ disciplinary processes;
- 3.2.4 Define the standard procedure and process of handling students’ disciplinary cases and the nature of sanction(s) likely to be imposed upon a student found in breach of this Code; and
- 3.2.5 Guide on general conduct, behaviour and actions of students of the University

C. Scope of application of the Code

3.3 This Code applies to all students of the University, including those on University exchange programmers. It applies to

- (a) Activities in which students participate or engage in by virtue of being students of the university;
 - (b) Services or facilities extended to students by virtue of being a student of the University;
 - (c) The presence of students within the campuses, or their access to, any premises owned or occupied by the University;
 - (d) Coaching and mentorship of University students; or
 - (e) Any activity not covered by a), b),c) or d) above, which is considered to affect adversely the safety, interests or reputation of the University, its students, employees or authorized representatives as outlined in this Code.
- 3.3.1 The University reserves the right to investigate allegations of misconduct arising against former students under this code, in order to ascertain the facts and determine any penalties which should be imposed in such cases. The reservation may extend and include contacting

- the parents and or guardians of the concerned students, mitigating factors and remorsefulness of the student.
- 3.3.2 The Vice-Chancellor or his assignee and any Disciplinary Committee established under this Code shall have administrative flexibility and independence while executing and implementing the provisions of this Code and shall only be subject to the law.

4 PART IV - CONDUCT OF STUDENTS

The provisions set out hereunder shall apply with respect to the conduct of students within the Campus, as well outside the Campus on University field placement, practical training, industrial attachments, teaching practice or other University activity including student-staff relationship.

4. General Conduct

- 4.1 Every student of the University is expected to:-
- 4.1.1 Respect and comply with the administrative, academic and other procedures and structures established by the Universities Act, 2012 and amendments thereto, the University of Nairobi Charter 2013, the University Statutes enacted for the control and governance of the operations of the University and any other rule, regulation or policy of the University;
- 4.1.2 Conduct himself or herself in accordance with the highest standards of integrity and personal discipline and in particular;
- (a) Respect the rights and privileges of members of the University community and the general public at all times;
- (b) Carry himself or herself in a civil and dignified manner; and
- (c) Act honestly and treat the University employees, students, honorary appointees, consultants, contractors, volunteers and any other persons with respect and dignity.
- 4.1.3 Desist and or refrain from any conduct that might bring the University or any section thereof to disrepute, ridicule or public odium without prejudice to the right to fair and justified comment and criticism;
- 4.1.4 Desist and or refrain from any conduct which may disrupt the operation of academic and/or non-academic activities of the University; maintain a co-operative and collaborative approach to inter-personal relationships;
- 4.1.5 Desist and or refrain from all acts of violence, sexual harassment, hooliganism, unruly or rowdy behavior or any conduct likely to cause a breach of the peace or disturbance to others within the Campus;
- 4.1.6 Wear decent, acceptable and appropriate attire at all times so as to maintain the integrity, dignity, and nobility of University education;
- 4.1.7 Maintain an appropriate standard of dress and personal hygiene and grooming that enhance public confidence in the integrity of the University and wellbeing of the student; and
- 4.1.8 Refrain from engaging in activities that undermine or bring the University into disrepute and public odium.

5. Academic Guidelines

- 5.1.1 Students are required to attend lectures and online teachings, tutorials, seminars, practical and other scheduled courses and activities specified in respective courses of study unless the student's absence from class is permitted by an authorized officer of the University.
- 5.1.2 A student who fails to attend a specified number of lectures, tutorials, seminars, practical lessons in respect of a particular course without permission from the officers set out in 5.1.1 above shall not sit an examination for that course and/or shall be deregistered from the course altogether.

- 5.1.3 A student shall ensure that his/her registration and progress in academic course and programme is in conformity with the University's statutes, rules and regulations.
- 5.1.4 Students shall ensure full payment of registration fees, tuition fees and other fees and charges as the University Council shall from time to time determine.
- 5.1.5 No student shall attend lectures, tutorials, practical lessons and/ or participate in University activities which a student has not fully paid for unless duly authorized to do so.
- 5.1.6 Students shall desist and/or refrain from engaging in any activity or behaviour that would unfairly confer an advantage or disadvantage to another student academically.
- 5.1.7 Students are expected to avoid engaging in any form of activity or behavior including but not limited to misrepresentation, dishonesty, abuse of authority , rudeness, favoritism, bias, misfeasance, corruption, bribery, academic cheating so as to obtain academic advantage of any kind.
- 5.1.8 Students shall abide by all rules and regulations as shall be prescribed by the various departments and faculties of the University relating to the conduct of specific courses and programmes.

6. Examinations

- 6.1.1 Students shall comply with all directives issued in relation to an examination, homework assignment, seminar paper, term paper or any other assignment given to the student in relation to his/her studies, including the rules of conduct during a written or oral examination.
- 6.1.2 Students shall ensure participation in all assignments, seminar papers, term papers, examinations and other tasks as shall be given in a particular course of study.
- 6.1.3 All examinations shall be taken in the designated examination room(s) or approved electronic online platform(s).
- 6.1.4 A student shall be required to register for a University Examination prior to sitting for the examination.
- 6.1.5 A student shall carry a valid Student Identification Card as well as an Examination Card to the examination room. In absence of the said documents, a student shall not be permitted to sit for an examination.
- 6.1.6 Communication in whatever format between students in the examination room is absolutely prohibited.
- 6.1.7 Students should not be in possession of any written, graphic, or recorded material, mobile phone, tablet or any other material or device in the examination room unless with prior approval of the course instructor and/or supervisor.
- 6.1.8 If after an examination has started, a student is found in possession of unauthorized material or unauthorized equipment, including any information inscribed on the student's body or on clothing, it shall be presumed that examination cheating has taken place.
- 6.1.9 Upon the conclusion of an examination, students shall hand over the examination answer booklets whether written or unwritten to the course instructor or supervisor, and in case of electronic online examinations, the examination answer booklets shall be submitted as prescribed and approved by the platform used.
- 6.1.10 At the end of each examination, a student shall not take away from the Examination Room or electronic online platform any Examination answer booklets, whether used or unused.

