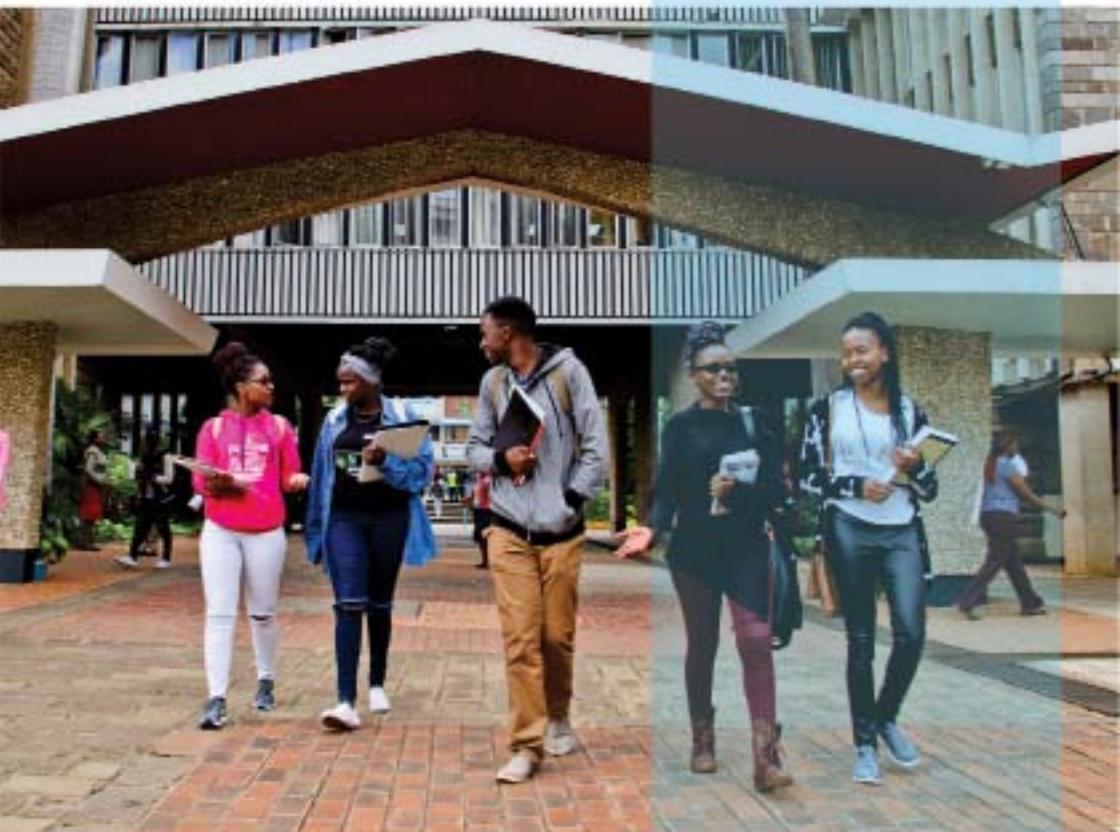




UNIVERSITY OF NAIROBI



# STUDENT INFORMATION HANDBOOK

2020/2021



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Published by the Dean of Students Office

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**STUDENT INFORMATION HANDBOOK  
2020/2021**

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# Students Information Handbook

## 2020/2021

### Handbook Overview

The Students Information Handbook has been prepared to guide and facilitate orientation of students at the University of Nairobi. For ease of reference, the handbook has been divided into four key areas. The first part covers History, Setting, University Governance, Campuses and Colleges of the University of Nairobi.

Part two contains information on Common Courses, crucial information on the Student Management Information System and Student portal, Library System, Bookshop, List of University Prizes for best performing students in various faculties, schools and institutes.

Part three contains information on Student Welfare services available under the Dean of Students Office, Student Accommodation, University Health Services and Sports and Games Directorate.

The final section details rules and regulations governing conduct of students including examination regulations and student Government and Professional Associations. Campus Addresses and Telephone numbers and the Halls of Residence by Campus and College have been included in the Appendices.

After reading this handbook, we hope you will have a better understanding of the University, its staff and services. Please do not hesitate to call on the staff in the office of the Dean of Students, situated in each college, for assistance and more information.

Prepared by the  
Office of the Dean of Students

### VISION

Our vision is to be a world-class university committed to scholarly excellence.

### MISSION

Our mission is to provide quality university education and training and to embody the aspirations of the Kenyan people and the global community through creation, preservation, integration, transmission and utilization of knowledge.

### CORE VALUES

In order to realize the above vision and mission, certain shared values shall be nurtured. There is great need for the University to be guided by the right values derived from the virtues and moral standards of the Kenyan and wider society.

The University shall be guided by the following core values:

- **Freedom of thought and expression:** We shall promote and defend freedom of thought and expression in academic inquiry.
- **Good corporate governance:** We shall embrace and practice good corporate governance by ensuring that our processes and procedures are efficient and effective, our decisions and actions are accountable, participatory and consultative, and reflect meritocracy and transparency.
- **Innovativeness and creativity:** These shall be the hallmark of our activities as we initiate and adapt to change.
- **National Cohesion:** We shall uphold patriotism, national unity, shared and devolved power, the rule of law, democracy and participation of all the people.
- **Professionalism:** In all our actions and interactions, we shall be guided by, promote and maintain ethical behaviour, integrity, courtesy, proper etiquette and honesty.
- **Responsible citizenship:** We shall embrace corporate social responsibility and ensure that decisions take cognizance of human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalized.

# Table of Contents

Message from Vice Chancellor .....	7	University of Nairobi Alumni .....	104
Message from Deputy Vice-Chancellor, Student Affairs.....	8	Rules and Regulations .....	106
Message from Dean of Students .....	9	Student Identification Information .....	114
Chancellor and Other Principal Officers of University.....	12	Student Affairs and Directory .....	116
University History, Setting and Governance .....	13	Map of the University Campuses.....	121
History .....	17		
Setting .....	19		
University Governance in Brief .....	18		
University of Nairobi Campuses .....	20		
Colleges of the University .....	24		
Common Courses .....	57		
Student Management Information Systems (Student Portal) .....	59		
Center for Internatinal Programmes & Links (CIPL).....	61		
University Library System .....	63		
University Prizes .....	68		
University Bookshop .....	80		
Student Welfare Services (Dean of Students).....	81		
Student with Disability Support Services .....	83		
Student Welfare Authority (Student Accomodation).....	85		
University Health Services .....	90		
Wireless Internet (WI-Fi Services).....	92		
Sports and Games Directorate .....	93		
Student's Government .....	96		

## MESSAGE FROM THE VICE-CHANCELLOR

On behalf of the University Council, Management Board and Senate, I wish to warmly welcome you all to the University of Nairobi, the premier institution of higher learning in Kenya. Your admission here is itself confirmation that you are top level students who were able to successfully go through the rigorous secondary school examinations and secure one of the few available slots in the University.

University life has its challenges and for proper management and control, all students are required to abide by the Regulations Governing the Organization, Conduct and Discipline of Students. As University Students, the University and society at large regard you as mature citizens who understand that the main purpose of being here is to acquire knowledge. Consequently, we expect you to take your studies seriously, attend all programmed lectures and study keenly for your continuous assessment tests and semester examinations. Discipline will therefore be critical in the management of your life in the University.

The University has the best pool of trained professors and lecturers in the country who are ready and set to impart knowledge and skills to you. The University also aspires to produce holistic, dignified, well rounded graduates in various disciplines and specializations who meet the demands of the market. Our graduates are also moulded to have effective oral and written communication skills, a firm ethical base, a sense of responsibility, a caring attitude, a global perspective and a desire to pursue life-long learning to excel in their careers.

While the University is keen to pursue this agenda, students are required to ensure they play their part and avoid vices like examination cheating. I need to emphasize that discipline in all facets of a student's life must be observed all the time.

The University of Nairobi is the benchmark upon which many other institutions assess themselves. It has to continue projecting the right image, both at the corporate level and at the level of student affairs. You therefore need to remember that your attitude and behavior impacts on the image of the University.

As you begin your University life, the challenge to you is to ensure that you play your rightful role in maintaining the University's position as the leading University in Kenya. We remain on track in realizing our vision of a world class University committed to scholarly excellence.

Welcome to you all.



**PROF. STEPHEN KIAMA GITAHI,**  
VICE-CHANCELLOR AND PROFESSOR OF VETERINARY SURGERY



*Prof. Stephen K. Gitahi*  
*Vice-Chancellor*

## MESSAGE FROM THE DEPUTY VICE-CHANCELLOR STUDENT AFFAIRS

I take this opportunity to welcome you to the premier University in Kenya. The Student Affairs Division was established to create a nurturing, student-centered environment which is focused on helping you succeed, connect with the University community and prepare you for life after college. This Division coordinates the Departments and Units responsible for finance, security, counselling, career guidance, work study programmes, sports, accommodation, health services among other services,

Your academic environment and co-curricular activities are designed to ensure that you gain experience outside the laboratory and the formal classroom situation. Your involvement in positive activities while at this University shall contribute greatly to your broader perspective of life, enhance your academic performance and your leadership skills.

I therefore encourage you to actively participate in co-curricular activities and to take full advantage of the support services and facilities we offer. I also encourage you to pay attention to the training that will help you to engage in respectful expression and interaction with others as this will help develop your leadership skills as well as critical and integrative thinking. It's my sincere hope that your stay at this University will be both challenging and rewarding.

**PROF. JULIUS OGENG'O**  
AG. DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS)



*Prof. Julius Ogeng'o*  
*Ag. Deputy Vice-Chancellor,*  
*Student Affairs*

## MESSAGE FROM THE DEAN OF STUDENTS

Dear Student,

Welcome to the University of Nairobi.

From this moment on, you will be an esteemed student of not only the largest University in this country but also the oldest and the best in many ways. You are therefore going to be part of an important heritage in this country. I must therefore, take this opportunity to congratulate you on your having been able to achieve grades that were good enough to secure yourself a place here.

The University of Nairobi will offer you many opportunities and challenges that are all aimed at providing you with an environment within which to grow and realize your full potential. This means that the esteem that goes along with being a student of the University carries with it a responsibility.

From now on, you will not have teachers following you to see whether you did what you were meant to do or ringing bells to make sure you are in class or in bed. From now on there will be no prefects waiting to report on your behaviour or misbehaviour. From now on there will be no parents checking to see whether you came home on time or slept out. All these and many more will be your responsibility and yours alone.

You will have to learn to manage your own time, your own money and other resources, your own freedom and so on. You will also have to learn to enter into new associations and to manage them.

University life is a multidimensional experience. While you will be expected to excel academically, this should also be a period during which you should take full advantage of the available resources to grow morally, spiritually and in every other respect. In short, this is a time to grow in every way that makes you a whole human person.

There will perhaps be difficult moments in your life here. There is only one little word I would like to tell you about that "There is no problem in this world that is so big that it cannot be overcome." The sad part would be if you were to keep any disturbing issue to yourself. Officers such as the Dean of Students, Assistant Deans of Students, Counselling Psychologists, Medical Officers, Wardens and SMU Managers are here for that purpose. Most of your lecturers too will be willing to listen and guide you as to what to do, where to go and who to go to. Do not be shy to ask questions about any issue that affects you.



*Mr. Johnson Kinyua  
Ag. Dean of Students*

In your new associations, it is important to know that you must not trust just anyone. Take time to know people before you make any serious commitments. For the female students, there is a little antisocial behaviour called "Gold Rush"!! Find out what that is and make sure you are not the "Gold".

Read all the instructions in this information booklet and always keep it near you for reference. While you are here, learn to think critically and ask questions. Do not just follow the crowd. Remember if anything goes wrong you will be held responsible as an individual and not as part of a group.

May Almighty God bless your stay here at the University and give you the strength to persevere through whatever difficulties that may come your way.

**MR. JOHNSON KINYUA**  
**AG. DEAN OF STUDENTS**

## UNDER-GRADUATE STUDIES:

The University of Nairobi has diversified academic programmes and specializations in sciences, applied sciences, technology, humanities, social sciences and the arts. Through self-sponsored programmes, invaluable opportunity has been opened to Kenyans and non-Kenyans, who meet university admission requirements.

The location of the University in the capital city and its environs is an advantage that has seen the university increasingly become a busy hub and citadel of academic activity at all times. In addition to the regular, evening and weekend programmes, classes are conducted at the University's Campuses in Mombasa and Kisumu and also in the Extra mural Centres located as shown in the map on page 121 at the back of this Student Information Handbook.



*Mr. H.O.D. Webuye  
Ag. Academic  
Registrar*

## GRADUATE SCHOOL:

The Graduate School is responsible for the co-ordination of postgraduate programmes with respect to syllabi, monitoring student progress, admission of students, administration of scholarships, research grants, examinations and the general welfare of postgraduate students.

The University has over 10,000 postgraduate students enrolled in various programmes. The population of postgraduate students continues to increase due to the introduction of relevant and innovative programmes which meet the needs of individual students.

Indeed, in line with the University vision, which is "To be a leading center of excellence in the pursuit, development, dissemination and preservation of knowledge, inspired and guided by African values and committed to the virtues of quality and relevance; and to contribute to the dynamic socio-economic and cultural development of Kenya, Eastern Africa and the world at large", the University offers tailor-made programmes that are demand/customer driven, in collaboration with our partners in order to suit the needs of our society and in a broader context, our world.



*Prof. Lydia Njenga  
Director,  
Graduate School*

## CHANCELLOR AND OTHER PRINCIPAL OFFICERS OF THE UNIVERSITY



*Dr. Vijoo Rattansi  
Chancellor*



*Prof. Julia Ojiambo  
Chair of Council*



*Prof. Stephen K. Gitahi  
Vice-Chancellor*



*Prof. Margaret J. Hutchinson  
Ag. Deputy Vice-Chancellor,  
Finance, Planning & Development*



*Prof. Julius Ogeng'o  
Deputy Vice-Chancellor,  
Academic Affairs*



*Prof. Madara Ogot  
Deputy Vice-Chancellor,  
Research, Innovation &  
Enterprise*



*Prof. Njeru Enos H.  
Deputy Vice-Chancellor,  
Human Resource & Admin.*

## **UNIVERSITY OF NAIROBI HISTORY , SETTING AND GORVENANCE STRUCTURE**

### **HISTORY**

The University of Nairobi owes its origin to several developments in higher education within the country and the region. The idea of an institution for higher learning in Kenya goes back to 1947 when the Kenyan Government drew up a plan for the establishment of a Technical and Commercial Institute in Nairobi. By 1949, this plan had grown into an East African concept aimed at providing higher technical education for the region. In September 1951, a Royal Charter was issued to the Royal Technical College of East Africa and the foundation stone of the College was laid in April 1952.

Around the same period, the Asian Community of East Africa was also planning to build a College for Arts, Science and Commerce as a living memorial to Mahatma Gandhi. To avoid duplication of efforts, the Gandhi Memorial Academy Society agreed to merge interests with those of the East African Governments. Thus, the Gandhi Memorial Academy was incorporated into the Royal Technical College of East Africa in April 1954. The college proceeded to open its doors to the first intake of students in April 1956. Soon after the arrival of students at the college, the pattern of higher education in East Africa came under scrutiny. Through the recommendation of a working party formed in 1958 chaired by the Vice-Chancellor of the University of London, Sir John Lockwood, the Royal Technical University College in East Africa was transformed and on 25th June 1961, the College became the second University College in East Africa, under the name "Royal College Nairobi."

