

(ix) Results

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

(vii) Enquiries

Students can make requests to:

- (a) Obtain a Provisional Transcript e.g. for employment or attachment purpose. The status of this request will be displayed in this section.
- (b) Enquire about missing exams or CAT marks- The Course code and the Year when the exam was done need to be specified.

(x) Book Room

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

(xi) Student's Information

Ensure that you have filled a 'Student Online Access Registration Form' upon joining the institution and submit it to your 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>**

(xii) 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.

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.

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

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

Surname [Family name]:

First name:

Middle name:

e.g. MUGO

AGNES

WANJIRU

NB: [Use of initials is not allowed].

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

UNIVERSITY OF NAIROBI

STUDENT CODE OF CONDUCT

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

I.....ID 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 EXECUTED

AT.....THIS.....

DAY OF.....

BEFORE ME:

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

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

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.

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;

- 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.

- 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;

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).

- (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

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;

- 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.

“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

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

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

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.

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 inter-collegiate/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

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,

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)

B2) Mother

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.

B3) Guardian

Name of Guardian Nature of relationship.....

Telephone BOX No. Postal Code
Town

C) Sponsorship Status

If both parents deceased who has been paying your fees?

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

(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 No

**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 Halls Manager 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.

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.

				-
21	FACULTY OF BUSINESS & MANAGEMENT SCIENCE	D3	BACHELOR OF COMMERCE	220,150.00
22		DPP3	BACHELOR OF ARTS IN PROJECT PLANNING & MANAGEMENT	240,550.00
23	FACULTY OF EDUCATION	E31	BACHELOR OF EDUCATION [ARTS]	223,550.00
24		E32	BACHELOR OF EDUCATION [SCIENCE]	283,900.00
25		EEC3	BACHELOR OF EDUCATION [EARLY CHILDHOOD]	223,550.00
26		EPE3	BACHELOR OF EDUCATION [PHYSICAL EDUCATION AND SPORTS]	223,550.00
27		FEB3	BACHELOR OF SCIENCE IN BIOSYSTEMS ENGINEERING	375,700.00
28	FACULTY OF ENGINEERING	FCC3	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	374,850.00
29		FEE3	BACHELOR OF SCIENCE IN ELECTRICAL AND ELECTRONIC ENGINEERING	374,850.00
30		FGS3	BACHELOR OF SCIENCE IN GEOSPATIAL ENGINEERING	374,850.00
31		FMM31	BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING	374,850.00
32		H31	BACHELOR OF MEDICINE AND BACHELOR OF SURGERY	539,750.00
33	FACULTY OF HEALTH SCIENCES	H33	BACHELOR OF SCIENCE IN MEDICAL LABORATORY SCIENCE AND TECHNOLOGY	315,350.00
34		HDS3	BACHELOR OF DENTAL SURGERY	521,050.00
35		HNS3	BACHELOR OF SCIENCE IN NURSING	309,400.00
36		HPC3	BACHELOR OF PHARMACY	413,950.00
				-
37	FACULTY OF LAW	GPR3	BACHELOR OF LAWS	221,850.00
38	FACULTY SCIENCE & TECHNOLOGY	S3	BACHELOR OF SCIENCE [GENERAL]	260,950.00
39		SAC3	BACHELOR OF SCIENCE IN ACTUARIAL SCIENCE	281,350.00
40		SBC3	BACHELOR OF SCIENCE IN BIOCHEMISTRY	282,200.00
41		SBL31	BACHELOR OF SCIENCE IN BIOLOGY	260,950.00
42		SBL32	BACHELOR OF SCIENCE IN ENVIRONMENTAL CONSERVATION AND NATURAL RESOURCE MANAGEMENT	311,950.00
43		SBL33	BACHELOR OF SCIENCE IN MICROBIOLOGY AND BIOTECHNOLOGY	281,350.00
44		SCH31	BACHELOR OF SCIENCE IN ANALYTICAL CHEMISTRY	281,350.00
45		SCH32	BACHELOR OF SCIENCE IN	

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

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 _____

CARDIOVASCULAR SYSTEM:

Pulse /minute Regular/irregular

Heart sounds..... Blood pressure

RESPIRATORY SYSTEM:

Clinical findings Respiratory rate

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

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

ALIMENTARY SYSTEM:

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

GENITO-URINARY SYSTEM:

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

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

Deposit.....