7. Motor Vehicles

- 7.1.1 Students shall not park Motor Vehicles within the Campus and/or Halls of Residence without prior written approval from the University designated officer from their respective college, school, faculty, institute or center.

- 7.1.2 The University has no obligation to provide parking bays for students' motor vehicles. However in instances where parking space is available, students shall park their vehicles at such designated parking slots whilst fully aware that the University shall not bear responsibility for any damage or loss to the vehicle.
- 7.1.3 Prior to grant of access to the Students' designated parking bays, a student shall at all times produce valid student identification to the designated officer, agent or employee of the University.

8. Property

- 8.1.1. Students are expected to take reasonable care of the University property.
- 8.1.2. Students shall not misappropriate or cause damage or engage in activities that expose University property to misappropriation, loss or damage.
- 8.1.3. Students shall not remove furniture or equipment from lecture halls, Halls of Residence and or other University premises without prior authorization by the relevant officer.

9. Firearms and Offensive Weapons

- 9.1.1 Students are expressly prohibited from being in possession of firearms and/or offensive weapons of any kind whether such possession is licensed by any Statute or not.
- 9.1.2 Students are prohibited from carrying or in any other manner being in possession of firearms while within the Campus.
- 9.1.3 Possession and/or use of offensive weapons within Campus is strictly prohibited.

10. Alcohol and Drugs

- 10.1.1 The University is an alcohol and drug free public Academia in compliance with the provisions of the Alcoholic Drinks Control Act,
- 10.1.2 Students shall not use, be in possession of, peddle or distribute narcotic drugs or psychotropic substances within the Campus. For the purpose of this provision, Narcotic Drug and Psychotropic Substance shall have the meaning stipulated under the Narcotic Drugs and Psychotropic Substances (Control) Act,
- 10.1.3 A student should not attend lectures, tutorials, examination Centres and/or practical lessons while being drunk, in a state of intoxication or under the influence of any narcotic substance.
- 10.1.4 Alcoholic drinks and cigarettes shall not be consumed in lecture halls, libraries, examination Centres, computer rooms, cafeteria, - halls of residence, offices or any other non-designated areas.
- 10.1.5 Students shall not smoke in public areas within the Campus. The entire university is a non-smoking zone.
- 10.1.6 Students shall not act in a violent and /or disorderly manner whilst within the Campus.

11. Demonstrations

- 11.1.1 Students seeking to participate in demonstration shall obtain necessary permission(s) and approval (s) from the National Police Service, and thereafter notify the University of such Permission and approval (s).
- 11.1.2 Students engaging in demonstrations shall not cause injury to any person and/or cause damage or destruction to any public or private property, nor shall they litter the area within which such demonstration is conducted.
- 11.1.3 Any student who participates in demonstrations, riots and/or picketing shall be personally liable for any damage and/or loss that will emanate from the demonstrations/riots/picketing.

- 11.1.4 In the case of litter, the organizers and/or conveners shall be ordered to ensure a clean-up of the area or in lieu thereof, pay the cost of the clean-up.

12. Utterances to the Public

- 12.1.1 All correspondence to the press or other mass media by students or officials of Students' Associations or Organizations, in their individual capacities, shall strictly bear their names and private addresses and shall not bear any reference to the University. The student shall be held personally liable for any statements made to the media or the public.
- 12.1.2 It shall be a violation of this Code to issue defamatory statements in respect of matters concerning the University or Students Association and Organization, without prejudice to the right to fair and justified comment and criticism.
- 12.1.3 Advertising notices must be in approved designated notice boards and shall be subject to approval by authorized officers.
Student Associations or Organizations shall not invite any government official(s), politicians, and representatives of foreign governments or any distinguished guests without first obtaining the written approval of the Vice-Chancellor, Deputy Vice-Chancellor (Academic Affairs), and/or Deans.

13. Accommodation Services

- 13.1.1 All students shall at all material times act lawfully and conduct themselves responsibly while in the University's Halls of residence and or premises.
- 13.1.2 Accommodation services fees for the academic year cover the period from the day of official University check-in through 10 a.m. of the day after the completion of examinations or 10 a.m. on the day following Commencement. The day of official University check-in for first-year students, transfer students, and other participants in Halls of Resident will be designated by the relevant University officer.
- 13.1.3 In addition to the terms of any tenancy agreement entered into between a student and the University, all students are expected to;
- (a) Submit authentic documents in support of an application for accommodation within the University's Halls of Residence;
 - (b) Abide by the terms and conditions of contract for accommodation;
 - (c) Submit authentic and accurate personal information in Halls Management Information System (HAMIS);
 - (d) Adhere to the list of allocation of rooms as prepared by the University and vacate such rooms during any University holiday period;
 - (e) Admit visitors to the student's allocated room only between 10.00 a.m. and 10.00 p.m. while taking into account the need for privacy and convenience of the students' genuine roommates;
 - (f) Desist from hosting parties or other gatherings at their student residence. Students who do so shall be held directly responsible for conduct occurring at their residence, including outside areas, and for their visitors' behavior;
 - (g) Desist and/or refrain from harboring persons who are not students of the University in the Halls of Residence;
 - (h) Desist and/or refrain from harboring in the Halls of Residence students who have either been suspended or expelled from the University;
 - (i) Desist from removing furniture or equipment without authority from his/her room or importing and disfiguring furniture from lecture rooms or other premises within the Hall except by prior written permission from the Halls Administration Officer or any other authorized person;