The Royal College Nairobi was renamed "University College, Nairobi" on 20th May 1964. On the attainment of "University College" status, the institution prepared students for Bachelors Degrees awarded by the University of London, while continuing to offer college diploma programmes. The University College Nairobi, provided educational opportunities in this capacity until 1966 when it began preparing students exclusively for degrees of the University of East Africa, with the exception of the Department of Domestic Science.

With effect from 1st July 1970, the University of East Africa was dissolved and the three East African countries set up their national Universities. This development saw the birth of the University of Nairobi set up by an Act of Parliament. Since 1970, the University of Nairobi has seen many innovations which have contributed

to its development and that of the nation. It has grown from a faculty based university serving a student population of 2,768 (2,584 Undergraduate and 184 Postgraduate students) to a college focused university serving 33,799 students in the 2005/06 Academic Year (with 27,952 undergraduate and 5,847 postgraduate students).

To attain this level of educational progress has been no small feat. Milestones over the years have included mushrooming of academic programmes in the 1970's, establishment of Campus Colleges in 1985, first double intake in 1986, Property acquisition resulting in Lower Kabete and Parklands Campuses in 1988, intake of the first students undertaking the University component of the 8-4-4 educational systems in 1990.

More recent developments have been the Introduction of self sponsored and part-time programmes including open learning modules ,computerization of University processes including management of Student academic life online, acquisition of ISO standard and signing of performance contract with the Government of Kenya through the Ministry of Higher Education.

Truly, the University's development has been as broad as its current scope is wide. From a humble beginning as a technical college to the status of a leading international teaching and research institution, the University of Nairobi has produced more trained human resources than any other institution of higher learning in Kenya, with over 130,000 graduates to its credit.

### **SETTING**

Kenya gained independence in December 1963. The Republic is approximately 582,644 square Kilometres and lies astride the equator on the Eastern seaboard of Africa. Kenya's coastline on the Indian Ocean stretches from the Somalia border in the north, to Tanzania in the south, a distance of over 800 Kilometres. Kenya lies between Somalia to the East, Ethiopia to the North ,Sudan to the Northwest, Uganda to the West and Tanzania to the South. The country is cut across by the Great Rift Valley which runs from North to south and whose depth is between 610 and 941 metres below the rest of the landscape.

Altitude governs the climate of different parts of Kenya. The land above 1609 metres enjoys a climate with good rainfall. Being on the equator, there are no marked seasonal changes. In most parts of the country there are two rainy seasons - "long" and "short" rains. The economy of Kenya, at present, depends mainly on agriculture (tea,coffee, dairy produce, meat, sisal and pyrethrum) and tourism.

There is a fairly extensive light industry in Nairobi and to a lesser extent in other large towns. One tourist attraction is the large variety of flora and fauna to be found in the National Parks and the world's eighth wonder, the Maasai Mara. Kenya's population is about 30 million with a concentration in the Central and Western parts of the country. The Northern and Northeastern parts of the country have a sparse population due to the semi-desert climatic conditions prevalent there.

The University is situated in Nairobi, a fast growing city with a population of over 3.5 million. The city centre has an area of over 700 square kilometres and stands at an altitude of 1,675 metres above sea level. It is 480 kilometres west of the Indian Ocean. This beautiful city experiences no real winter or summer because it is near the equator and at a high altitude. The days in Nairobi are warm and the nights are cool for the greater part of the year, with the temperature rarely rising above 80 degrees F (27 degrees C) in the middle of the day or falling below 50 degrees F (10 degrees C) at night.

Nairobi enjoys a temperate climate. The hottest periods, however, occur between January and March and August and October with the coolest period in July. The long rains fall from the end of March to the end of May while the short rains are experienced from the end of October to December. The average annual rainfall is about 800 centimetres. Nairobi is the capital city and the commercial, administrative and cultural centre of Kenya. In Nairobi are found the Parliament Buildings, Headquarters of Government Ministries and Departments. Also, the city is home to the City Hall, State House, National Museums of Kenya, Snake Park, the Arboretum, The Animal Orphanage, churches of various denominations, Mosques, Hospitals, Markets, Art Galleries, Kenyatta International Conference Centre (which houses one of the largest Conference Halls in the world), cinemas, numerous hotels, restaurants, entertainment centres and even a game park. Transportation around Nairobi and its environs is easily available.



*A view of the University of Nairobi Main Campus*

## UNIVERSITY GOVERNANCE IN BRIEF

### **The Chancellor:**

As head of the University, the Chancellor confers degrees and grants diplomas and other awards of the university. The Chancellor also directs inspection into University operations and advises the University Council when necessary.

### **The University Council**

The University Council is responsible for the administration of the University. It is the supreme policy making body, which, among other things, provides for the welfare of staff and students and after consultation with the Senate, makes regulations governing the conduct and discipline of students of the University. Membership of the Council consists of a chairman, vice-chairman and an honorary treasurer all of whom are appointed by the Chancellor, the Vice-Chancellor, the Deputy Vice-Chancellors, the principal of each constituent college, the principal of each college within the University, not more than ten members appointed by the President to represent the Government, one member of the Senate from each college appointed by the Senate, one person appointed by the Gandhi Memorial Academy Society, two persons appointed by the Convocation from among its members, one person appointed by the Government of each State which is, for the time being, a specified territory, one member appointed by the Staff Association of the University and two members elected by the students' organization

### **The Vice-Chancellor:**

The Vice-Chancellor is the Academic and Administrative head of the University and is appointed by the Government after consultation with the University Council.

### **Deputy Vice-Chancellors:**

There are four Deputy Vice Chancellors.

The Deputy Vice-Chancellor, Administration and Finance is the head of the Administration and Finance divisions of the University, whose functions include Management of Personnel Matters, Finance and Assets

The Deputy Vice-Chancellor, Academic Affairs is the head of all Academic Affairs in the University.

Deputy Vice-Chancellor, Student Affairs is in charge of all student affairs such as

planning, organizing and managing work study programmes, sports and games, catering and accommodation, community service, recreation, health and the security of students.

The Deputy Vice-Chancellor, Research, production and Extension is in charge of planning, organizing and managing research infrastructure development and appropriate policy planning; coordinating administrative and logistical support for research at all levels; coordinating the sourcing of libraries and archives; research branding; quality control and capacity building.

### **Principals:**

The Principals are the Administrative and Academic Heads of Colleges.

### **Senate**

Senate, under the Chairmanship of the Vice-Chancellor, is the Supreme Academic Body of the University, responsible for considering and recommending regulations regarding admissions, curricula, examinations, discipline and welfare of students.

The Senate is a forum for managers of Faculties, Institutes, Schools and Centres of the University to exchange ideas and views on matters of concern to the University in general and to their units in particular. In addition, it also offers a platform for the students through their representatives to give their views and suggestions, to participate in deliberations on issues touching on their welfare especially in the realm of academics.

Members of the Senate are the Vice-Chancellor, the Deputy Vice-Chancellors, the Principal of each Constituent College, the Principal of each College within the University, the Deans of the Faculties and Directors of Institutes and Schools, the chairpersons of the teaching departments of the University, not more than two professors who are not members of the Senate by virtue of this section elected by the academic board from within each college, two members elected by the Academic Board or equivalent body (if any) of each Constituent College from among the members of such board or body, the Librarian, one representative of each of the boards of the faculties, institutes and school appointed by that board from among those of its members who are not professors and are not members of the Senate by virtue of any other provision of this subsection and six students to be elected by the students' organization of the University; except that the members of the students' organization shall not be entitled to attend deliberations of the Senate on matters which are considered by the Chairman of the Senate to be confidential and which relate to the general discipline of students, examination results, the academic performance of students and other related matters

## **University Management Board**

The University Management Board is responsible for the coordination of University and College development plans, the efficient management of University resources, both human and material and making proposals to the Council and the Senate on policies that have a University-wide application.

Membership of University Management Board (UMB) comprises the Vice-Chancellor – Chairman, the Deputy Vice-Chancellors, the Principals of Constituent Colleges and colleges within the University, Managing Director, University of Nairobi holding Company and the Administration Registrar as Secretary.

## **UNIVERSITY OF NAIROBI CAMPUSES**

The following comprise the various University of Nairobi campuses

### **i) The Main Campus**

Situated near the City Centre and bound roughly by Harry Thuku Road on the East, University way and Nyerere Road to the south, Mamlaka Road to the west and Msonga Wai/Nairobi River to the North. Main campus houses:

- Central Administration
- Jomo Kenyatta Memorial Library
- UNES Bookshop
- Board of Common Undergraduate Courses
- Board of Post-Graduate Studies
- Dean of Students Office
- Financial Aid Office
- Office of Career Services
- Majority of students Halls of Residence and the Central Catering Unit.
- College of Architecture and Engineering comprising the School of Engineering, School of the Built Environment, School of the Art and Design and Institute of Nuclear Science.
- College of Humanities and Social Sciences comprising the Faculty of Arts, School of Journalism, School of Economics, Institute of Diplomacy and International Studies and Institute of Development Studies, Population Studies and Research Institute and Centre for Translation and Interpretation.

## ii) The Chiromo Campus

Located across the Msonga Wai River, some two kilometers from the Main Campus off Riverside Drive, this campus accommodates the College of Biological and Physical Sciences within which fall

- The School of Physical Sciences
- The School of Biological Sciences
- The School of Computing and Informatics
- The School of Mathematics
- The Centre For Biotechnology and Bioinformatics (CEBIB)
- The Preclinical Departments of Human Anatomy, Biochemistry, Physiology and Veterinary Anatomy and Physiology.
- Examinations Centre.
- I. C. T Centre.



*Grogon house a protected colonial monument under the care of the University of Nairobi Chiromo Campus*

## iii) The Upper Kabete Campus

Situated close to the North-Western city boundary off Kapenguria Road, thirteen Kilometers from the Main Campus.

Located here are

- The College of Agriculture and Veterinary Sciences

- The Clinical Departments of the Faculty of Veterinary Medicine
- The Faculty of Agriculture
- Close by and to the East is the Faculty of Agriculture's Field Station
- The Veterinary farm is some four kilometers to the west along fort smith road
- Kibwezi Field Station for Dryland Research and Utilization located about 250 Kilometers from Nairobi at Kibwezi is affiliated to the College.



**School of Business (Lower Kabete Campus)**

## iv) The Lower Kabete Campus

School of Business is located about 10 Kilometers from the Main Campus along Lower Kabete Road.

## v) The Kikuyu Campus

The College of Education and External Studies is located approximately 24 Kilometers from the Main Campus in Kiambu County on the outskirts of Nairobi near Kikuyu town.

## vi) The Kenyatta National Hospital Campus

Located about five Kilometers from the Main Campus within Kenyatta National Hospital is the College of Health Sciences.

## vii) The Parklands Campus

School of Law and the Centre for Advanced Studies in Environmental Law and Policy are located at Parklands Campus.

### viii) Kenya Science Campus

Formerly the Kenya Technical Teachers Training College, Kenya Science is now a campus of the University of Nairobi under College of Education and External Studies

### ix) Mombasa Campus

Mombasa Campus is located in the heart of the Coastal town of Mombasa at Uni-Plaza and offers courses in Bachelor of Laws, Bachelor of Commerce , Masters in Business Administration and all diploma courses.



### x) Kisumu Campus

Kisumu Campus is located on the Lakeside City of Kisumu on the western part of Kenya in Mega City Plaza. The courses offered here are: Bachelor of Commerce, Bachelor of Laws and Masters in Business Administration.



## UNIVERSITY OF NAIROBI COLLEGES

The University of Nairobi has six Colleges as follows:-

- College of Agriculture and Veterinary Sciences(CAVS)
- College of Architecture and Engineering (CAE)
- College of Biological and Physical Sciences (CBPS)
- College of Education and External Studies (CEES)
- College of Health Sciences (CHS)
- College of Humanities and Social Sciences (CHSS)

### COLLEGE OF AGRICULTURE AND VETERINARY SCIENCES



*Prof. Rose A. Nyikal  
Principal, CAVS*

The College of Agriculture and Veterinary Sciences is located off Kapenguria Road, 14 kms to the Northwest of Nairobi. As the University has evolved, so too has the College. The college has a fully stocked library, clinics and laboratories to supplement the education provided in lectures. The College comprises two faculties namely, Faculty of Veterinary Medicine and Faculty of Agriculture.

Today, students are prepared for various fields in the Veterinary Sciences at both the undergraduate and postgraduate levels , with undergraduates beginning studies in the College of Biological and Physical Sciences in the department of veterinary anatomy and physiology at Chiromo campus.

### Faculty of Veterinary Medicine



*Prof. Maingi Ndichu  
Dean, Faculty of  
Veterinary Medicine*

The Faculty of Veterinary Medicine has the following departments:-

- Veterinary Anatomy and Physiology;-
- Animal Production
- Clinical Studies
- Public Health, Pharmacology and Toxicology (PHPT)
- Veterinary Pathology, Microbiology and Parasitology
- The Veterinary Farm – directly under the Dean's Office Biochemistry -Service Department.

## Courses Offered

### Certificate Programmes

- A 5 week Certificate Course in Artificial Insemination and Fertility Management

### Diploma Programme

- Diploma in Animal Health and Production
- Diploma in Leather Technology

### Bachelor Programmes

- Bachelor of Veterinary Medicine (BVM)
- Bachelor of Science in Biomedical Technology
- Bachelor of Science in Fisheries and Aquaculture Management
- Bachelor of Science in Leather Science and Technology
- Bachelor of Science in Wildlife Management and related options

### Masters Programmes

- Master of Science in Animal Nutrition and Feed Science
- Master of Science in Animal Genetics and Breeding
- Master of Science in Livestock Production Systems
- Master of Science in Poultry Science
- Master of Science in Pharmacology and Toxicology
- Master of Science in Veterinary Public Health
- Master of Science in Veterinary Medicine
- Master of Science in Veterinary Surgery
- Master of Science in Veterinary Theriogenology
- Master of Science in Natural Products and Bio-prospecting
- Master of Science in Leather Science
- Master of Science in Veterinary Epidemiology and Economics
- Master of Science in Veterinary Pathology and Diagnostics
- Master of Science in Clinical Pathology and Laboratory Diagnosis
- Master of Science in Applied Veterinary Parasitology
- Master of Science in Applied Microbiology
- Master of Science in Fish Science
- Master of Science in Clinical Studies
- Master of Science in Wildlife Health Management
- Master of Science in Comparative Mammalian Physiology
- Master of Science in Reproductive Biology

- Master of Science in Vertebrate Anatomy and Cell Biology
- Master of Science in Veterinary Pathology, Microbiology and Parasitology

### Post Graduate Diplomas

- Post graduate Diploma in Epidemiology and Disease Surveillance.