HIV test

COMMENTS BY THE EXAMINING DOCTOR:

.....
.....

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

MEDICAL PRACTITIONERS & DENTISTS 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

STUDENT ENTRANCE MEDICAL EXAMINATION

REGISTRATION NO.....

IMPORTANT:

It is a University requirement that all the students joining the University must complete Part I 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

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 _____

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)

K.C.S.E. Index No. _____ (Other names) _____ 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 _____

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)

Faculty of Science and Technology	38.Bachelor of Science (B.Sc.) 39.B. Sc. (Geology) 40.B. Sc. (Meteorology) 41.B. Sc. (Industrial Chemistry) 42.B.Sc.(Microprocessor Tech. and Instrumentation) 43.B.Sc.(Astronomy and Astrophysics) 44. B. Sc. (Chemistry) 45. B. Sc. (Actuarial Science) 46. B. Sc. (Mathematics) 47. B. Sc. (Statistics) 48. B. Sc. (Biology) 49. B.sc. (Microbio. & Biotech.) 50. B. Sc. (Env. Conservation & Natural Resources Management) 51. B. Sc. Biochemistry 52.B.Sc. (Analytical Chemistry) 53.B. Sc. (Computer Science)	Physical Science Block (Chiromo Campus) Computing and Informatics Department
Faculty of Veterinary Medicine	54.Bachelor of Veterinary Medicine 55.B. Sc. (Wildlife Management and Conservation)	Veterinary Anatomy and Physiology Lab. (Chiromo Campus)

1.3 HELPLINE(S)

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

OFFICE	CONTACT	TEL:	EMAIL
Academic Registrar	Deputy Registrar, Admissions	020 491 3199/ 020 491 3067	reg-academic@uonbi.ac.ke ; admissions@uonbi.ac.ke
Faculty of Agriculture	Faculty Registrar	020 491 6002/ 020 491 6003	dean-fagric@uonbi.ac.ke
Faculty of Arts and Social Sciences	Faculty Registrar	020 491 3205/ 020 491 3235/ 020 491 3202	dean-arts@uonbi.ac.ke
Faculty of The Built Environment and Design	Faculty Registrar	020 491 3529/ 020 491 3528	dean-fbe@uonbi.ac.ke
Faculty of Business and Management	Faculty Registrar	020 491 9007/	dean-business@uonbi.ac.ke

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**. The online registration portal is open for registration and 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 25 September 2023** at their respective centers as detailed herein below:

FACULTY	DEGREE PROGRAMME	REGISTRATION CENTRE
Faculty of Agriculture	1. B. Sc. (Agriculture) 2. B. Sc. (Food Science and Technology) 3. B. Sc. (Food Nutrition and Dietetics) 4. B. Sc. (Agribusiness Management) 5. B. Sc. Agricultural Education and Extension)	8-4-4 Lecture Hall (Upper Kabete Campus)
Faculty of Arts and Social Sciences	6. Bachelor of Arts (B.A) 7.Bachelor of Information Science 8. Bachelor of Economics 9. Bachelor of Economics and Statistics 10. Bachelor of Arts (Gender and Development Studies) 11.Bachelor of Arts (Anthropology) 12.Bachelor of Arts in International Relations 13.Bachelor of Journalism & Mass Communication	Taifa Hall Foyer (Main Campus) (8-4-4 Hall – Main Campus) Education II Lecture Theatre – Main Campus School of Journalism Hall – Main Campus