- (j) Take reasonable care of furniture, fittings and other items in the Halls of Residence;
 - (k) Surrender all keys issued in respect of the rooms to the Halls Administration Officer before proceeding on vacation;
 - (l) Be responsible for any indoor games facilities that they sign for;
 - (m) Desist from subletting, exchanging, swapping and/or subleasing the room allocated to the student by the Halls Administration Officer;
 - (n) Desist from cohabiting within the Halls of Residence;
 - (o) Desist and/or refrain from cooking in the Halls of Residence or being in possession of cooking appliances in the Halls of residence. Cooking and cooking appliances, including electric jugs, kettles, immersion heaters, microwave ovens, toaster ovens, crock pots, hot plates, toasters, and grilling machines, are strictly prohibited in the Halls of Residence;
 - (p) Ensure that no form of cooking takes place at the student's allocated room for the safety of all residents in the Halls of Residence;
 - (q) Desist and/or refrain from handling and/or being in possession and/or using of any form of unauthorized materials including dangerous and crude weapons, firearms, narcotic and psychotropic substances, illegal substances in the Halls of Residence and within the precincts of the Halls of Residence;
 - (r) Desist and/or refrain from operating any business and/or hawking within the Halls of Residence;
 - (s) Desist and/or refrain from hosting functions within the Halls of Residence unless expressly authorized by the Halls Administrator;
 - (t) Ensure that no obstruction and/or attempted obstruction is made against any officer, employee or agent of the University in the performance of his or her duties;
 - (u) Only be in possession of keys to rooms or buildings within the University which have been obtained through the official University's channels.
 - (v) Avoid keeping or harbouring animals or pets inside University Halls of Residence;
 - (w) Be answerable for depositing trash or refuse from their duly allocated rooms into the proper and designated disposal containers positioned in common areas.
- 13.1.4 A student who for whatever reason vacates his/her room prior to the lapse of the period in respect of which the accommodation charges apply shall forfeit the accommodation charges for the remaining period.
- 13.1.5 All room allocations are final unless the Chief Halls Office authorizes a room change. A student who makes a room change without authorization and or permission violates this Code.
- 13.1.6 Visits to the Halls of Residence is a privilege, not a right, and must be respected in command to maintain law and order in the University. The privilege of visitation in University's Halls of Residence does not supersede a roommate's/housemate's right to privacy, study time, and sleep.
- 13.1.7 In case of any conflict between the terms of a tenancy agreement and the provisions of this Code, this Code shall prevail.

14. CATERING SERVICES

- 14.1.1 To facilitate satisfactory and efficient services in the catering department, students are expected to;
- (a) Conduct themselves in a civil and orderly manner while in the dining halls and cafeterias and be courteous to the catering staff and other students;
 - (b) Pay for meals before being served;
 - (c) Address complaints or grievances arising from catering services to the office of the Strategic Management Unit Manager;
 - (d) Produce valid Student Identification Card before being allowed entry into the dining halls;

- (e) Desist and/or refrain from engaging in violent and/or disorderly behaviour while in the dining halls;
- (f) Desist and/or refrain from using University cutlery and utensils outside dining halls;
- (g) Desist and/or refrain from causing damage to University catering facilities; and
- (h) Desist and/or refrain from bringing food and drinks into the dining halls unless with the permission of the official in charge of the University catering unit.

PART V – OFFENCES

- 15.1 Failure by a student to adhere to any of the provisions of Part IV of the Code above shall constitute a disciplinary offense.
- 15.2 The offenses listed in this Code are not exhaustive, but only indicative and the University shall, from time to time modify and/or amend the list of offenses in such manner as it thinks fit to address emerging and cross cutting violation of the Code.
- 15.3 For purposes of clarity, the undernoted constitute offences in respect of which disciplinary action shall be instituted against a student.

16. VIOLATIONS RELATING TO PROPERTY

- 16.1.1 Intentionally, recklessly or unlawfully destroying or damaging the property of or in the custody of the University.
- 16.1.2 Intentionally, recklessly or unlawfully destroying or damaging the property of other students, officer, employee or agent of the University.
- 16.1.3 Misusing the property of or in the custody of the University
- 16.1.4 Interfering with any equipment or apparatus installed within the University.
- 16.1.5 Behaving in a manner that causes, or is likely to cause, death, unnecessary suffering, harm or distress to any of the University's species of wildlife or domesticated or semi-domesticated animals.
- 16.1.6 Directly or indirectly handling stolen and/or illegally obtained property.
- 16.1.7 Committing or attempting to commit arson and/or being accessory thereto.
- 16.1.8 Destroying or attempting to destroy property by use of a flammable substance.
- 16.1.9 Selling or supplying whether directly or indirectly any of the University's property of whatever description.
- 16.1.10 Stealing the property of the University, Staff, Student or any other person.
- 16.1.11 Embezzlement or any form of misappropriation of the property of the University, staff, student or any other person.
- 16.1.12 Committing break-ins and burglary.
- 16.1.13 Infraction of regulations or instructions governing the use of the University facilities or facilities of institutions in which the University operates, including academic materials, apparatus, halls, libraries, offices, vehicles and transportation facilities , parking lots and open areas.

17. INJURY OR HARM TO PERSON(S)

- 17.1.1 Taking part in a fight within the University premises.
- 17.1.2 Assaulting, maiming or inflicting harm upon an officer, agent or employee of the University, student or any other person.
- 17.1.3 Harassing, bullying, trolling or psychologically assaulting an officer, agent or employee of the University, student(s) through e-mail, telephone, pictures, gesture or any other medium of whatever description.
- 17.1.4 Exhibiting or threatening to use violence or abusive language towards, an officer, agent or employee of the University, student or any other person substance.
- 17.1.5 Harassing, intimidating, victimizing or discriminating an officer, agent or employee of the University or a student in any form on grounds of age, disability, race, ethnic or national

- origin, religion or beliefs, sex, sexual orientation, gender reassignment, pregnancy, marriage or civil partnership or socio-economic background.
- 17.1.6 Engaging in activities which put the health, well-being and safety of an officer, agent or employee of the University or a student at risk.
 - 17.1.7 Unwarranted raising of false fire alarm or any other fabricated alarm within the University.
 - 17.1.8 Failure to evacuate any part of the University or University-owned or administered accommodation when a fire alarm or any other alarm is made and/or returning before being authorized to do so by a fire officer or authorized member of the University staff.
 - 17.1.9 Possession of knives, swords, sticks, metal bars or any other implements or articles which might endanger the lives of members of staff or students or any other persons.
 - 17.1.10 Making fabricated allegations against the University, an officer, agent or employee of the University staff or another student which are deemed to be injurious, vexatious, malicious or false.
 - 17.1.11 Commission of sexual violations and mistreatment as defined in the Sexual Offences laws and the relevant University Policy against a member of staff or a student or any other person.
 - 17.1.12 Harboursing suspended or expelled students within University precincts.
 - 17.1.13 Commission of any misconduct prior to enrolment at the University, the commission of which poses a threat to staff or student or good order in the University.
 - 17.1.14 Obtaining, forcing, extorting or coercing an officer, agent or employee of the University, a student or any other person to part with money or any other valuable substance.