**Ph.D. Degrees** are offered in all disciplines.

## The Faculty of Agriculture



*Prof. Moses Nyangito  
Dean, Faculty of Agriculture*

The Faculty of Agriculture opened its doors to the first 41 students in the 1970/1971 academic year. The Faculty currently has five departments:-

- Agricultural Economics
- Food Science Nutrition and Technology
- Plant Science & Crop Protection
- Animal production
- Land Resource Management of Agricultural Technology

### Bachelor Programmes

- Bachelor of Science in Food Science and Technology
- Bachelor of Science in Food, Nutrition and Dietetics
- Bachelor of Science in Range Management
- Bachelor of Science in Agribusiness Management
- Bachelor of Science in Agricultural Education and Extension
- Diploma in Crop Protection

### Masters Programmes

- Master of Science in Food Science and Technology
- Master of Science in Applied Human Nutrition
- Master of Science in Plant Breeding
- Master of Science in Horticulture
- Master of Science in Agronomy
- Master of Science in Agricultural Resource Development
- Master of Science in Crop Protection
- Master of Science in Plant Pathology
- Master of Science in Agricultural and Applied Economics

- Master of Science in Soil Science
- Master of Science in Range Management
- Master of Science in Agricultural Economics
- Master of Science in Livestock Production System
- Master of Science in Poultry Sciences
- Master of Science in Animal Genetics and Breeding
- Master of Science in Agricultural Information and Communication Management
- Master of Science in Land and Water Management
- **Ph.D. Degrees** are offered in all disciplines and in Ph.D in Dry Resource Management and in Animal Science

### The Institute of Dryland Research, Development and Utilization

It was established in 1995 with the main objective being the establishment of appropriate research and academic programmes and suitable utilization of drylands, under the College of Agriculture and Veterinary Sciences. The major area which the Institute is currently addressing is dissemination of technologies developed in the Institute to the local communities living in the dryland areas of Kibwezi where the Institute has 5,400 ha of land; approximately 250 km. from Nairobi.

### Wangari Maathai Institute for Peace and Environmental Studies

Wangari Maathai Institute is located in Upper Kabete Campus under the College of Agriculture and Veterinary Sciences. It is a world-class Institute committed to the promotion of academic achievement, research, excellence in experiential learning, sustainable environment and culture of peace as an embodiment of the aspirations of the Kenyan people and the global community. It is an Institute for learning and scholarship; preparing students for academic pursuits, professional development, enhanced personal lives, and responsible global citizenship; extending the frontiers of knowledge through research, creative works, and scholarship; fostering an intellectual culture that bridges theory with practice; contributing to social, economic, and cultural development; and, through intellectual products and community outreach services, enhances the quality of life of the people of Kenya and all humanity.



*Prof. David Mungai, Director, Wangari Maathai Institute*

As an institution, it focuses on community empowerment and service to bring about transformational leadership for sustainable environmental management of our natural resources. It seeks to embrace the ideals and works of the Nobel Peace Laureate, Prof. Wangari Muta Maathai and the Green Belt Movement (GBM) which offer practical applications of holistic inter-disciplinary knowledge to build capacities at local, national and continental levels.

### COLLEGE OF ARCHITECTURE AND ENGINEERING



*Prof. Peter M. Ngau  
Principal, CAE*

The College of Architecture and Engineering has played a big role in the development of the nation and region both physically and economically. Students from the college have benefited most of the countries in the region with their knowledge in solving practical problems for government departments and agencies, local authorities and private organizations.

The College of Architecture & Engineering consists of the School Of Engineering, the School Of Arts And Design, the School Of Built Environment, the Institute of Nuclear Science & Technology and the

Industrial Research Consultancy Unit (IRCU)

### School of Engineering

The School of Engineering, which was started under the Royal Technical College, has provided quality engineering education since 1956. It Has the following five departments and a service unit namely:



*Prof. Gitau A. Njoroge  
Dean, School of Engineering*

- Department of Environmental and Biosystems Engineering
- Department of Civil and Construction Engineering
- Department of Mechanical and Manufacturing Engineering
- Department of Geospatial and Space Technology
- Department of Electrical and Information Engineering
- Institute of Nuclear Science and Technology



**School of Engineering**

### **Bachelors Programmes**

- Bachelor of Science Electrical Engineering
- Bachelor of Science Civil Engineering
- Bachelor of Science Mechanical Engineering
- Bachelor of Science Geospatial Engineering
- Bachelor of Science Environmental and Biosystems Engineering

### **Masters Programmes**

- Master of Science in Geographical Information Systems (GIS)
- Master of Science in Surveying
- Master of Science in Mechanical Engineering
- Master of Science in Electrical and Information Engineering
- Master of Science in Environmental and Biosystems Engineering
- Master of Science in Civil Engineering

### **Phd Programmes**

- PhD in Civil Engineering
- PhD in Geographical Information Systems (GIS)
- PhD in Mechanical Engineering
- PhD in Environmental and Biosystems Engineering
- PhD in Electrical Engineering
- PhD in Energy Management
- PhD in Surveying

### **Post Graduate Diploma Programmes**

- Postgraduate Diploma in Geographical Information Systems (GIS)
- Master of Science in Civil Engineering
- Master of Science in Energy Management
- Postgraduate Diploma in Energy Management

## **The School of Arts and Design**



*Dr. Lilac Osanjo  
Director, School of  
the Arts & Design*

The School of the Arts and Design was established in January, 2006 and has evolved from the previous Department of Design (DoD), in the University, which had been in existence since the mid 1960s. By 1967, a 3 year Bachelor of Arts in Fine Arts and Bachelor of Arts in Design were offered as Degree Courses. Admissions were by portfolio until 1975. The basic structure was a one-year foundation course for the degree program and a specialization (major) with subsidiaries (minors) selected for the proceeding two years.

In 1973-1974 Fine Art moved to Kenyatta College, presently Kenyatta University and the Design Degree course moved toward preparing student for professional careers in design especially in the fields of Graphics, Textiles and Exhibition Design. In the following years there were few inclusions and deletions in the area such as Economics, Engineering (Polytechnic), Art (Polytechnic) and Architecture. Yet, changes that are more fundamental were made to the syllabus in preparation for the 8-4-4 groups in the early nineties where specializations were re-introduced.

### **Bachelors Programme**

- Bachelor of Arts in Design

### **Masters Programme**

- Masters of Arts in Design

### **Phd Programmes**

- Doctor of Philosophy in Design

## **Institute of Nuclear Science and Technology**



*Prof. Michael Gatari  
Ag. Director, Institute of  
Nuclear Science & Technology*

The Institute of Nuclear Science which began in 1979 as Centre for Nuclear Science Techniques within the School of Engineering offers a Master of Science and Doctoral Studies in Nuclear Science. It also provides a wide range of consultancy services in areas such as Air Pollution Monitoring, Material Analysis, Radiation Measurement, repair and maintenance of scientific instruments and computer assembly.

## The School of the Built Environment



*Dr. Mary Kimani  
Dean, School of the Built  
Environment*

The School of the Built Environment was created in 2006 following the re-structuring of the former Faculty of Architecture, Design and Development. It has over 70 teaching staff and 1600 students and offers a range of educational opportunities spanning the diverse range of professions involved in the planning, design and construction, development and costing, valuation and management of our environment and infrastructure. The driving philosophy is geared towards the promotion of effective training, education, relevant research and academic excellence in the built environment and related fields.

### Diploma Programme

- Diploma in Estate Agency and Property Management

### Bachelors Programme

- Bachelor of Architecture / Architectural Studies
- Bachelor of Arts in Urban and Regional Planning
- Bachelor of Construction Management
- Bachelor of Quantity Surveying
- Bachelor of Real Estate

### Masters Programmes

- Master of Arts in Construction Management
- Master of Arts in Planning
- Master of Science in Valuation And Property Management
- Master of Urban Management
- Master of Architecture

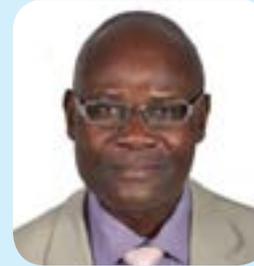
### Postgraduate Diploma

- Postgraduate Diploma in Housing Administration

### Phd Programmes

- Phd. in Urban and Regional Planning
- Phd. in Architecture
- Phd. in Construction Management
- Phd. in Land Economics

## COLLEGE OF BIOLOGICAL AND PHYSICAL SCIENCES



*Prof. Francis Mulaa  
Principal, CBPS*

The College is located at Chiromo Campus and consists of the School of Physical Sciences, the School of Biological Sciences, the School of Computing and Informatics, the School of Mathematics, the Centre For Biotechnology and Bioinformatics (Cebib) and the Preclinical Departments of Human Anatomy, Biochemistry, Physiology and Veterinary Anatomy and Physiology

## The School of Physical Sciences



*Prof. Leonidah Kerubo  
Dean, School of Physical  
Sciences*

The School of Physical Sciences (SPS) is located at Chiromo Campus at the Physical Science block and the Chemistry block. The School is part of the former Faculty of Science which was one of the oldest Faculties in the University of Nairobi prior to the major restructuring of the University in the early part of 2006. The School of Physical Sciences is now comprised of the Departments of chemistry, geography and environmental studies, geology, meteorology and physics.

The main Degree Programmes in the School are in these five subject areas. Students are however, free to combine subjects from other schools, namely the School of Mathematics and the School of Biological

Sciences

### Bachelors Programmes

- Bachelor of Science
- Bachelor of Science in Industrial Chemistry
- Bachelor of Science in Analytical Chemistry
- Bachelor of Science in Geology
- Bachelor of Science in Environmental Geoscience
- Bachelor of Science in Meteorology
- Bachelor of Science in Microprocessor Technology & Instrumentation
- Bachelor of Science in Astronomy and Astrophysics
- Bachelor of Science in Atmospheric Science
- Bachelor of Science by Open and Distance Learning

## Postgraduate Diploma

- Postgraduate Diploma in Environmental and Natural Disaster Management
- Postgraduate Diploma in Meteorology
- Postgraduate Diploma in Aviation Meteorology
- Postgraduate Diploma in Operational Hydrology
- Postgraduate Diploma in Water Resource Management and Conservation

## Masters Programmes

- Master of Science in Environmental Chemistry
- Master of Science in Geology
- Master of Science in Meteorology
- Master of Science in Physics
- Master of Science in Geography
- Master of Science in Agrometeorology
- Master of Science in Aviation Meteorology
- Master of Science in Chemistry
- Master of Science Hydrology
- Master of Science Sustainable Urban Development
- Master of Science in Climate Change

## Ph.D

- PhD in Chemistry
- PhD in Physics
- PhD in Geology
- PhD in Meteorology
- PhD in Climate Change Science

## The Centre for Biotechnology and Bioinformatics (CEBIB)



*Dr. George O. Obiero  
Coordinator, Centre for Biotechnology & Bioinformatics*

The centre for Biotechnology and Bioinformatics (CEBIB) was formed to serve as a shared facility to facilitate and strengthen research and product development in Biotechnology and Bioinformatics within the University and the region. The formation underscores the realization that Biotechnology is an interdisciplinary subject with wide ranging applications of scientific and engineering principles in different fields such as agriculture, food and feed, medicine, industry and the environment, which are of profound importance to mankind.

### Courses Offered at CEBIB:-

- Master of Science in Biotechnology
- Master of Science in Bioinformatics
- PhD in Biotechnology
- Phd in Bioinformatics

## School of Computing and Informatics



*Prof. R. Oboko  
Director, School of  
Computing & Informatics*

This was formally the Institute of Computer Science based at Chiromo Campus. The School focuses on Computer Studies and currently offers the following courses:

### Bachelor Programme

- Bachelor of Science in Computer Science

### Masters programmes:

- Master of Science in Applied Computing
  - Master of Science in Computational Intelligence
  - Master of Science in Information Technology | Management
  - Master of Science in Distributed Computing Technology
  - Master of Science in Information Technology Enables Services M.Sc (ITES)
- ### Phd
- Ph.D in Information Systems
  - Ph.D in Computer Science

## School of Mathematics



*Dr. S.W. Luketero  
Director, School of  
Mathematics*

The School of Mathematics is one of the largest schools in the University of Nairobi established in 2005 during the restructuring from the then departments of mathematics at CBPS and CEES. It has 50 teaching staff and 6 non-teaching staff with about 2000 students each year including more than 40 postgraduate students. Service courses students exceed 1500 in number.

The School of Mathematics offers specialised training in Pure Mathematics, Applied Mathematics, Statistics, Biometry, Actuarial Science, Modelling and Operations Research. Members of the school are actively involved in advanced and applied research of

problems that arise in such diverse fields as mathematical biology, AIDS testing and control, vector control, agricultural pest control, educational and manpower planning, mathematical economics, wind energy analysis, analysis of entropy of African languages and survival analysis.

### Bachelor Programmes

- Bachelor of Science in Actuarial Science

- Bachelor of Science in Mathematics
- Bachelor of Science in Statistics

#### Masters programmes

- Master of Science in Actuarial Science
- Master of Science in Biometry
- Master of Science in Pure Mathematics
- Master of Science in Statistics
- Master of Science in Social Statistics
- Master of Science in Applied Mathematics

#### Post Graduate Diploma

- Postgraduate Diploma in Actuarial Science

#### Ph.D

- Phd In Mathematics

### School of Biological Sciences

The School of Biological Sciences was formed in 2006 with the merging of the former departments of Botany and Zoology in line with the University rationalization.



*Dr. C.W. Lukhoba  
Director, School of  
Biological Sciences*

#### Bachelor Programmes

- Bachelor of Science in Environmental Conservation and Natural Resource Management
- Bachelor of Science in Biology
- Bachelor of Science in Microbiology and Biotechnology

#### Masters programmes

- Master of Science in Plant Ecology
- Master of Science in Applied Physiology and Cellular Biology
- Master of Science in Applied Parasitology
- Master of Science in Taxonomy and Economic Botany
- Master of Science in Plant Physiology And Biochemistry
- Master of Science in Biology of Conservation
- Master of Science in Agricultural Entomology
- Master of Science in Medical and Veterinary Entomology
- Master of Science in Hydrobiology
- Master of Science in Mycology
- Master of Science in Genetic
- Master of Science in Microbiology and Biotechnology

#### Ph.D

- Phd in Biological Sciences

## COLLEGE OF EDUCATION AND EXTERNAL STUDIES



*Prof. Isaac O. Jumba  
Principal, CEES*

The College of Education and External Studies has its headquarters at Kikuyu Campus, 24 kilometres West of Nairobi. It has six regional centres countrywide commonly referred to as extramural centres. These centres are located in Nairobi, Mombasa, Kisumu, Kakamega, Nakuru and Nyeri and are charged with the responsibility of facilitating the College and the University programmes as a whole. As the University expanded, the college responded by making its programmes flexible and market driven. This response has resulted in an evolution of the College from the departmental status to its full College standing today. The college traces its origin back to the Department of Extra-Mural Studies, which was started under

Makerere University in 1953. Within one year, a resident tutor was based in Kenya. Another significant development in the College's history took place in 1963.

During the year, the amalgamation of the transferred Makerere Extra-Mural Studies Department and the Independent Adult Education Centre of the College of Social Studies, Kikuyu ushered in the Institute of Adult Studies at the then University College, Nairobi. This institute went on to make contributions to both the College, University and the Nation as it embarked on educational innovations such as the Radio Correspondence Course Unit in 1967 and upgraded the certificate in Adult Education to a Diploma in the 1971/72 Academic Year. In 1983, the Institute of Adult Studies was accorded college status and became the college of Adult and Distance Education. In 1988, the College was reorganized, restructured and renamed the College of Education and External Studies.

Today, the College offers several Certificates, Diplomas, Undergraduate and Postgraduate Courses in the three faculties using different modes. Distance learning which is the speciality of the college is more widespread in its programmes. Students take courses in education in their respective faculties and select teaching subjects from the departments in the Faculty of Arts.

### School of Education



*Prof. S.O. Gunga  
Dean, School of Education*

The School of Education is one of the two Schools constituting the College of Education and External Studies of the University of Nairobi. It comprises five administrative units ;the office of the Dean, and four teaching departments:-

- Department of Educational Administration and Planning
- Department of Educational Communication and Technology

- Department of Educational Foundations
- Department of Physical Education and Sports

### Diploma Programme

- Diploma in Early Childhood Education

### Bachelors Programmes

- Bachelor of Education (Arts)
- Bachelor of Education (Early Childhood)
- Bachelor of Education (Science)
- Bachelor of Education (Ict)

### Masters programmes

- Master of Education (Measurement and Evaluation)
- Master of Education (Education Administration and Planning)
- Master of Education (Education Foundations)
- Master of Education in Early Childhood
- Master of Science Education

### Post Graduate Diploma

- Post Graduate Diploma in Education

## ODEL CAMPUS

The Campus was established in 2015 to mainstream the integration of modern technologies into teaching and learning at the University. The main objective of the Campus is to provide enhanced access to quality education and training to students from Kenya and all over the world who meet the minimum admission requirements for specific undergraduate and postgraduate courses through use of modern instructional content delivery techniques supported by skilled personnel. The specific mandate of the Campus is to support, guide, and facilitate learners pursuing courses through the use of open learning, distance learning, e-learning, blended learning, mobile learning and short lifelong courses at the University of Nairobi.



*Prof. Christopher Gakuu  
Director, ODeL Campus*

The ODeL Campus is located at the main campus of the University of Nairobi in the city of Nairobi, Kenya.

## School of Continuing and Distance Education



*Dr. Dorothy Kyalo  
Dean, School of Continuing  
and Distance Education*

For the last 50 years, the School of Continuing and Distance Education (SCDE) has been the leader in Open and Distance Learning (ODL) in Kenya. Its activities date back to 1953 when the first Department of Extra Mural Studies was founded in Makerere with a resident tutor for Kenya. As the forerunner of the present University of Nairobi, the School has consistently maintained its position of leadership by being the torch bearer in the area of ODL. It has faithfully carried out its mandate of providing quality education and extending the University's reach and hence, training opportunities to the wider population in our country.

### Certificate Courses

- Certificate in Sales and Marketing
- Certificate in Business Management
- Certificate in Public Relations
- Certificate in Personnel Management and Industrial Relations
- Certificate in Guidance and Counseling
- Certificate in Purchasing and Supplies
- Certificate in Policy Planning and Implementation
- Certificate in Management Skills
- Certificate in Adult Education Community Development
- Certificate in Open and Distance Learning

### Diploma Programmes

- Diploma in Adult Education and Community Development
- Diploma in Business Management
- Diploma in Sales and Marketing
- Diploma in Human Resource Management
- Diploma in Public Relations
- Diploma in Guidance and Counseling
- Diploma in Youth Development Work
- Diploma in Project Planning and Management
- Diploma in Purchasing and Supplies Management

### Bachelor Programmes

- Bachelor of Education (Arts) External Studies
- Bachelor of Education (Science) External Studies
- Bachelor of Project Planning and Management

### Masters programmes

- Master in Distance Education

- Master of Arts in Project Planning and Management
- Masters in Peace Education

#### Post Graduate Diplomas

- Post Graduate Diploma in Education ( External)
- Post Graduate Diploma in Human Resource Management
- Post Graduate Diploma in Project Planning and Management
- Post Graduate Diploma in Adult Education and Community Development
- Post Graduate Diploma in Distance Education

#### Ph.D

- Ph.D in Distance Education
- Ph.D in Project Planning and Management



**School of Education has won USD 300,000 from USAID to Launch Early Grade Instruction Curriculum**

## THE COLLEGE OF HEALTH SCIENCES



*Prof. James Machoki  
Ag. Principal, CHS*

The college of Health Sciences is situated at the Kenyatta National Hospital Campus, 3 kms from the Main Campus. It has three faculties and eighteen departments. The pre-clinical departments are housed at Chiromo Campus while the clinical departments are located at Kenyatta National Hospital Campus. The School of Medicine was inaugurated on the 7th March, 1968. A group of eight nurses graduated with a diploma in advanced nursing in June, 1970. They were prepared for multiple roles including teaching, administration, community health nursing, mental health and psychiatric nursing practice. The first doctors with MBChB Degrees graduated in April 1972. The school of Dental Sciences and School of Pharmacy

started as departments of the Faculty of Medicine in 1974, and were inaugurated as fully fledged faculties in 1995.

### School of Medicine



*Prof. C.F. Otieno  
Dean, School of Medicine*

The School started in 1967 with 30 students and currently has 14 departments and thematic units with a vibrant faculty of 239 members of Academic Staff specialized in various fields. Besides training, research and health policy formulation, it offers specialized service to patients in Kenyatta National Teaching and Referral Hospital – an 1800 bed level 6 Hospital, the largest in the region.

#### Diploma Programmes

- Diploma in Clinical Audiology & Public Health Otology

#### Bachelor Programmes

- Bachelor of Science in Biochemistry
- Bachelor of Science in Anatomy
- Bachelor of Science in Medical Physiology
- Bachelor of Medicine And Bachelor of Surgery

#### Masters programmes

- Master of Science in Clinical Psychology
- Master of Public Health(Mph)
- Master of Medicine (General Regulations)
- Master of Science in Medical Physiology
- Master of Medicine in Neurosurgery (Mmed-Ns).

- Master of Science in Clinical Cytology
- Master of Science (Biochemistry)
- Master of Science in Human Anatomy
- Master of Science in Medical Microbiology
- Master of Medicine in Ophthalmology
- Master of Medicine in Paediatrics And Child Health
- Master of Medicine Degree in Psychiatry (M.Med Psych.)
- Master of Medicine in Human Pathology
- Master of Medicine in General Surgery
- Master of Medicine in Anaesthesia
- Master of Medicine in Otorhinolaryngology-Head and Neck Surgery
- Master of Medicine in Diagnostic Radiology
- Master of Medicine in Obstetrics And Gynaecology
- Master of Medicine in Clinical Medicine
- Master of Science (General Regulations)
- Master of Medicine in Internal Medicine

#### Post Graduate Diplomas

- Post Graduate Diploma in Clinical Audiology and Public Health Otology.
- Postgraduate Diploma in Psychiatric Social Work
- Postgraduate Diploma in Psychotrauma Management
- Postgraduate Diploma in Psychoactive Substance Abuse
- Postgraduate Diploma in Bio-Medical Research Methodology

#### Ph.D

- Ph.D.(Medicine)
- Doctor of Medicine
- D.Sc. (Medicine)

### School of Dental Sciences



*Dr. Regina Mutave  
Dean, School of Dental  
Sciences*

The School of Dental Sciences started from a humble beginning in 1974 as a Department (The Department of Dental Surgery) in the Faculty of Medicine. The first group of eighteen (18) students was admitted in 1974 to pursue the Course leading to the Degree of Bachelor of Dental Surgery (BDS) of the University of Nairobi . To facilitate its inception and growth, the Department acquired and renovated , the then building structures for the former Princess Elizabeth Maternity in 1977 with financial and material support from the Government of the Federal Republic of Germany.The aim was to have a University Teaching

Dental Hospital. Initially, the Department had only nine (9) dental units, but these soon grew to fifty two (52) distributed in various clinics.Upon the restructuring of the University in 2005, the then Faculty of Dental Sciences assumed its present name as a school.

The School offers degree courses at both bachelor and post graduate level in

- Bachelor of Dental Surgery
- Master of Dental Surgery (Mds) In Oral And Maxillofacial Surgery
- Ph.D. (Dental Surgery)
- D.Sc. (Dental Surgery)
- Master of Dental Surgery (Mds) in Paediatric Dentistry
- Master of Dental Surgery (Mds) in Periodontology

### School of Pharmacy



*Dr. Kipruto Arap Sinei  
Dean, School of Pharmacy*

The School of Pharmacy was started in 1974 as a department in the Faculty of Medicine and became a full fledged faculty in 1995 offering degree courses in Pharmacy at both Undergraduate and Postgraduate levels. Currently, foreign students constitute about three percent of the student population. It has a large base of influential alumni. In this respect , the School holds a special place in Kenya and inevitably its traditions and systems tremendously impact on operations of the rest of pharmaceutical education and practice in the country.

#### Courses offered are

- Bachelor of Pharmacy
- Masters of Pharmacy in Pharmaceutical Analysis
- Masters of Pharmacy in Clinical Pharmacy
- Masters of Science in Pharmacognosy and Complementary Medicine
- Masters of Science in Molecular Pharmacology
- Masters of Pharmacy in Pharmacoepidemiology and Pharmacovigilance
- Masters of Pharmacy in Industrial Pharmacy
- Post Graduate Diploma in Pharmaceutical Analysis
- Ph.D. (in all the above disciplines)
- Doctor of Science(DSc,Pharmacy,DSc Allied Sciences)

**Research and Consultancy Services are also Offered in the School of Pharmacy**

## The Pharmacy Practice Centre (PPC)

The center provides Pharmaceutical Services, as well as serving as a training, consultancy and research center in all aspects of Pharmaceutical healthcare services. It is also one of the Income Generating Units of the School.

## Drug Analysis and Research Unit (Daru)

This unit offers analytical and consultant services and also undertakes research in the following areas:

- (i) Provision of analytical services at a fee to the Private and Public sectors of the Pharmaceutical Industry using official and approved methods. Certificates of analysis are issued.
- (ii) Consultancy on Good Manufacturing Practice (GMP) stability studies following ICH guidelines, method development and validation, product development and bioavailability studies in collaboration with other groups.
- (iii) Post marketing surveillance of the quality of pharmaceuticals circulating in the Kenya market in collaboration with the National Drug Quality Control Laboratory (NQCL) of Ministry of Health.
- (iv) Research into methods of analysis of Pharmaceuticals, nutraceuticals and phytochemicals (medicines of plant origin)
- (v) Consultancy in Drug Registration: Preparation and verification of application dossiers for the registration of drugs.

## Mitishamba Drug Research Centre (MDRC)

This is a multidisciplinary research center based in the Department of Pharmacology & Pharmacognosy. Its aim is to carry out Phytochemical, Pharmacological, Toxicological and Microbiological studies of medicinal plants, especially traditional herbal remedies for human and veterinary use.

## School of Nursing Sciences



Wagoro Carole Atieno  
Director, School of  
Nursing Sciences

The School of Nursing Sciences was initially a Department in the Faculty of Medicine for close to 38 years, before being fully established as a school in January 2006 with its own director. It offers training of nurses both at undergraduate and postgraduate levels with its own director. This was seen as necessary to allow growth and expansion in teaching and research. It has four functional and thematic units namely:

- Medical /Surgical Nursing
- Obstetrics/Midwifery and Gynecological Nursing



### Patients being attended to at the School of Dental Sciences

- Community Health Nursing;
- Nursing Education and Administration.

## Undergraduate Programme

The school offers an Undergraduate Degree leading to the Bachelor of Science in Nursing (BScN). The programme is offered both as a basic and as an upgrading course of the Diploma (Registered) Nursing; The programme integrates Basic Sciences, Social Sciences, Health and Nursing Sciences. The Diploma in Advanced Nursing (DAN) was phased out in November 1998 to pave way for the expansion and consolidation of the BScN Programme.

## Masters Programme

The Master of Science Degree in Nursing was established in 2004, being the first of its kind in East Africa. It is a full-time clinical, theory and dissertation based programme which provides opportunities for graduate nurses to specialize in many areas of the nursing discipline over a period of two years.

A Doctor of Philosophy Degree in Nursing has also been established in the School. The course is offered by both coursework and thesis over a period of no less than three years. All the areas of nursing sub-specialization can be pursued under the guidance of either local or incorporated external supervisors.

## Centre for HIV Prevention and Research

The Centre For HIV Prevention and Research in the College of Health Sciences participates in the active contribution to the University of Nairobi vision of being a leading Centre of Excellence in the pursuit, development, dissemination and preservation of knowledge regarding HIV transmission and AIDS impact at all

levels and within African values in the interest of a Kenya without AIDS.

Its mission is to build the capacity of multisectoral and multidisciplinary partners to reduce HIV transmission and mitigate the impact of HIV/AIDS on vulnerable populations through multisectoral evidence based interventions in the areas of programmes, training and research. Similarly, tested models of replication will be produced as a contribution of the University of Nairobi, being a Seat of Excellence to the Kenyan and global community.

## School of Public Health



*Prof. J. Olenja*  
Director, School of Public Health

The School of Public Health, (SPHUN), was established in September 2010 through the transformation of the Department of Community Health (DCH).

DCH has favoured a multidisciplinary approach to public health through which students can learn to carefully analyze the epidemiological, behavioural, clinical and managerial aspects of health problems as well as develop the necessary skills for addressing these problems. The department trains high level health care personnel and conducts research in public health. As a leading public health training centre within the region, DCH has trained more than 250 public health professionals over the past 25 years in the Master of Public Health (MPH) programme and special courses, thus enhancing its international character

and reputation. The Department has been involved in dealing with national and regional public health challenges with other institutions.

## Institute for Tropical and Infectious Diseases (UNITID)

The University of Nairobi Institute for Tropical and Infectious Diseases (UNITID) was established in 2003, with the mandate of harnessing research activities within the College of Health Sciences in general and the School of Medicine in particular; and initiate training programmes geared towards management and control of infectious diseases. The establishment of the institute in a tropical setting is meant to attract scholars and researchers from diaspora who are interested in studying these conditions in their natural environment. The institute through pooling of the expertise in areas of epidemiology and biostatistics, laboratory, medical and social sciences, should improve on the quality of research and training.



*Dr. D.M. Mwaengo*  
Director, UNITID

## Dress Code for the College of Health Sciences

As a general rule, the College of Health Sciences has approved the dress code as outlined below for members of its community in a bid to provide a good image of the College to its stakeholders.

### Personal Grooming

#### *Hair:*

##### Males

- Well-combed neat preferably short.
- Dying of hair to be restricted to normal colors.
- Dreadlocks not acceptable
- Beards if worn should be kept neat, short and tidy.

All male persons whether they be students, academic or non-academic staff should be dressed in a business-like manner with clean well pressed shirts trousers and ties. Shirts should be tucked in at all times. Jeans, T-shirts, dungarees, corduroys and sagging trousers are not acceptable.

**Body Piercing:** If this is done then avoid exposing those parts of the body.

**Shoes:** Shoes should be closed, low-heeled, well-fitting and appropriately polished especially for practice in the clinical areas.

##### Females

- Well-groomed neat and tidy.
- Hair kept neat and tidy.

If hair is long, then it should not be left hanging below the Shoulders. Braids should be tied neatly at the back. All females (staff and students) should dress in formal office wear, clothes should be well fitting not too loose, not too tight, not too short nor with high open slits. Tight tops with low-neck lines, skin-tight trousers/skirts are not acceptable. All clothing must be well ironed at all times. Caps or hats should not be worn within the premises.

**Oral hygiene:** This must be meticulous to keep away any odor like from tobacco or alcohol.

No smoking is allowed in the school premises.

**Personal Hygiene:** All must practice effective personal hygiene. Perfumes to be used in moderation.

**Nails:** Must be well trimmed and clean. Avoid use of very bright varnish.

**Make-ups:** To be used in moderation - must avoid very bright colors.

**Earrings:** Small sized earrings may be worn. Avoid the hanging dangling type. Males are not expected to wear earrings at any time while neck chains must be hidden when worn.