18. VIOLATIONS RELATING TO DISRUPTIONS OF UNIVERSITY ACTIVITIES, FUNCTIONS & EVENTS

- 18.1.1. Obstructing or impeding and/or attempting to obstruct or impede an officer, employee or agent of the University from carrying out his/her duties.
- 18.1.2. Behaving in a manner which obstructs, intrudes, limits , frustrates or disrupts any lecture, laboratory practical's, meeting(s), examination(s) or any other University's activity authorized to be held, given or undertaken within or outside the University precincts
- 18.1.3. Boycotting scheduled lectures, tutorials, field trips and other courses of instruction.
- 18.1.4. Convening, organizing or participating in any demonstrations, gatherings, ceremonies or processions for which approval has not been obtained from the University administration.

19. VIOLATIONS RELATING TO INFORMATION

- 19.1.1 Knowingly giving false information, concealing information or submitting forged documents to the University in order to gain privileges or advantages at the University.
- 19.1.2 Using electronic and social media in a manner that constitutes breach of this Students' Code of Conduct.
- 19.1.3 Failing or refusing to disclose correct identification or other relevant details/information to the University or any other state agency when required to do so.
- 19.1.4 Giving false testimony and/or concealing information before a Disciplinary Committee of the University
- 19.1.5 Failing to appear or refusing to testify before any disciplinary authority of the University.
- 19.1.6 Writing, publishing and/or distributing any literature of malicious or rebellious nature without prejudice to the right to fair and justified comment and criticism.
- 19.1.7 Refusing to identify oneself before a University staff or agent who is performing his/her duties.
- 19.1.8 Posting or circulating non-official communication materials in the form of notices, leaflets, flyers, brochure, and handouts on University's notice boards or the University social media official pages.

20. VIOLATIONS RELATING TO CONDUCT OF EXAMINATIONS

- 20.1.1. Violating directives issued in relation to an examination, homework assignment, seminar paper, term paper or any other assignment given to the student in relation to his/her studies, including the rules of conduct during a written or oral examination.
- 20.1.2. Fraudulent, negligent and/or deceitful obtaining of admission and registration into the University's course or programme.
- 20.1.3. Unauthorized possession of used or unused examination answer booklets inside or outside the examination room or approved electronic platform.
- 20.1.4. Unauthorized possession of any written, graphic material while in an examination room or approved electronic platform.
- 20.1.5. Communicating with another student and/or person during an examination so as to seek unlawful and/or irregular assistance of any kind.
- 20.1.6. Failure to return examination answer booklets in whatever form with written or unwritten answers after an examination.
- 20.1.7. Purporting to sit for an examination while outside the examination room or in undesignated examination room or approved electronic platform.
- 20.1.8. Committing acts of plagiarism by falsely accessing another person's work and appending one's name and signature on such work without acknowledgement thus pretending and/or holding out to be the source of the work.
- 20.1.9. Disrupting, hacking or pony-trekking the conduct of University examinations.
- 20.1.10. Destroying evidence pertaining to examination malpractices and/or irregularities.
- 20.1.11. Presenting oneself for an examination in a course unit in which the student is not registered for.
- 20.1.12. Claiming marks in a course unit whilst aware that he/she did not register for and/or sit for the examination.
- 20.1.13. Deliberate failure or refusal to hand in the examination script at the end of the examination.
- 20.1.14. Unauthorized making of changes in the original answer script after submission for marking;
- 20.1.15. Fraudulently replacing the original answer script and/or alteration of the grade(s);
- 20.1.16. Disobeying, threatening and assaulting an invigilator in the course of his/her duty.
- 20.1.17. Involvement in and/or being party to any act of tampering with examination data.
- 20.1.18. Causing damage or destruction to University examination material or facilities.
- 20.1.19. Impersonation by presenting oneself to take part in an examination in which one is not registered; registering for an examination using false name or identity or falsely using a certificate, testimonial, signature, photograph or a document of another student to sit for an examination on the pretext of the bona fide student.
- 20.1.20. Absenting oneself from examination without sufficient and/or justifiable reason.
- 20.1.21. Sitting or registering for University examination using a forged examination card.

21. VIOLATIONS RELATING TO FINANCIAL MATTERS

- 21.1.1. Knowingly or fraudulently accessing or using University services and facilities without payment of prescribed charges.
- 21.1.2. Knowingly or fraudulently failing to account for all monies and allowances received in accordance with the University Financial Regulations.
- 21.1.3. Attempting, giving or receiving a bribe in order to obtain any of the University services and facilities.

22. VIOLATIONS RELATING TO HALLS OF RESIDENCE

- 22.1.1. Failing to comply with the terms and conditions of the contract for accommodation.
- 22.1.2. Admitting or harboring unauthorized person(s) in the Halls of Residence.
- 22.1.3. Admitting a visitor(s) into the Halls of Residence beyond authorized hours.
- 22.1.4. Providing false information to the Halls Management Information System (HAMIS).

- 22.1.5. Subletting a University facility to another person, whether a student or not, without the authorization or consent of the University.
- 22.1.6. Operating illegal and/or unauthorized business within the Halls of Residence.
- 22.1.7. Cohabiting within the Halls of residence.
- 22.1.8. Exchange of rooms without authority
- 22.1.9. Cooking in the Halls of Residence
- 22.1.10. Obstructing or attempting to obstruct any officer, employee or agent of the University in the performance of his/her duties
- 22.1.11. Hosting functions within the Halls of Residence without the authority or consent of the University.

23. VIOLATIONS RELATING TO CATERING SERVICES

- 23.1.1. Engaging in violent or disorderly behavior in the dining halls.
- 23.1.2. Causing damage to University catering facilities.
- 23.1.3. Bringing in food and drinks into the Dining room without authority of the University official in charge of catering.