**Shoes:** These should be closed at the front. Sports shoes, slippers and sneakers are not acceptable as they are not protective. Socks should be changed on daily basis.

**White coats:** Conventional coats buttoned up and long enough to serve the purpose. This must be worn all times for clinicals. Sleeves can either be long or short depending on the personal preference.

**Name tags:** Students should wear name tags at all times indicating their names and Registration Number, while all members of staff should wear official University name tags.

**Note:** If a member of staff on the floor is uncomfortable with a particular students' mode of dress, then the student must conform.

## COLLEGE OF HUMANITIES AND SOCIAL SCIENCES



*Prof. Jama Mohamud A.  
Ag. Principal, CHSS*

The College of Humanities and Social Sciences is the largest of the six colleges that constitute the University of Nairobi. It currently has a total student population of 33,000 or 52% of the total University of Nairobi students population. It came into being in 1985 when the University of Nairobi was split into six colleges in order to improve on the management of the University. It comprises the following:-

- Faculty of Arts (Main Campus)
- School of Business (Lower Kabete Campus)
- School of Law (Parklands Campus)
- Institute for Development Studies (Main Campus)
- Institute of Anthropology, Gender and African Studies (National Museums of Kenya)
- Population Studies and Research Institute (Main Campus)
- Institute of Diplomacy and International Studies (Main Campus)
- School of Economics (Main Campus)
- School of Journalism and Mass Communication (Main Campus)
- Centre for Advanced Studies in Environmental Law and Policy (Parklands Campus)
- Centre for Translation and Interpretation (CCU)
- African Women's Studies Centre (Kenya Science)

## Faculty of Arts



*Prof. Ephraim Wahome  
Dean, Faculty of Arts*

The Faculty of Arts is among the College's oldest faculties. As early as February 1961, the faculty was preparing students for Diploma and Degree Courses under the University Special Relation with the University of London. Students were awarded Bachelor of Arts Degree with Education option. It is, currently the scholastic home to over 170 academics spread across nine departments and one sub-department, namely: Geography, Government, History, Philosophy, Linguistics and Languages, Literature, Religious studies, Sociology and French (sub-department). At present, the Faculty of Arts is one of the largest Faculties in the University with an Undergraduate student population of over 6,000 and 400 postgraduate students registered for various Masters and ph.D degree programmes.

The Faculty has entered into agreement with Utalii College and is now in addition offering Bachelor of Arts in Hospitality Management and Bachelor of Arts in Travel and Tourism. The Faculty thus offers a total of 17 market-responsive M.A. degrees and Postgraduate Diplomas, 14 B.A. degrees, 2 Bridging courses, 5 Ordinary Diplomas, 7 Certificate courses to choose from depending on need.

### Certificate Programmes

- Certificate in Kiswahili
- Certificate in Arabic
- Certificate in Advanced Kiswahili
- Certificate in Advanced Arabic
- Certificate in Drama and Theatre
- Certificate in Religious Studies
- Certificate in French
- Certificate in Natural Resource Management
- Certificate Programme in Italian
- Certificate in Chinese

### Diploma Programmes

- Diploma in Social Work and Social Development
- Diploma in Religion and Society
- Diploma in History
- Diploma in Philosophy
- Diploma in Cultural Tourism
- Diploma in Cultural Resource and Management
- Diploma in Criminology and Social Order
- Diploma in Natural Resource Management
- Diploma in Armed Conflict Studies in East Africa

### Bachelor Programmes

- Bachelor of Arts in Archeology
- Bachelor of Arts in Social Work

- Bachelor of Psychology (Counselling)
- Bachelor of Arts in Political Science
- Bachelor of Arts in Public Administration
- Bachelor of Arts in History
- Bachelor of Arts in Conflict & Peace Studies
- Bachelor of Arts in Tourism

### **Masters Programme**

- Master of Arts in Public Administration
- Master of Political Science and public Administration
- Master of Sociology
- Master of Urban Geography
- Master of Linguistics and Languages
- Master of Literature
- Master of Armed conflict and Peace Studies
- Master of History
- Master of Disaster Management
- Master of Entrepreneurship Development
- Master of Rural Sociology and Community Development
- Master of Religious Studies
- Master of Environmental Planning and Management
- Master of Criminology
- Master of Philosophy
- Master of International Relations
- Master of Medical Sociology
- Master of Labour Management
- Master of Kiswahili
- Master of Transport Geography
- Master of Industrial Geography
- Master of Climatology
- Master of Economic Geography
- Master of Psychology
- Master of Archeology
- Master of Agricultural Geography
- Master of Biogeography
- Master in Water resource Management
- Master of Population Geography
- Master of Geomorphology
- Master of Counselling
- Master of German
- Master of Women in History
- Master of Islamic Civilization

### **Ph.D**

- Ph.D. degrees are offered in the above disciplines

## **School of Business**

### **Lower Kabete Campus**



*Prof. Jackson Maalu  
Dean, School of Business*

The School of Business is located at Lower Kabete Campus in a quiet, attractive suburb 12 kms from Main Campus. It has developed teaching and research facilities to accommodate a student population of over 12000. Its focus extends far beyond the School's original mandate. At its inception during the 1956/57 academic year in the Royal Technical College of East Africa, the Faculty of Commerce trained students for professional examinations in Accountancy and Secretarial practice. Students throughout Kenya and the region received training from the faculty. This practice continued until the Faculty of Commerce was established in its present form in 1964, producing its first graduates with Bachelor of Commerce degrees in 1967.

The School of Business underwent further changes after 1970 when the University of Nairobi was inaugurated. During the same year, the Departments of Law and Domestic Science were removed from the faculty and reconstituted elsewhere. From the 1972/73 academic year, the School began offering the Master of Business Administration degree programme (MBA).

Today, the School of Business continues to meet national needs by providing trained human resources in commerce. Undergraduates now take common courses in their first and second years, fostering a unified image of the School. In subsequent years, students take service electives offered in Economics and Law, and specialize in one of eight options:-Finance, Accounting, Marketing, Insurance, Human Resource Management, Procurement and Supplies Chain Management, Business Information Systems and Operations Management.

### **Bachelor Programms:**

Bachelor of Commerce

BSc in Finance

BSc in Accounting

### **Post Graduate Programmes**

Master of Business Administration (MBA)

Master of Science(MSc) in Human Resource Management

Master of Science(MSc) in Marketing

Master of Science(MSc) in Entrepreneurship and Innovations Management

Master of Science (MSc) in Operations and Technology Management

### **Doctor of Philosophy (PhD) in Business Administration**

## School of Economics



*Dr. Anthony Wambugu,  
Director, School of Economics*

The School is located in Gandhi Wing, Second Floor, at the Main Campus. Enrolment of students pursuing studies in Economics in the University of Nairobi has expanded significantly over the years and took a quantum jump following the introduction of 8.4.4. system of education with common undergraduate courses component. The Undergraduate economics output is massive but the scope of innovation and the capacity to accommodate more postgraduate students within the confines of a department are rather limited. This state of affairs has forced Kenyan students to seek postgraduate studies opportunities abroad. It is out of this state of affairs that the Senate approved the conversion of the Department of Economics to a fully fledged School of Economics,

with a Director as the Head. The School of Economics endeavours to provide the best possible preparation for varied professional careers in an increasingly global economy and has strong collaborative arrangements with both continental and global organizations who have immensely supported the School.

### Bachelor Programmes

- Bachelor of Economics
- Bachelor of Economics and Statistics

### Masters Programmes

- Master of Arts in Economics
- Master of Arts in Economics of Policy Management
- Master of Arts in Multilateral Trading Systems
- Master of Science in Health Economics and Policy

### Ph.D

- PhD in Economics

## School of Law



*Prof. Kiarie Mwaura  
Dean, School of Law*

The University of Nairobi School of Law has evolved from its original status as a department in the Faculty of Commerce in 1960 to one of the largest law schools in East and Central Africa. It is located at Parklands area, along Parklands Road, off Limuru Road. The School has three Campuses namely: Parklands, Mombasa and Kisumu and comprises three Departments:-

- Department of Commercial Law
- Department of Public Law
- Department of Private Law

The teaching of the courses and supervision of students are allocated and coordinated through the School

Board chaired by the Dean. Besides the Dean and the chairs of Departments, the following help coordinate academic activities; Academic Programmes Committee (APC), the Postgraduate Programmes Committee and the Dissertations, and LLM Coordinators. The Examinations Committee facilitates the administration, management and processing of examinations. Academic staff at the School are distributed amongst the three Campuses in Nairobi, Kisumu and Mombasa.

### The School of Law offers:-

- Bachelor of Laws (LLB)
- Master in Laws (LLM)
- Doctor of Philosophy in Law (PhD)



**State-of-the-Art Moot Court Facility at the School of Law.**

## Institute for Development Studies

The Institute for Development Studies is a multi-disciplinary research organisation that was established in 1965. Its main aim is to focus its research on socio-cultural, political and economic issues of development, focusing on Kenya and Africa.



*Prof. Karuti Kanyinga  
Director, Institute for  
Development Studies*

Associate Social Scientists may undertake doctoral research, receive institute training and support. The IDS admitted the first group of students into the Master of Arts programmes in Development Studies in the academic year 2000 / 2001 and Ph.D candidates in 2003 / 2004.

## Institute of Anthropology, Gender And African Studies (IAGAS)



*Prof. O. Ouma  
Director, Institute of  
Anthropology, Gender and  
African Studies*

The Institute of African Studies was created in August 1970 and charged with the responsibility of promoting and conducting original research on various aspects of African life and culture, Prehistory and History, Ethnography and Social Anthropology, Linguistics; Musicology and Dance, Traditional and Modern Arts and Crafts: Religion and other belief systems. Apart from research, the Institute offers the following academic programmes :

- Bachelor of Arts in Anthropology
- Bachelor of Arts in Gender and Development Studies
- Postgraduate Diploma in Cultural Studies
- Masters of Arts in Anthropology
- PhD in Anthropology
- Postgraduate Diploma in Gender & Development Studies
- Postgraduate Diploma in Management of Heritage and Museum Collection
- Masters of Arts in Gender and Development Studies

## Institute of Diplomacy and International Studies (IDIS)



*Prof. Maria Nzomo  
Director, Institute  
of Diplomacy &  
International Studies*

A Diploma course in International Relations was launched by the University in the 1973/1974 academic year. Currently, there is a Master of Arts in International Studies - A postgraduate diploma in International Studies ( 1 year ); Ordinary Diploma in International Studies . MA in International Relations; Post-graduate Diploma in International Relations (full- time-9 months) and Ph.D in International Studies. These programmes have enabled Kenya and other African countries to increase its trained human resources in the foreign affairs arena. Trainees undergo a one year programme in which practical problems a diplomat faces are emphasized. The programme enables trainees to have an opportunity to undertake field trips to international organizations in Africa and throughout the world. The

Institute , in response to market needs has recently launched a Bachelors Degree in International Relations.

## Population Studies and Research Institute (PSRI)



*Dr. Anne A. Khasakhala  
Director, Population Studies &  
Research Institute*

The Population Studies and Research Institute was established in June 1976. This institute promotes interdisciplinary research on population, generating data for use by both the private and public sectors. Academic programmes are offered at the diploma and masters level.

## Centre for Advanced Studies in Environmental Law & Policy (CASELAP)



*Dr. Collins Odote  
Director, CASELAP*

CASELAP is a teaching and research unit focusing on postgraduate level capacity building in Environmental Policy, Environmental Law and Environmental Diplomacy. The primary objective was, and remains, to develop advanced level expertise in environmental governance. This was a reaction by the University to the fact that despite abundance of scientific and technical information on dangers of environmental degradation, actual threat to environment and depletion of natural resources has continued unabated. Such trends have threatened the threshold of sustainability of resource base and viability of sustainable development for the benefit of

the public and private sectors.

## Centre for Translation and Interpretation



*Prof. Mutiga Jayne M.  
Director,  
Centre for Translation &  
Interpretation*

The Centre for Translation and Interpretation (CTI) is a regional postgraduate institution based at the University of Nairobi. It was born out of collaboration between the University of Nairobi, the United Nations and the European Union with the mandate to train translators and conference and community interpreters within the African region. The core functions of the Centre include training of translators and, conference and community interpreters, research and publication, servicing conferences and consulting. The Centre has modern training facilities with state-of-the-art

interpreting booths, a library and a computer laboratory.

## African Women's Studies Centre



*Prof. Wanjiku Mukabi Kabira  
Director, African Women's Studies  
Centre*

Our focus is to bring the African women's knowledge to visibility, through academic and policy debates in our academic institutions and other fora at the national and regional levels. In addition, we take cognisance of the important linkage between women of Africa and those of African descent but living in other parts of the world.

## School of Journalism and Mass Communication



*Dr. Ndeti Ndati, Director,  
School of Journalism and  
Mass Communication*

From 1970, the School of Journalism offered a two-year diploma course in Journalism. This course was discontinued in 1979. From 1980 to-date, the School offers a programme leading to postgraduate Diploma in Mass Communication. The programme offers practical oriented courses imparting skills in Print and Broadcast Journalism, Public Relations, Editing and Production Skills. In the final segment of their studies, students may specialize in either Print or Broadcast Journalism.

The Masters programme is a theoretically oriented programme more suited to those intending to pursue careers in academia or those who already hold the Diploma. The number of postgraduate students has increased tremendously in the Masters Degree Programme as compared to Postgraduate Diploma. The School has in the recent past launched Bachelor of Broadcast production with specializations in Radio, Television and Films. A student newspaper, the Anvil, is published by the school and circulated on the University's campuses. In October 2001, the School started offering a Masters Degree Programme in Communication Studies.

## COMMON COURSES

### Board Of Common Undergraduate Courses (BCUC)

#### *What Every Undergraduate Student Must Know About Common Courses*

The Board of Common Undergraduate Courses is a Multidisciplinary Department which offers courses that are taught to all undergraduate students across the board, regardless of the degree programme that a student is enrolled in. These unique courses are effectively called "Common Undergraduate Courses". By the Statutes requirement, every undergraduate student has to study and pass three of these courses before graduation. These are one Semester courses-meaning that a student studies the course for one semester and sits the final examination at the end of that Semester.

The following courses are currently on offer, although this number may increase with time:

CCS 001: Communication Skills

CCS 002: Fundamentals of Development and Their Applications in Kenya

CCS 003: Human Health

CCS 004: Law in Society

CCS 005: Environmental Science

CCS 006: Chemistry and Its Applications

CCS 007: Science and Technology in Development

CCS 008: Elements of Philosophy

CCS 009: Elements of Economics

CCS 010: HIV & AIDS

**Choice of the three courses:** CCS 001: Communication Skills and CCS 010: HIV & AIDS are compulsory, and all undergraduate students are required to study them and pass before graduation.

A student from a Science based faculty, school, or institute must select a third course from the following, i.e. CCS 002: Fundamentals of Development and Their Applications in Kenya; CCS 003: Human Health; CCS 004: Law in Society; CCS 008: Elements of Philosophy; or CCS 009: Elements of Economics. Similarly, a student from the Humanities based faculty, school or institute must select a third course from the following, i.e. CCS 002: Fundamentals of Development and Their Applications in Kenya; CCS 003: Human Health; CCS 004: Law in Society; CCS 005: Environmental Science; CCS 006: Chemistry and Its Applications; or CCS 007: Science and Technology in Development.