24. VIOLATIONS RELATING TO HEALTH SERVICES

- 24.1.1. Utilizing fake documents in order to access University medical services.
- 24.1.2. Presenting inaccurate and false personal information to the University Health Management Information System (UHMIS).
- 24.1.3. Seeking medical services whilst not attending a course of study in the University.

25. OFFENCES RELATING TO SPORTS AND GAMES

- 25.1.1. Unauthorized use of University sports services and facilities without permission from the Director Sports and Games.
- 25.1.2. Negligent handling of University sports facilities, utilities and equipment.

PART VI - RULES AND PROCEDURES RELATING TO DISCIPLINE

26. DISCIPLINARY AUTHORITY, POWERS AND FUNCTIONS

- 26.1. The responsibility of exercising student's disciplinary authority, power and function in the University is vested in the Senate.
- 26.2. The Senate shall from time to time delegate such authority, power and function to any other officer, body or authority of the University.
- 26.3. The Senate's disciplinary power set out in paragraph 26.1. is hereby delegated to various Committees established under this Code.

27. ESTABLISHMENT OF THE DISCIPLINARY COMMITTEES

- 27.1. There are established the following Senate Disciplinary Committees:-
 - a) The Halls Disciplinary Committee to hear and determine cases of misconduct and violations committed within the University's Halls of Residence or relating to conduct in the University's Halls of Residence.
 - b) The Faculty Disciplinary Committee to hear and determine all other cases of misconduct and violations including examination malpractices committed within the University Campuses.
 - c) The Appeals Disciplinary Committee to hear and determine appeals from the decisions of the Halls Disciplinary Committee or the Faculty Disciplinary Committee.
- 27.2. The quorum of a Disciplinary Committee shall be at least three (3) members.

- 27.3. The Disciplinary Committees shall have administrative flexibility. In absence of the designated Chairperson or Secretary, members of the respective Committee present at the meeting shall elect one among themselves to act as Chairperson or Secretary;
Provided that nothing in this Part precludes the Committee from requesting the University Administration to second a member of its staff to render secretarial services.
- 27.4. The Disciplinary Committees shall have power to regulate their own procedures.
- 27.5. The Disciplinary Committees shall have due regard to the Constitution of Kenya and the law.

28. COMPOSITION OF DISCIPLINARY COMMITTEES

- 28.1. The Halls Disciplinary Committee shall comprise - the following persons:-
- (i) The Halls Officer or his/her nominee who shall be the Chairperson.
 - (ii) The Dean of the Faculty of the affected student or his/her nominee.
 - (iii) A Senate Member Representative nominated by the Chairman of the Senate or his/her nominee.
 - (iv) The Strategic Management Unit Manager or his/her nominee.
 - (v) The Students' Representative from the relevant Hall of Residence and/or Student Campus Association.
- 28.2. The Chief Halls Officer or his nominee shall be the secretary of the Halls Disciplinary Committee.
- 28.3. The Faculty Disciplinary Committee shall comprise the following persons:-
- (i) The Dean of the Faculty of the affected student or his/her representative who shall be the Chairperson.
 - (ii) Two Senate Representatives or their nominees, nominated by the Chairperson of the Senate.
 - (iii) The Chair of the Department of the affected student or his/her nominee.
 - (iv) A student representative from the Campus Students Campus Association.
- 28.4. The Faculty Registrar or his nominee shall be the secretary to the Faculty Disciplinary Committee.
- 28.5. The Appeals Disciplinary Committee shall comprise the following persons:-
- (i) Deputy Vice-Chancellor to be nominated by the Vice-Chancellor and who shall be the Chairperson.
 - (ii) Two members of the Senate nominated by the Chairperson of the Senate
 - (iii) The Vice-Chancellor shall appoint two (2) persons who have a distinguished service and are serving members of the University, who will serve for such term as the Vice-Chancellor shall specify.
- 28.6. The secretary to the Students Appeals Disciplinary Committee shall be appointed by the Chairperson of the Senate.
- 28.7. The quorum of the Students Appeals Disciplinary Committee shall be three (3) members. In absence of the Chairperson, the members present shall appoint one of the members as the Chairperson for that session.

29. ROLE OF THE UNIVERSITY IN DISCIPLINARY PROCEEDINGS

- 29.1. Institution of criminal proceedings in a court of law against a student under any law in Kenya or abroad shall not be a bar to internal disciplinary proceedings being instituted against such a student by the University

30. DUTIES AND RIGHTS OF THE STUDENT IN DISCIPLINARY PROCEEDINGS

- 30.1.1. Every student shall assist and cooperate with officers from the Security Department and the Disciplinary Committees established under this Code. The student shall in particular;
- (a) Respond to any inquiry by the security officers in a timely manner;

- (b) Comply with any direction or request from the security officers or Disciplinary Committee;
 - (c) Furnish the security officers or Disciplinary Committee with such information or material as may be required to discharge their mandate under this Code; and
 - (d) Notify the University immediately upon conviction on any criminal charge or formal caution for criminal conduct in a court of law in Kenya or abroad.
- 30.1.2. A student facing disciplinary action shall be responsible for informing his or her witnesses the place, date and time of the hearing.

31. NOTICE

- 31.1.1. Whenever notice is required to be given to a student or any other communication made to a student under this Code, such notice or communication shall be delivered and/or made;
- (a) To the student in person if reasonably possible; and/or
 - (b) To the student's e-mail address as indicated in the student's academic or other record maintained by the University; and/or
 - (c) By a text message to the student's last known telephone number.
- Any of the foregoing modes of communication and/or a combination thereof shall be deemed sufficient service upon the student.
- 31.1.2. The University shall at all times maintain a record of the email addresses and telephone contacts of all students.
- 31.1.3. It shall be an obligation of each student to ensure that at all material times the email address and telephone contacts that the student submitted to the University are valid and operational.
- 31.1.4. Upon receipt of any communication from the University, a student shall acknowledge receipt by email as well as by signing on the duplicate copy of the notice and/or any other written communication. The aforesaid duplicate shall be retained by the University.

32. INQUIRY

- 32.1.1. Any person who considers that a student has acted in violation of the rules and regulations of the University or this Code shall lodge a Complaint with the Security Department of the relevant Faculty/Department (hereinafter referred to as "Security Department") within three (3) working days from the date of occurrence of the act or commission/omission complained of.
- 32.1.2. On receipt of the complaint, the Security Department shall decide whether to initiate an inquiry within three (3) working days.
- 32.1.3. The Security Department shall initiate an inquiry where
- (a) The complaint relates to an allegation which, if proven, could possibly be regarded as a potential breach of this Code; and
 - (b) The information provided suggests that there is a realistic prospect that sufficient evidence will be available to determine whether or not the alleged incident has occurred.
- 32.1.4. Where the Security Department decides not to initiate an inquiry, it shall communicate the reasons for this to the Complainant within 3 working days.
- 32.1.5. Where a Complaint has been lodged as set out under paragraph 32.1.1 above, and the Security Department has decided to initiate an inquiry, it shall, within three (3) working days, inform the student concerned that a Complaint has been lodged against him/her and is under inquiry by the Security Department.
- 32.1.6. In the conduct of inquiries, the officers from the Security Department may summon any student or agent, officer or employee of the University to appear before it or furnish the security officers with any information or material required for the inquiry.
- 32.1.7. Where any student not being the subject of inquiry fails to honour any summons, request and/or in any manner fails to comply with any lawful request for information, the Security Department may refer the student to the Vice Chancellor for appropriate action.

- 32.1.8. A student who is the subject of an inquiry has the right to be accompanied by a representative of a Student Association or another student who is in good standing with the University during any interview that may be conducted by the officers of the Security Department. The student shall provide such answers and/or information required by the Security Department.
- 32.1.9. Pending conclusion of an inquiry, the Vice-Chancellor or his nominee may at his/her discretion and in the interests of the University, impose such restrictions upon the student as he/she may deem fit including precautionary suspension of the student from the University pending the outcome of the inquiry and subsequent disciplinary proceedings, if any.
- 32.1.10. The precautionary suspension is used to protect the members of the University community or a particular member or members, or members of the general public, or to ensure that a full and proper inquiry is carried out.
- 32.1.11. The Security Department shall conclude inquiries expeditiously and submit a progress report within three (3) working days from the occurrence of an incidence of violation of this code or any other University regulation.
- 32.1.12. A Complaint may be withdrawn by the Complainant in writing at any time prior to a decision being made by the Halls Disciplinary Committee or the Faculty Disciplinary Committee.
- 32.1.13. The period for lodgment of a complaint and subsequent inquiry may be extended by the Security Department for a period not exceeding seven (7) days in respect to lodgment of the complaint as well as a further period of seven (7) days for the inquiry if sufficient reason exists and which reason shall be tendered before the relevant Disciplinary Committee.
- 32.1.14. The Security Department shall handle evidence on Student misconduct for both academic and non-academic matters. An examination invigilator shall be a witness of the Security Department in all examination malpractices.
- 32.1.15. The inquiry procedures and processes outlined above shall also apply with necessary modifications in case(s) of examination irregularities and malpractices.

33. INQUIRY REPORT

- 33.1.1. Within three working (3) days from the date of conclusion of the inquiry, the Security Department shall;
- (a) In the case where the Security Department recommends that no disciplinary action should be taken against the student, submit to the Vice Chancellor a written inquiry report outlining its findings and recommendation; or
 - (b) In the case where the Security Department recommends that disciplinary action should be taken against a student, submit the undernoted to the relevant disciplinary committee:
 - i) A copy of the Inquiry Report
 - ii) A copy of the Notice of violation, stating the violation and particulars of the violation;
 - iii) A list of witnesses intended to be called upon to testify.

34. DISCIPLINARY COMMITTEE PROCEDURES AND PROCESSES

- 34.1.1. The Halls or Faculty Disciplinary Committee shall within seven (7) days from the date of receipt of the Inquiry Report furnish the affected student with;
- i) A copy of the Notice of Violation.
 - ii) A copy of the Inquiry Report, and all other documents and materials pertinent to the matter.
 - iii) A written notice of not less than fourteen (14) days specifying the place, date and time when the student is required to appear before the Committee to answer to the complaints levelled against him/her.

- iv) May appear before a Committee accompanied by a representative of the Students Association or any other student in good standing with the University.
- 34.1.2. On the date of the disciplinary hearing, the Committee shall read to the student, in a language that the student understands, the Notice of Violation against him/her and request the student to indicate whether he/she accepts or denies the Notice of Violation.
- 34.1.3. If the student accepts the Notice of Violation;
 - (a) The Committee shall record the acceptance of the Notice of Violation by the student and any mitigation offered by the student.
 - (b) Upon listening to the statement in mitigation, the Committee may adjourn to consider an appropriate sanction and/or penalty.
 - (c) Within three (3) days of the acceptance of the Notice of Violation, the Disciplinary Committee under the hand of the Chairperson shall inform the student in writing of the sanction and/or penalty together with the student's right to appeal to the Students Appeals Disciplinary Committee. The communication by the Disciplinary Committee shall be in the mode set out in paragraph 31.1.1.
- 34.1.4. In the event that the student denies the Notice of Violation, a disciplinary Hearing shall take place.
- 34.1.5. At the disciplinary hearing, the procedure shall be as follows;
 - (a) The Security Department shall adduce oral and/or documentary evidence in relation to the Notice of Violation made against the student.
 - (b) The student shall be at liberty to cross-examine the witnesses summoned by the Security Department as well as adduce oral and/or documentary evidence. If necessary, the student may summon his/her witnesses.
- 34.1.6. Any student who hinders or obstructs the proper conduct of proceedings before the disciplinary committee, or fails to obey any lawful instruction(s) or direction(s) by the Committee Chairperson shall be withdrawn from the hearing and proceedings will be commenced or continued in his/her absence.
- 34.1.7. The disciplinary process is an internal process of the University. Consequently an affected student may only be accompanied to the Disciplinary Committee by a Student Association Official or any other student who is in good standing with the University.
- 34.1.8. Failure by a student facing disciplinary action to be accompanied by another student shall not hinder the Committee from proceeding with the hearing nor negate any decision made in the proceedings as every student is deemed to know his/her rights.
- 34.1.9. The Disciplinary Committee may allow a student's request to adjourn the hearing date if sufficient reason is disclosed. A request for adjournment prior to the date of hearing shall also include an email address through which the decision of the Committee on the application may be promptly relayed to the student.
- 34.1.10. A request for postponement of a hearing shall be in writing but the Committee may hear an oral request if good grounds are disclosed. The Committee shall decide on the application and communicate its decision to the student whether orally or in writing.
- 34.1.11. The Disciplinary Committee may adjourn any proceedings from time to time on such terms as it thinks fit but will conclude the inquiry within twenty eight (28) days from the date of commencement.
- 34.1.12. The Disciplinary Committee shall endeavor to conclude the disciplinary hearings expeditiously.
- 34.1.13. A student may, in writing, waive any or all of his/her rights during the disciplinary hearing including the right to appear before the Committee and to cross-examine witnesses.
- 34.1.14. If a student who has been served with notice of hearing fails, without good cause, to appear before the Disciplinary Committee on the date and place stated in the notice, the Committee may proceed with the hearing in the absence of the student and may make appropriate orders as it may deem fit.