Please note that the appearance of CCS 002, CCS 003, and CCS 004 as elective courses for both Science students and those from the Humanities is deliberate, and not a mistake. For effective management, respective faculties, schools, and institutes choose elective courses for their students.

**Registration for Common Undergraduate Courses:** Just like it happens for any other course, students register for Common Undergraduate Courses at their respective faculties, schools, or institutes.

**Course Coordinators:** For effective management, each common Undergraduate Course is assigned a coordinator who is the link between the student and management in all matters concerning the course. Students are expected to first direct any queries that they may have about any Common Undergraduate Course to the respective Course Coordinator before approaching other levels of management. These coordinators are based at various faculties, schools, or institutes as follows:

Course Code	Base of Coordinator
CCS 001	Communication Skills and Studies Unit, Main Campus
CCS 002	Institute for Development Studies, Main Campus
CCS 003	School of Public Health, KNH Campus
CCS 004	School of Law, Parklands Campus
CCS 005	Department of Meteorology, Chiromo Campus
CCS 006	Department of Chemistry, Chiromo Campus
CCS 007	Department of Food Science, Upper Kabete Campus
CCS 008	Department of Philosophy, and Religious Studies, Main Campus
CCS 009	School of Economics, Main Campus
CCS 010	School of Public Health, KNH Campus

**Caution to students:** In the past, some students have tended to ignore these courses and ended up missing their scheduled graduations. BCUC would like to inform all undergraduate students, that they can avoid this embarrassment by just taking the three courses as scheduled by their faculties, schools, or institutes.

**BCUC location:** BCUC is located on the *ground floor of Mahatma Gandhi Wing, Main Campus. Email: bcuc@uonbi.ac.ke*

## UNIVERSITY OF NAIROBI

### Student Management Information System (Student Portal)

<http://smis.uonbi.ac.ke>

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

#### (i) Log In

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

#### (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) Notice-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.

#### Exam timetable

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

(v) **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.

**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.

**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'.

(vi) **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.

(viii) **Book Room**

Students can apply for 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 for.

NB: Password Resets in case of forgotten passwords, consult the School's administration to reset your password.

**Student's Information**

Ensure that you have filled a 'Student Online Access Registration Form' upon joining the institution and submit it to your school's administrator. The form is available on the Students portal. Select the link 'Request Login Password', then

click on the link 'Student online access registration form'. The link is: <http://smis.uonbi.ac.ke/OnlineAccessRegistrationForm.pdf>

(ix) **E-Learning Portal**

The E-Learning portal enables students to access learning materials for courses they have registered for through SMIS. It can be accessed at <http://learning.uonbi.ac.ke>. To log in enter your registration number as user name and Identity Card or passport as password.

**Student's Information**

Ensure that you have filled a 'Student Online Access Registration Form' upon joining the institution and submit it to your school's administrator. The form is available on the Students portal. Select the link 'Request Login Password', then click on the link 'Student online access registration form'.

*The link is: <http://smis.uonbi.ac.ke/OnlineAccessRegistrationForm.pdf>*

## INTERNATIONAL PSTUDENTS

All matters of international students are handled by Directorate of Corporate Affairs.

For more information contact: [pr@uonbi.ac.ke](mailto:pr@uonbi.ac.ke)

## UNIVERSITY OF NAIROBI LIBRARY SYSTEM



Angela Mumo  
Ag. Director Library & Information Services

### *Vision*

To be a leading academic centre of excellence in the provision, dissemination and preservation of knowledge in Africa.

### *Mission*

To provide contemporary information services that will empower the University in carrying out its core activities of teaching, learning and community services/consultancy.

## THE LIBRARY SYSTEM

The University of Nairobi Library System is composed of the main library, the Jomo Kenyatta Memorial Library (JKML) and fourteen branch libraries listed below:

- College of Agriculture and Veterinary Sciences, Kabete Campus.
- College of Architecture and Engineering, Main Campus.
- College of Biological and Physical Sciences, Chiromo Campus.
- College of Health Sciences at Kenyatta National Hospital.
- College of Education and External Studies, Kikuyu Campus.
- Institute for Development Studies Library, Main Campus.
- Institute of Anthropology, Gender and African Studies Library, Museum Hill.
- Population Studies and Research Institute Library, Main Campus.
- School of Business Library, Lower Kabete Campus.
- School of Law Library, Parklands Campus.
- Kenya Science Campus Library, Ngong Road.
- Mombasa Campus Library.
- Kisumu Campus, 2 libraries.

JKML caters for both College of Humanities and Social Sciences and Architecture and Engineering, Main Campus.

### Opening Hours

Libraries are open from 8.00 am to 10.00 pm from Monday to Friday and from 8.00 am to 5.00 pm on Saturday. On Sunday libraries generally open from 9.00 am to 5.00 pm.



JKML Library

## SERVICES OFFERED

**Dissemination of Information:** The library system plays an active role in the dissemination of information to the University Community and beyond. It offers a wide range of facilities in support of both traditional services and modern ICT applications in research. The services include lending, inter-lending (with other institutions), and accessing electronic resources.

**Reading Space:** To cope up with increasing readers, the Library seating capacity has been expanded in the various campus libraries. All have adequate reading space. New libraries have been built at Parklands, Lower Kabete and Kikuyu Campuses, while new libraries have been established at Mombasa and Kisumu Campuses.

**Bindery:** The Library has a modern Bindery which handles all library and University requirements including binding of academic theses and dissertations. There are also other facilities for conservation and preservation of information materials.

**Photocopying:** The Library offers the service subject to observation of copyright laws.

## ELECTRONIC RESOURCES

**Electronic journals:** The Library has access to over 40,000 peer reviewed full text electronic journals in all disciplines to facilitate the teaching and research activities of the University. In addition there is a document delivery service.

**Electronic Books:** The University has subscribed to over 50,000 e-books from Elibrary and Taylor & Francis

The link to the electronic databases journals and e-books can be accessed at:URL:  
<http://uonlibrary.uonbi.ac.ke>

To access the resources remotely, use the URL:<https://vpn.uon.ac.ke> You will require UON login credentials.

Online databases include:

- African Journals Online (AJOL)
- Geological Society
- AGORA (for Agricultural Information)
- Sage
- Blackwell-Synergy
- HINARI
- Cambridge University Press
- JSTOR
- EBSCO Host Research Databases
- Kenya Law
- Emerald
- Oxford University Press
- Gale Cengage Learning
- Nature Publishing Group
- Institute of Physics
- World Bank e-library
- Wiley Online Library
- IEEE
- Project MUSE



*The Mwai Kibaki Library at the Lower Kabete Campus*

## **LIBRARY STOCK**

The system has a stock of approximately 740,000 volumes, inclusive of books and bound periodicals. The stock includes general lending and reference materials, as well as specialized research materials.

A catalogue of information materials held in the system is available electronically through the online Public Access Catalogue (OPAC) which is web based. It can be accessed through the Library website and any of the UON libraries.

## **SPECIAL COLLECTIONS**

The Library system has rich and unique information resources in form of special collections. These include:

**East Africana:** The collection stocks materials on East Africa in general and Kenya in particular. The collection is enriched by the higher degree theses and dissertations of the University of Nairobi as well as relevant ones submitted elsewhere.

**UN Collection:** The University of Nairobi is a Depository Library of United Nations Publications, and holds publications of selected bodies such as General Assembly, FAO, WHO, ILO, and IAEA.

## **ARCHIVES AND AUDIO-VISUAL COLLECTION**

This collection includes archives of the University of Nairobi and other institutions as well as historical figures. It also stocks audio-visual materials. The collection also includes rare information materials which are unique, priceless and of historical interest.

## **UON DIGITAL REPOSITORY**

The Digital Repository has been established to capture, preserve and disseminate the intellectual output of the University. It manages academic/research materials created by the University community.

## **GRADUATE RESEARCH LIBRARY**

Located on the ground floor of JKML, serves Graduate Students and Lecturers and offers a conducive environment for research.

## **TEACHING PROGRAMME**

The Library offers an MSc in Information Science and a Diploma Course in Library and Information Sciences.

## **LIBRARY STAFF**

The Library system has professional staff who are highly trained, specialized, and experienced in information management and services. They are readily available for consultations.

## **ADMISSION**

The library is open to members of the University Community (students and staff). Non-university members with recognized study and research needs may also be admitted. Admission is by University identity card.



An inside view of JKML Library

For further information please contact:

**The Director, Library & Information Services**  
 P.O. Box 30197, 00100 GPO, NAIROBI  
 Telephone: 020 318262  
 Website: <http://uonlibrary.uonbi.ac.ke>  
 Email: [libraryhelp@uonbi.ac.ke](mailto:libraryhelp@uonbi.ac.ke)

## UNES BOOKSTORE

The University Bookshop is located in main Campus at the basement of JKML. The bookshop stocks textbooks, stationery and supplies to meet academic requirements. An array of novelty items, newspapers and magazines are also available for purchase to meet personal interests and for gifts and hobbies. If items are not available on the shelves, do not hesitate to approach the staff for assistance. The bookshop management will make an extra effort to procure required materials.

For your shopping convenience, the bookshop is open from Monday to Friday, 8:00 a.m. to 6:00 p.m. (open during lunch hour) and Saturday 8:00 a.m. to 2:00 p.m.

**Contacts:**  
 Tel: (+254-20) 491 3919

E-mail: [manager-bookshop@uonbi.ac.ke](mailto:manager-bookshop@uonbi.ac.ke)

## UNIVERSITY OF NAIROBI PRIZES

### 1. GANDHI SMARAK NIDHI TRUSTEE FUND

- a) A prize in the form of a gold medal to the best overall student in the whole University with the highest proficiency in both academic and extra-curricular activities.
- b) A prize of Kshs. 10,000.00 to the best final year student in each Faculty/Institute/School.

### 2. INSTITUTION OF SURVEYORS OF KENYA PRIZE

- a) A prize of Kshs. 5,000.00 to the best final year student in the course of Bachelor of Real Estates.
- b) A prize of Kshs. 5,000.00 to the best final year student in the Department of surveying.

### 3. ASIAN COMMERCIAL COMMUNITY ACADEMIC AWARDS

A prize of Kshs. 10,000.00 to the best accounting student in the School of Business

### 4. KENYA REINSURANCE CORPORATION

- a) A prize of Kshs. 5,000.00 to the best final year student taking the Insurance option in the School of Business.
- b) A prize of kshs. 5,000.00 to the best final year student in Actuarial Science, School of Mathematics.

### 5. KENYA NATIONAL CHAMBER OF COMMERCE AND INDUSTRY

A prize of Kshs. 5,000.00 to the best final year student in the School of Business

### 6. HAMILTON HARRISON AND MATHEWS - Le PELLEY PRIZE

- a) A prize of Kshs. 25,000.00 to the best first year student in the School of law.
- b) A prize of Kshs. 25,000.00 to the best third year student in the School of law.

### 7. ELIDA PONDS PRIZE

A prize of Kshs. 10,000.00 to the best student in each of the four departments in the School of Dental Sciences

- i) Department of Conservative/Prosthetic Dentistry
- ii) Department of Pediatric Dentistry/Orthodontics
- iii) Department of Oral and Maxillofacial Surgery
- iv) Department of Periodontology/ Community Dentistry

### 8. MATHU AND GICHUIRI PRIZE

- a) A prize of Kshs. 10,000.00 to the best second year student in the subject of Price Analysis in Building Economics, School of the Built Environment.
- b) A prize of Kshs. 10,000.00 to the best third year student in Quantity Surveying, School of the Built Environment.
- c.) A prize of Kshs. 10,000.00 to the best third year student in Bachelor of Construction Management, School of the Built Environment.

#### 9. INSTITUTE OF ENGINEERS OF KENYA PRIZE

A prize of Kshs. 5,000.00 to the student with the best final year project in the School of Engineering in the Departments of:-

- i) Civil Engineering
- ii) Electrical and Electronic Engineering
- iii) Mechanical Engineering
- iv) Geospatial and Space Technology
- v) Environmental and Biosystems Engineering

#### 10. YUSUF DAWOOD AWARD

- a) A prize of Kshs. 7,000.00, a badge and a certificate to the best final year student in the Department of Literature, Faculty of Arts.
- b) A prize of kshs. 5,000.00 to the best final year student in the Department of Surgery, School of Medicine.

#### 11. PKF KENYA PRIZE

A prize of Kshs. 3,000.00 to the best third year student in the School of Business who presents prize winning project(s).

#### 12. INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA PRIZE

- a) A prize of Kshs. 2,000.00 to the best final year student taking the Accounting and Finance option in the School of Business.

#### 13. UNILEVER KENYA LTD

A prize of kshs. 10,000.00 to the best final year student in the Schools of Business and Physical Sciences whose performance has been best overall.

##### (a) OUTSTANDING SCHOLAR AWARD

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

##### (b) MARKETING PRIZE

A prize of Kshs. 5000.00 to the best final year student with the highest marks in all marketing courses in the School of Business.

##### (c) BUSINESS ADMINISTRATION PRIZE

A prize of Kshs. 5,000.00 to the best final year student taking the Business Administration option.

##### d) CHEMISTRY PRIZE

A prize of 5,000.00 to the best final year student with the highest marks in Chemistry

#### 14. KASNEB OUTSTANDING STUDENT PRIZE

##### a) Outstanding Accounting student

A prize of Kshs. 8,000.00 to the best final year student who achieves the highest marks in accounting and finance.

##### b) KASNEB (Science) prize

A prize of Kshs. 4,500.00 to the best second year student in Actuarial Science, School of Mathematics.

##### c) KASNEB (Arts) prize

A prize of Kshs. 4,500.00 to the best second year student in Economics, School of Economics.

#### 15. PROF. DAVID M. NDETEI MERITORIOUS AWARDS

d) A prize of Kshs. 10,000.00, a trophy and inscription of the winners name in the Roll of Honours Board to the best undergraduate final year student in Psychiatry, School of Medicine.

e) A trophy and inscription of the winners name in the Roll of Honours Board to the best Distinction final year M.Sc. (Clinical Psychology) student, School of Medicine.

#### 16. KAPLAN AND STRATTON PRIZE

a) A prize of Kshs. 25,000.00 to the best overall final year student in the School of Law

#### 17. PRICEWATERHOUSECOOPERS PRIZE

a) A prize of Kshs. 25,000.00 and a trophy (to be maintained in the School) to the best final year MBA student, School of Business.

##### b) PRICEWATERHOUSECOOPERS HILDA MATU MEMORIAL PRIZE

A prize of Kshs. 25,000.00 to the best final year student taking Human Resource Management option, School of Business.

##### c) PRICEWATERHOUSECOOPERS EMILY OKEMWA MEMORIAL PRIZE

A prize of Kshs. 25,000.00 to the best final student taking Finance option, School of Business.

#### 18. PFIZER PHARMACEUTICALS PRIZE

A prize of Kshs. 20,000.00 to the best final year student in the School of Pharmacy

#### 19. LABORATORY AND ALLIED PRIZE

a) A prize of Gold award, Kshs. 5,000.00 and a certificate to the best final year student in the School of Pharmacy.

b) A prize of Silver award, Kshs. 3,000.00 and a certificate to the second best final year student in the School of Pharmacy.

c) A prize of Bronze award, Kshs. 1,500 and a certificate to the third best final year student in the School of Pharmacy.