35. DECISION OF THE DISCIPLINARY COMMITTEE

- 35.1.1. The decision of the Disciplinary Committee shall be in writing setting out a summary of the case against the student, any representations made by the student or his/her witnesses in answer to the Complaint, the factual conclusions by the Committee; and the reasons for the decision.
- 35.1.2. A decision that a student has violated this Code can only be made if there is proof that the student has engaged in the violation alleged.
- 35.1.3. The standard of proof that shall be used in all discipline cases is the balance of probabilities, which is the standard of proof used in civil law. This means that the Security Department or the Disciplinary Committee will be satisfied that the event occurred if they consider that, on the evidence available, the occurrence of the event was more likely than not.
- 35.1.4. The decision of the Disciplinary committee shall be communicated as set out in paragraph 31.1.1 above.
- 35.1.5. The Disciplinary Committee shall take into account any exonerating factors and/or mitigation made by the student and thereupon make a final determination of the case including the penalty to be imposed upon the student.
- 35.1.6. Each Disciplinary Committee shall submit to the Senate a report of all Disciplinary matters handled by the Committee in June and December in each year.

36. Penalties

- 36.1.1. The Disciplinary Committee may mete out such sanctions as are commensurate with the wrong committed by the student.
- 36.1.2. The University may, from time to time, modify and/or amend the complaints which are actionable.
- 36.1.3. The Disciplinary Committee may order any one or more of the following penalties upon a student:-
 - (a) Issue a formal written warning, reprimand, or severe reprimand.
 - (b) Require the student to write an apology to the University or other person as the case may be.
 - (c) Confiscate and retain, without compensation, any offending item which was found in the possession of the student.
 - (d) Require the student to have restricted contact or no contact within the University or with a specified person for a defined period of time.
 - (e) Require the student to pay in whole or part the cost of repair or replacement of any property that was damaged or stolen.
 - (f) Terminate the occupancy of University accommodation on giving a written notice of 14 days.
 - (g) Revoke a tuition discount, award, scholarship or any other benefit entirely or for a specified period of time.
 - (h) Disqualify the student from taking a course or an examination(s).
 - (i) Postpone, for a specific period of time, the conferment upon the student of a degree or other award due to the student.
 - (j) Suspend the student from the University for a specified period of time.
 - (k) Expel the student from the University. Expulsion entails the immediate termination of a student's registration and the prohibition of further registration.
 - (l) Order that the student provides compulsory service to the University for a specified period of time.
 - (m) Recall the degree certificate already awarded to a former student who had graduated but there emerges sufficient evidence showing their involvement in examination malpractice including plagiarism.
 - (n) Any other penalties as the Disciplinary Committee may, in the circumstances, deem appropriate;

Provided that the Disciplinary Committee shall take into account the severity of the violation, the mitigating circumstances by the student, and shall have discretion to impose a penalty that is appropriate in the circumstances.

- 36.1.4. Where the penalty imposed on the student is payment of a surcharge or compensation, the specified amount shall be paid to the Finance Officer or other officer as directed by the Committee not later than seven (7) days from the date of the decision.

37. APPEALS DISCIPLINARY COMMITTEE

- 37.1.1. A student who is dissatisfied with the decision of a Disciplinary Committee may, within seven (7) days from the date of the decision lodge an Appeal with the Appeals Disciplinary Committee.
- 37.1.2. The Appeal shall be in writing, concisely setting out the grounds of Appeal in a concise manner and shall be in the format set out in Appendix VII with any necessary modifications. A copy of the Notice of Violation that was provided to the student by the Security Department as well as the decision against which the appeal relates shall be attached to the Appeal.
- 37.1.3. Within three (3) days from the date of receipt of the Appeal, the Appeals Disciplinary Committee shall call for a record of the proceedings before the relevant Disciplinary Committee. The aforesaid record shall be availed to the Appeals Disciplinary Committee by the relevant Disciplinary Committee within three (3) days from the date of the request.
- 37.1.4. Within seven (7) days from the date of receipt of the Appeal, the Appeals Disciplinary Committee shall issue a written notice of not less than fourteen (14) days specifying the place, date and time when the student is required to appear before the Appeals Disciplinary Committee to make oral representations in support of the Appeal.
- 37.1.5. The aforesaid written notice shall equally be served upon the Security Department together with a copy of the grounds of the Appeal. The Security Department shall be expected to make representations during the hearing of the Appeal.
- 37.1.6. The student who has lodged the appeal shall have the right to begin and the Security Department shall respond.
- 37.1.7. Pending determination of an Appeal, the Appeals Disciplinary Committee may, on the application of the student, stay the payment of a surcharge, compensation or execution of any other penalty. Suspension or expulsion from the University shall not be stayed pending the hearing and determination of the Appeal.