#### 20. OMAERA PHARMACEUTICALS PRIZE

A prize of a medal, certificate and Kshs. 10,000.00 to the final year student who has shown a consistent academic performance in Pharmacology in the School of Pharmacy.

#### 21. DARAMOLA OLUYEMISI MEMORIAL PRIZE

A prize of a floating trophy plus a silver cup, handbook of non-prescription drugs Vol. I & II and Kshs. 5,000.00 to the final year FEMALE student who has shown consistent academic performance and leadership skills in the School of Pharmacy.

**22. REGAL PHARMACEUTICALS LTD EXCELLENCE AWARD FOR PHARMACEUTICS**

A prize of a certificate of merit and Kshs.10,000.00 to the best final year student in Pharmaceutics, School of Pharmacy.

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

A prize of Kshs. 10,000.00 to the best student in the Bachelor of Dental Surgery, School of Dental Sciences.

**24. DENTMED (K) LIMITED**

A prize of Kshs. 10,000.00 to the best student in the Science of Dental Materials, School of Dental Sciences.

**25. KENYA MEDICAL ASSOCIATION PRIZE - MBCHB Prize CHANDARIA PRIZE**

A prize of Kshs. 5,000.00 to the best final year student in the School of Medicine in:-

- i) Medical Microbiology
- ii) Pathology

**26. BOC GASES KENYA LTD**

- a) A prize of Kshs 3,000.00 to the best first year Postgraduate student in Anesthesiology, School of Medicine.
- b) A prize of Kshs 3,000.00 to the best second year Postgraduate student in Anesthesiology, School of Medicine.
- c) A prize of Kshs. 5,000.00 to the best final year student in the Department of Mechanical Engineering.

**27. KAMALA MEMORIAL PRIZE**

A prize of Kshs. 5,000.00 to the best final year student in the School of Medicine

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

- a) A prize of Kshs. 20,000.00 to the best overall Postgraduate student in the Department of Pediatrics, School of Medicine.
- b) A prize of Kshs. 20,000.00 to the best Master of Medicine student in Psychiatry, School of Medicine.

**29. AVENUE GROUP AWARD**

A prize of Kshs. 20,000.00 to the best student in Pre-Clinicals in the Bachelor of Medicine and Bachelor of Surgery programme, School of Medicine.

**30. INSTITUTE OF QUANTITY SURVEYORS OF KENYA PRIZE**

A prize of Kshs. 5,000.00 to the best Fourth year student in the Department of Real Estate and Management (Quantity Surveying), School of the Built environment.

**31. GENERAL MOTORS KENYA LTD PRIZE**

A Prize of Kshs. 5,000.00 to the best final year student in the Department of Mechanical Engineering

**32. SURVEY CONSULT PRIZE**

A prize of Kshs. 5,000.00 to the best final year student in Surveying, School of Engineering.

**33. DR. EDDAH GACHUKIA SCIENCE PRIZE**

A prize of Kshs. 5,000.00 and a trophy to the best final year FEMALE student from the School of Engineering in the Departments of:-

- i) Electrical and Electronic Engineering
- ii) Civil Engineering
- iii) Environmental and Biosystems Engineering
- iv) Mechanical Engineering
- v) Geospatial and Space Technology

**34. ULTRAVETIS EAST AFRICA LIMITED**

A prize of 5,000.00 and a shield to the best final year Student in Veterinary Clinical studies, Faculty of Veterinary Medicine.

**35. KENYA VETERINARY BOARD**

A prize of Kshs. 5,000.00 and a trophy to be retained in the Faculty and a miniature replica of the same to the best final year student in the Faculty of Veterinary Medicine.

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

A trophy to be retained in the Faculty and Kshs. 3,000.00 to the best 2nd year student in General Pathology, Faculty of Veterinary Medicine.

**37. CENTRAL ARTIFICIAL INSEMINATION STATION TROPHY**

A trophy to be retained in the Faculty and Kshs. 5,000.00 to the best fifth year student in Theriogenology, Faculty of Veterinary Medicine.

**38. AFRICAN URBAN QUARTELY PRIZE**

A prize of Kshs. 5,000.00 to the overall best final year student in the Department of Geography.

**39. PLO LUMUMBA FOUNDATION AWARD**

- a) A prize of a certificate of merit and Kshs. 5,000.00 to the best student in "Criminal Procedure Practice", School of Law.

**40. LUCY-ONONO MEMORIAL AWARD**

A prize of a certificate of merit and Kshs. 5,000.00 to the best female student in the 'International Human Rights and Humanitarian Law' course, School of Law.

**41. N.H.O MAHONDO AWARD**

A prize of Kshs. 5,000.00 to the best student in Constitutional Law, School of Law.

**42. ISEME, KAMAU & MAEMA ADVOCATES PRIZE**

A prize of Kshs. 10,000.00 to the best final year student in the following combination of subjects, School of Law:

Intellectual Property Law, Conveyancing Law and Practice, Company Law/Law of Business Association I

**43. PAUL MUSILI WAMBUA AWARD**

A prize of Kshs. 5,000.00 to the best student in Civil Procedures, School of Law

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

A prize of Kshs. 5,000.00 to the best student in Masters of Arts (Planning)

**45. AXIS REAL ESTATE LTD. PRIZE**

A prize of Kshs. 10,000.00 to the best final year student in the subject of Properties and Facilities Management in the Department Land Development.

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

A prize of Kshs. 5,000.00 to the Postgraduate student with the best research project in M.A. (Construction Management) in the Department of Real Estate and Construction Management.

**47. KNIGHT FRANK ANNUAL AWARD**

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

b) A prize of Kshs. 5,000.00 to the best final year student in the Department of Real Estate in the following subjects.

- i) Property and Facilities Management
- ii) Applied Valuation – Plants and Machinery
- iii) Real Property Law 1
- iv) Investment Appraisal

**48. M/S KANJUMBA CONSULTANTS PRIZE**

A prize of Kshs. 10,000.00 to the best final year student in the Course of Quantity Surveying, School of the Built Environment.

**49. CROWN BERGER KENYA LTD PRIZE**

a) A prize of Kshs. 25,000.00 to the overall best student in Bachelor of Quantity Surveying, School of the Built Environment.

b) A prize of Kshs. 25,000.00 to the overall best student in Bachelor of Construction Management

**50. DAVID AND MARY KIAMBA MEMORIAL PRIZE**

a) A prize of Kshs. 25,000.00 to the best Final Year Female Student in the whole University

b) A prize of Kshs. 25,000.00 to the best Final Year Student in the Bachelor of Real Estate.

c) A prize of Kshs. 25,000.00 to the best Final Year Student in the subject of Intellectual Property Law, School of Law.

**51. SAKARBEN AND SHETH PRIZE**

A prize of Kshs. 5,000.00 to the best overall second year student in the School of Law.

**52. DAVIS & SHIRTLIFF PRIZE**

(a) A prize of Kshs. 4,000.00 and a commemorative plaque to the best fourth year Mechanical Engineering student in Fluid Mechanics

(b) A prize of Kshs. 4,000.00 and a commemorative plaque to the best fourth year Civil and Construction Engineering student in Fluid Mechanics

(c) A prize of Kshs. 4,000.00 and a commemorative plaque to the best fifth year Environmental & Biosystems Engineering student in water resources

(d) A prize of Kshs. 4,000.00 and a commemorative plaque to the best fourth year female student in the Electrical & Electronics Engineering Department

(e) A prize of Kshs. 4,000.00 and a commemorative plaque to the best fourth year female student in the Department of Geospatial and Space Technology.

(f) A prize of Kshs. 4,000.00 and a commemorative plaque to the best final year student in Hydrology (FEB 521 Hydrological Design)

**53. CHRISOM AGENCIES LTD PRIZE**

A prize of Kshs. 10,000.00 and a trophy to the best final year student in Graphic Design, School of Arts and Design.

**54. UNIVERSITY OF NAIROBI ALUMNI ASSOCIATION PRIZE**

A prize of Kshs. 10,000.00 to the best overall student in each college.

a) College of Agriculture and Veterinary Sciences

b) College of Architecture and Engineering

i) Best final year project

ii) Best fourth year fluid mechanics

iii) Best final year female student

iv) Best fourth year fluid mechanics

c) College of Biological and Physical Sciences

d) College of Education and External Studies

e) College of Health Sciences

f) College of Humanities and Social Sciences

**55. THE NORBROOK AWARD**

A prize of Kshs. 5,000.00 and a trophy for the best final year student in the course of Bachelor of Veterinary Medicine, Faculty of Veterinary Medicine.

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

A prize of Kshs. 10,000.00 to the best final year Bachelor of Medicine and Bachelor of Surgery student in the School of Medicine who has exemplified the most holistic qualities.

**57. AGROCHEMICALS ASSOCIATION OF KENYA AWARD**

A prize of Kshs. 5,000.00, a certificate and a trophy to the best final year Bachelor of Science in Agriculture, crop Protection Option, Faculty of Agriculture.

**58. DELOITTE AND TOUCHE PRIZE**

A prize of Kshs. 5,000.00 to the best final year MBA student in the Accounting option, School of Business.

**59. TETRA PAK LIMITED PRIZE**

A prize of a Kshs. 5,000.00, a certificate and a trophy to the best final year student in Food Science and Technology, Faculty of Agriculture.

**60. KENYA INSTITUTE OF FOOD SCIENCES PRIZE**

A prize of a Kshs. 5,000.00, a certificate and a trophy to the best final year student in Food Science and Technology, Faculty of Agriculture

**61. AFRICAN DEVELOPMENT AND ECONOMIC CONSULTANTS PRIZE**

A prize of Kshs. 3,000.00 to the best final year student in Economics. Faculty of Arts.

**62. KENINDIA ASSURANCE COMPANY LTD AWARD**

a)A prize of Kshs. 15,000.00 to the best final year student in the School of Business taking Insurance option.

b)A prize of Kshs. 10,000.00 to the best Third year student in the School of Business taking the Insurance option

**63. KENYA BREWERIES LIMITED PRIZE**

a)A prize of Kshs. 5,000.00 and a certificate to the best final year student, School of Business.

b)A prize of Kshs. 5,000.00 to the best final year student in Bachelor of Science Food Science and Technology, Faculty of Agriculture.

**64. MARKETING SOCIETY OF KENYA PRIZE**

A prize of Kshs. 5,000.00 to the best MBA Marketing student, School of Business.

**65. ENG. CAREY OREGI CIVIL ENGINEERING AWARD**

a)A prize of Kshs. 30,000.00 to the best final year student in Civil Engineering.

b)A prize if Kshs. 10,000 to the best fifth (5th) year in Highways and Transportation

c)A prize of Kshs. 10,000.00 to the best fourth (4th) year student in Civil Engineering

d)A prize of Kshs. 10,000.00 to the best third (3rd ) year student in Civil Engineering

**66. ROCKLAND KENYA LTD AWARD**

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

**67. J. N. MUTHAMA AWARD**

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

**68. NATIONAL OIL CORPORATION PRIZE**

A prize of Kshs. 5,000.00 to the best final year student in Petroleum Geology and a traineeship attachment to the corporation for a period of six (6) months.

**69. TWIGA CHEMICALS LTD AWARD**

a)A prize of Kshs. 10,000.00 to the best final year student in Mineral Exploration and Mining, Bachelor of Science (Geology).

b)A prize of Kshs. 10,000.00 to the best final year student in Crop Protection, Bachelor of Science (Agriculture), Faculty of Agriculture.

**70. KENYA METEOROLOGICAL SOCIETY (KMS) STUDENT EXCELLENCE AWARD**

A prize of Kshs 10, 000 and a certificate to the best final year student in Bachelor of Science in Meteorology.

**71. BASCO PRODUCTS (KENYA) LIMITED COMPANY PRIZE**

a)A prize of Kshs. 15,000.00 to the best overall final male student in Bachelor of Quantity Surveying.

b) A prize of Kshs. 15,000.00 to the best overall final year female student in Bachelor of Quantity Surveying.

c)A prize of Kshs. 10,000.00 to the second best overall student in Bachelor of Quantity Surveying.

d)A prize of Kshs. 15,000.00 to the best overall final year male student in Bachelor of Real Estate.

e)A prize of Kshs. 15,000.00 to the best overall final year female student in Bachelor of Real Estate.

f)A prize of Kshs. 10,000 to the second best overall student in Bachelor of Real Estate.

**72. DR. A.C.L. DE'SOUZA MEMORIAL PRIZE**

A prize of Kshs. 2,000.00 to the best first year student in the Faculties of Arts, Science and Commerce.

**73. PROFESSOR ARTHUR T. PORTER PRIZE**

A prize of Kshs. 3,000.00 to the best final year student in the College of Humanities and Social Sciences.

**74. MOHAMED/MUIGAI ADVOCATES PRIZE**

A prize of Kshs. 50,000 to the best final 4th year student in the School of Law.

**75. KENYA INSTITUTE OF SUPPLIES MANAGEMENT AWARD**

a)A Prize of Kshs. 25,000.00, a certificate of excellence and one-year membership subscription to the best MBA student in Procurement and Supplies Management option.

b)A prize of Kshs. 15,000.00, a certificate of excellence and one year membership subscription to the best fourth year student in Procurement and Supplies Management option.

c)A prize of Kshs. 10,00.000, a certificate of excellence and one-year membership subscription to the best third year student in Procurement and Supplies Management option.

**76. PHARMACEUTICAL SOCIETY OF KENYA AWARD**

A prize of a trophy from PSK and cash reward of Kshs 10,000 to the best final year student in the School of Pharmacy.

**77. RAPHO FOUNDATION PRIZE**

A prize of Kshs 20,000 to the best female final year student in valuation.

**78. THE ZANI AWARD**

A prize of Kshs 10,000 to the best final student in the Department of Kiswahili, Faculty of Arts.

**79. PROF. GODWIN O. PATRICK OBASI AWARD**

A prize of Kshs 5,000 to the best overall student in the Department of Meteorology.

**80. PROF. LABAN A. OGALLO AWARD**

A prize of Kshs 4,000 to the second best overall student in the Department of Meteorology.

**81. DR. JOSEPH R. MUKABANA, MBS AWARD**

a) A prize of Kshs 3,000 to the best overall student in Dynamic Meteorology in the Department of Meteorology.

b) A prize of Kshs 3,000 to the best overall research project student in the Department of Meteorology.

**82. DENIS OMONDI ADARI UNIVERSITY AWARD**

a) Denis Omondi Adari University awards

A prize of Kshs 30,000 to the best final students in Civil and Construction Engineering, School of Engineering.

b) Denis Omondi Adari Scholarship Award

A prize of Kshs 60,000 to the student who has successfully undergone first year undergraduate program in the Construction and Civil Engineering.

**83. MAU WEST MERIT AWARD**

a) A prize of Kshs. 25,000 to the best overall fourth year student in Structural Design (FCE 431 and FCE 432)

b) A prize of Kshs 20,000 to the second best overall fourth year student in Structural Design (FCE 431 and FCE 432)

c) A prize of Kshs 15,000 to the third best overall fourth year student in Structural Design (FCE 431 and FCE 432)

**84. C.B. RICHARD ELLIS LIMITED PRIZE**

A prize of Kshs. 10,000 to best final year student in the subject of Properties and Facilities Management/Estate Management II in Bachelor of Real Estate, School of the Built Environment.