38. DECISIONS OF THE APPEALS DISCIPLINARY COMMITTEE

- 38.1.1. The Appeals Disciplinary Committee may dismiss the entire appeal or part thereof and uphold the decision of the Disciplinary Committee; or set aside the entire decision of the Disciplinary Committee or part thereof and vacate or modify the penalty imposed on the student.
- 38.1.2. The decision of the Appeals Disciplinary Committee shall be communicated to the student under the hand of the Chairperson of the Committee or his/her nominee within three (3) days from the date of conclusion of the hearing.
- 38.1.3. The Appeals Disciplinary Committee may, on its own motion or on application by an affected party, and by an appropriate certificate in writing, correct any copying and/or typographical errors in the documents recording decisions of the Committee.
- 38.1.4. The decision of the Appeals Disciplinary Committee shall be final and there is no further opportunity for appeal against the decision within the University.

39. WITHDRAWAL OF AN APPEAL

- 39.1. A student may withdraw his or her request for appeal within three (3) days from the date of its lodgment with the Students Appeals Disciplinary Committee

PART VII - MISCELLANEOUS

40. PROTECTION FROM PERSONAL LIABILITY.

- 40.1. No member of the Disciplinary Committees or any officer, staff or agent of the University shall be held liable for any action, claim or demand whatsoever if such an action is done in good faith in the execution of the functions, powers or duties of the Office.

41. DISCLOSURE OF INTEREST

- 41.1. Any member of a Disciplinary Committee who has any interest, whether direct or indirect, in a matter under consideration by the Committee shall as soon as is practicable declare such interest and may not take part in any consideration, discussion or vote on any question touching on such matter.

42. PROCEDURE AFTER SATISFACTION OF PENALTY

- 42.1. Upon serving a penalty under this Code, the concerned student shall apply to the Vice Chancellor for readmission and/or discontinuation of any restriction as the case may be. Such application shall be made by the affected student timeously.
- 42.2. The Vice-Chancellor shall respond to the application either allowing readmission or rejecting the request within a reasonable period.

PART VIII-TRANSITIONAL PROVISIONS

43. TRANSITION

- 43.1.1. Upon enactment of this Code, all existing Disciplinary Codes and/or Rules and Regulations shall immediately cease to have effect and shall be deemed as withdrawn by the University. Upon enactment, this Code shall be the only regulatory Code of conduct at the University.
- 43.1.2. All pending disciplinary proceedings before the existing Committees of the University shall, at the date of enactment of this Code, be continued with such necessary modifications as though they were commenced under this Code;
Provided that any decision, direction or order which was issued, given, or made pursuant to the provisions of the repealed Disciplinary Codes and/or Rules and Regulations shall remain valid until otherwise cancelled, revoked, varied or abolished under this Code.
- 43.1.3. Additional policies relating to matters of student discipline may be approved which shall apply to particular activities or locations within the University. This may include the delegation of powers of investigation and powers to impose penalties where offences are found to have been committed.

44. REVIEW AND AMENDMENTS TO THIS CODE

- 44.1. The University Council and Senate reserve the right to review, amend, change or otherwise vary the Students' Code of Conduct.

**PART IX – PENALTIES
RELATING TO
VIOLATIONS OF THE
STUDENTS’ CODE OF
CONDUCT**

Minor violation

Major violation

The undernoted shall comprise minor violation of the students code of conduct;

☐ Acts committed inadvertently

Offence is not of a significant impact to the University and the general public

☐ The undernoted shall comprise major violation of the students code of conduct

☐ Willful acts of breach of the students code of Conduct,

☐ Commission of multiple offences; repeated offences,

☐ Significant breach of academic integrity or

☐ Acts which could pose legal risks to the university

Violation in relation to:-

Penalties in respect to offences categorized as minor violation of the students code of conduct;

Penalties in respect to offences categorized as major violation of the students code of conduct;

i. General offences

☐ Restrictions on access to one or more activities of the University as may be deemed necessary.

☐ Expulsion and or recommendation for Criminal prosecution.

☐ Demand a written apology by the student to the University, issue a warning/caution letter, a reprimand or severe reprimand.

☐ Compulsory community service, Referral of student to counseling and rehabilitation.

☐ Restitution by payment of damages/ for any damage or loss suffered by the University or other party.

☐ Payment of fine.

☐ Deregistration or suspension from a University programme,

☐ Revocation of a student’s admission to the University, award of a scholarship, academic privilege, qualification due to the student.

I confirm that I have read and understood the Student Code of Conduct.

Name..... Reg. No.....

ID NO..... Date.....

UNIVERSITY OF NAIROBI

STUDENT CODE OF CONDUCT

D E C L A R A T I O N
(To be completed in duplicate)

IID No.

declare that I have read the Student Code of Conduct at the University of Nairobi, and understood their content and meaning, and undertake to abide by them.

SIGNED.....DATE.....

FACULTY.....

DEGREE PROGRAMME.....

KCSE INDEX NO.YEAR.....

UNIVERSITY REGISTRATION NO.....

THIS DECLARATION IS EXCECUTED

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 JI/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.

2. 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 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 **JI/16** 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.

3. 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 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.

4. TEMPORARY WITHDRAWAL/DEFERMENT OF STUDIES

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 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.

5. INTER/INTRA 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.1000/= 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.

6. 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.

7. 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.

8. COURSE/SUBJECT REGISTRATION

Every student is required to register for the courses/subjects he/she will undertake through the student portal, at the beginning of every semester (first three weeks). The student must ensure that the registration is complete. When registering for the courses the student will do well to ensure that the correct courses and the course codes are used. The offices of the Chairman of Department and Dean of Faculty are available for guidance.

9. ORDER OF NAMES

10.

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:

<u>Surname [Family name]:</u>	<u>First name:</u>	<u>Middle name:</u>
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 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. Learning is blended i.e. face to face and online.

vii) Cheating

Any student caught cheating in an examination 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 etc. 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.

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 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.

(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 Exam Timetable'.

(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.

(x) 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 Faculty Registrar. 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.

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 Faculty Registrar to reset your password.