**85. PROF. JANE KABUBO MARIARA AWARDS**

a) A prize of Kshs. 10,000 to the best female student in Bachelor of Economics, School of Economics

b) A prize of Kshs. 10,000 to the best male student in Bachelor of Economics, School of Economics

c) A prize of Kshs. 10,000 to the best female student in bachelor of Economics and Statistics, School of Economics

d) A prize of Kshs. 10,000 to the best male student in bachelor of Economics and Statistics, School of Economics

e) A prize of Kshs. 10,000 to the best overall second year student in Bachelor of Economics, School of Economics

f) A prize of Kshs. 10,000 to the best overall second year student in Bachelor of Economics and Statistics.

**86. ANKA CONSULTANTS PRIZE**

A prize of Kshs. 10,000 to the best undergraduate Quantity surveying student in a unit that integrates specialized computer skills in measurement of infrastructure projects (Computing II).

**87. TOWN AND COUNTY PLANNERS ASSOCIATION OF KENYA (TCPAK) PRIZE**

A prize of Kshs. 5,000. and a certificate the best overall, final year undergraduate student in the Department of urban and Regional Planning.

**88. RESILIENT AWARD**

A prize of Kshs 10,000.00 and a trophy (to be maintained by the University) to the best first year student in the Department of Mechanical Engineering, School of Engineering.

**89. PROF. KIAMA GITAHU AWARD**

A prize of Kshs. 10,000.00 and a trophy (to be maintained in the Faculty) to the best first year student who achieved the highest marks in Histology and Embryology, Faculty of Veterinary Medicine.

**90. PROF. PETER MBITHI & FAMILY PRIZE**

a) A prize of Kshs. 25,000.00 and a revolving trophy (to be maintained in the Faculty) to the best overall student in Veterinary Surgery, Faculty of Veterinary Medicine.

b) A prize of Kshs. 25,000.00 and a revolving trophy (to be maintained by the University) to the best overall female student in the University

**91. NGOTHO CHARTERED ABITRATORS PRIZE**

i. School of the Built Environment

a) A prize of Kshs. 5,000.00 to the best male student in Property Dispute Resolution (BRE 402), Department of Real Estate and Construction Management.

b) A prize of Kshs. 5,000.00 to the best female student in Property Dispute Resolution (BRE 402), Department of Real Estate and Construction Management.

c) A prize of Kshs. 5,000.00 to the best male student in Dispute Management and Resolution in Construction (BCM 403)- Department of Real Estate and Construction Management.

d) A prize of Kshs. 5,000.00 to the best female student in Dispute Management and Resolution in Construction (BCM 403)- Department of Real Estate and Construction Management.

ii. School of Law

a) A prize of Kshs. 10,000.00 to the best male student in International Commercial Arbitration (GPR 625), School of Law.

b) A prize of Kshs. 10,000.00 to the best female student in International Commercial Arbitration (GPR 625) - School of Law.

92. PRUDENTIAL AWARD

A prize of Kshs. 25,000.00 and a revolving trophy (to be maintained in the Faculty) to the best overall student in Veterinary Surgery, Faculty of Veterinary Medicine.

93. PROF. E.H.N NJERU AWARD

A prize of Kshs. 10,000.00 and a rotating trophy (to be maintained by the Institute) to the best first year student in Anthropology, Institute of Anthropology, Gender and African Studies. (Effective 2016/2017 academic year)

94. TONY MMAITSI MEMORIAL SCHOLARSHIP

A prize of Kshs. 50,000.00 to the best second year male and female students in School of Law. (Effective 2016/2017 academic year)

## DIRECTORATE OF STUDENT AFFAIRS

Students can best attain their academic goals in a supportive environment. Several officers and staff are devoted to the enhancement of academic life through student welfare services. An overview of these services is provided in this section.

### THE OFFICE OF THE DEAN OF STUDENTS

The office of the Dean of Students is primarily concerned with students welfare from entry to graduation. University life marks the beginning of ones career and requires one to make mental, physical and emotional adjustment.

If you have an urgent need or concern, no matter how large or small, do not hesitate to visit the office of the Dean of Students, Assistant Deans of Students, Counselling Psychologists or Chaplains. (Refer to contacts towards the end of the student handbook). These are all professional officers available to provide assistance or to direct you to the appropriate resource person(s).



*Mr. Johnson Kinyua  
Ag. Dean of Students*

Throughout the academic year, programmes are sponsored by the Office of the Dean of Students. Particular attention is given to incoming students who are invited to orientation activities. The office also encourages and supports students organisations in the development and implementation of programmes to meet student's needs.

*This office is situated at the Main Campus in Gandhi Wing (GW) on the ground floor next to Taifa Hall. Tel: 3318262. Ext: 28101.*

#### Advocacy and Liaison Activities

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

## Chaplaincy

As noted at the introduction to this information booklet, we at the University endeavour to provide an enabling environment in which the student will hopefully grow into a whole human person. The University, therefore, 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 values 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*

The Office of the University Muslim Chaplain (Imam) operates under the auspices of the Office of the Dean of Students and co-ordinates its activities with the Muslim Students Association of the University of Nairobi (MSAUN) which is the umbrella body for all Muslim Students at the University of Nairobi. MSAUN's activities include: First years orientation, farewell programmes, Ramadhan ifar (breaking of the fast) and suhur programmes. MSAUN organizes annual activities that include, inter alia, Quran competition, medical camp and career exhibitions country-wide.

## Counselling

For the holistic development of students, the Office of the Dean of Students maintains through its staff of Chaplains, Counselling Psychologists and Assistant Deans of Students offers counselling and support 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 facing a crisis, or trying to cope with major emotional difficulties, seeking to make a positive adjustment in your life, our team of experienced staff will offer you the necessary professional support, guidance and counselling, pertaining to a wide range of issues including but not limited to the following:

- Academic related issues
- Adjustment to university life
- Alcohol, drug abuse and other addictions
- Bereavement, grief and loss.
- Career concerns
- Disability concerns
- Emotional issues.(Depression, Anxiety among others)
- Family and relationship issues
- Financial Needs

- Health Concerns (Including VCT)
- Personality concerns (self confidence, abnormal behaviour, etc)
- Reproductive health counselling and support
- Sexual harassment, assault and related concerns
- Spiritual affairs
- Stress and Crisis management
- Trauma

The Office of the Dean of Students also organises workshops, talks and training for students on topics of interest to students such as leadership training, relationship issues, peer counsellor training, time management, assertiveness training among others. Counselling may also be done confidentially through email for some of the issues. (Please refer to contacts at the end of this section or the appendix).

## Office of Career Services:

The Office of Career Services is situated in the office of the Dean of Students in Gandhi Wing and seeks to address the employment placement needs, for recent graduates as well as continuing students. This office

- Assists students find employment
- Helps facilitate industrial attachments
- Facilitates vocational and voluntary employment
- Maintains a curricula vitae bank
- Holds career fairs and exhibitions
- Organizes career talks, giving career information and advertise posts on notice boards employment opportunities.
- Helps facilitate the recruitment of students in governmental, international and various other organizations It is in the students best interest to read notice boards, visit the placement office and deposit their curricula vitae and fill in graduate placement forms.

Contact this office on E-mail: [careers@uonbi.ac.ke](mailto:careers@uonbi.ac.ke)

## STUDENTS WITH 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, providing services, awareness activities and advocating for accommodating university policies and procedures. The following support services are available:

- Advocacy and /or advice on issues related to disability
- Suitable accommodation for students with disability.

- Provision of disability aids such as hearing aids,
- Repair and maintenance of mobility, visual 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 disabilities
- Transport within and outside of the University for students with physical disabilities.

In brief, our mission is to provide an enabling environment for students with disabilities so that they can successfully complete their studies and become productive members of the society. All new students with disabilities are requested to Email [disability@uonbi.ac.ke](mailto:disability@uonbi.ac.ke) to register or make enquiries or to visit the Dean of Students Offices.

## FINANCE DEPARTMENT (STUDENT FINANCES)



CPA Damaris Kavoi  
Ag. Finance Officer

The Finance Department is charged with the responsibility of managing the financial resources of the University. It ensures effective management of the University financial resources and has responsibility for collection, custody, banking and accounting of all income due to the University. The Department ensures;

- 1) Timely billing of all students accounts in the Students Management Information System (SMIS) with fees due at the start of the Academic year/ Semester
- 2) Collection and updating of all fees paid by individual students.
- 3) Liaising with Higher Education Loans Board (HELB) and updating Students accounts with loans and Bursaries as awarded.
- 4) Liaising with National Constituency Development Fund (NCDF), County Governments and other Sponsors and updating Students accounts with Loans and Bursaries as awarded.
- 5) Payment of Students Stipends, Book and Research Funds for University Sponsored Post Graduate students or those sponsored by other Agencies/Donors.
- 6) Clearance of Students for graduation on successful completion of studies or on withdrawal from the University
- 7) Refund of excess fees paid on successful completion of studies or on withdrawal from the University subject to University regulations governing refund of excess fees.

For more information contact: [fo@uonbi.ac.ke](mailto:fo@uonbi.ac.ke)

## FINANCIAL AID OFFICE

The Office of the Special Student Advisor's primary purpose is to assist students who face academic, financial or social problems. In this regard, it provides advisory, counseling and guidance services. It does so by liaising with relevant authorities, such as charitable organizations, university administration and the Higher Education Loans Board. The office, therefore, makes every effort to assist students to achieve their academic goals and aspirations.

EMAIL: [finaid@uonbi.ac.ke](mailto:finaid@uonbi.ac.ke)

## SAFETY AND SECURITY SERVICES

The department is responsible for formulating the security policy/strategy and management and co-ordination of the security network in the entire University of Nairobi.



Maj. (Rtd.) Simon Cherutich  
Director, Safety & Security Services

The department has responsibility to do the following:

- Formulating the security policy/strategy of the University of Nairobi
- Management and co-ordination of the security network in the entire University of Nairobi in liaison with other UoN officials.
- Taking all necessary steps to detect and prevent crime incidents, and apprehension of offenders.
- Administration of all campus security personnel and matters affecting security.
- Ensure that the Vice -Chancellor is fully informed of matters relating to crime, security and incidents.
- Directing inquiries into matters of criminal nature, and maintaining contacts with external security forces in matters relating to crime and other incidents.
- Maintaining close contacts with other departments of the University, good industrial relations within the security team, and with other employees of the UoN.
- Maintenance of good public order in the entire University.
- To identify and ensure the training needs of the security team are addressed, including ensuring the team is well drilled and fit to conduct tasks assigned to them.
- Investigation into traffic/occupational accidents occurring within the UoN.
- Investigation of misuse or loss of UoN property or facilities.
- Manage personnel affairs for all security staff in the University in liaison with Administration Registrar.

## STUDENTS WELFARE AUTHORITY (STUDENT ACCOMODATION)



*Prof. F.A Oyieke  
Director, SWA*

The Students Welfare Authority exists to support the academic objectives of the University of Nairobi by providing a comprehensive, competent and responsible catering and accommodation system, which enables students to pursue their academic objectives in the most enjoyable manner possible. SWA is responsible for the proper management of catering and residential services to students. SWA Management comprises of a governing board, management as well as administrative and support staff. The Vice-Chancellor is the Chairman of the SWA Board.

The Board is responsible for developing residential service policies. Managers, officers and staff under the general guidance of the Director, carry out strategic planning, policy implementation and day-to-day management. The Director is the administrative head of SWA and is responsible for all aspects of strategic planning and operations, including the quality of students' residential life, catering services, custodial services and coordination of support functions.

### Operation System

SWA has two departments that administer its functions. Residential services are co-ordinated by the Halls Department while the Catering Department co-ordinates catering services. The provision of these services is achieved with the cooperation of five support functions of Personnel, Maintenance, Finance, Procurement and Security. To facilitate efficient service delivery, SWA operations are organised into ten strategic management units (SMUs) spread over all the campuses. The Main Campus hosts four SMU's while the other campuses are an SMU each.

### Catering Services

Resident students are automatically considered for the pay-as-you eat (PAYE) catering services programme, which provides 21 meals per week from Monday to Sunday. The dinning halls are open for three meals per day. To supplement the regular dinning hall services, there are outside catering points in most SMUs, which are open and offer services continuously from 6:00 a.m. to 9:00 p.m.

The dinning halls provide a variety of foods. The meal programmes provide for pace-changers and special meals. A wide range of special diet can be accommodated and students are asked to meet with the Unit Management to discuss meal plans and

special diet requirements. There is always a catering officer on duty who should be consulted in case of problems or complaints.

In recognizing, that religious observances may sometimes impact on the ability of students to eat meals at normal scheduled hours (e.g. during Ramadhan), SWA provides the services at times convenient to the group provided prior arrangements are made.

Arrangements have been made for students to make pre-payments for meals and subsequently eat on account. This facility is important as it relieves the student of the cumbersome task of having to buy food in cash on a daily basis. Students are encouraged to use this facility.

### Residential Service

Accommodation is availed to all dully-enrolled students upon application and payment. Allocation is done on the basis of first come first served to undergraduate students who are in session. Those who are out of session, Module II students and postgraduates may be considered for accommodation whenever there is excess capacity in the system.

There is a Halls Officer in each SMU. The Halls Officer, assisted by halls assistants, custodians and support staff in the halls attend to the daily needs of tudents who should maintain close contact with these officers and consult with the unit managers in case of dissatisfaction with the services rendered. SWA has computerized room allocation. Consequently, students are served promptly with ease and faster retrieval of information. With the new system, students can be registered online anywhere within the 10 SMUs.

### Mail Services

SWA facilitates the dispatch of mail to and from resident students. Incoming mail is received through the halls custodians. Outgoing mail may also be deposited in boxes located within the halls. SWA is on the Internet and has an e-mail account, [dswa@uonbi.ac.ke](mailto:dswa@uonbi.ac.ke).

### Facilities for students with disability

Students with disability are accommodated on the ground floor of some specific halls in single rooms unless otherwise requested . Modifications have been made to rooms and equipment to meet the needs of the students. The office of the Dean of Students also provides transport to and from lectures.

### Entertainment

There exists in each hall a TV room with DSTV services and a common room designed to provide an environment conducive for entertainment, recreation and quiet activities. Each hall is provided a set of local dailies to enable the residents to be constantly informed of the goings on, both locally as well as globally. Each hall

of residence is equipped with a variety of indoor games such as chess, monopoly, scrabble, pool table, table tennis and darts.

### IMPORTANT INFORMATION

- a) Accommodation is offered on application each academic year. A student forfeits monies paid as accommodation fees if he/she decides to vacate his/her room during the semester unless it is on medical grounds.
- b) If an applicant misses accommodation of his/her choice, he/she is considered for any other available accommodation.
- c) The allottee is required to pay full rent for the duration of the year before keys are handed over to him/her.
- d) SWA provides basic requirements such as beds, mattresses, pillows and bulbs. Every resident student is required to be responsible for items assigned to him/her.
- e) All students must observe and adhere to the list of allocation of rooms. Change of rooms or halls once allocation is made, is not allowed without written permission of the Director.
- f) Unauthorized persons are not allowed into the halls of residence. They jeopardize the security of the residents.
- g) Use of rooms for business activities of whatever nature is not allowed
- h) To maximize students' residential welfare, SWA provides accommodation to as many applicants as possible. This may include sharing of rooms and common facilities from time to time.
- i) Cooking of whatever sort in the rooms is illegal. It endangers the life of residents, their property and that of the University. It is not insurable for the type of residential facilities available in SWA. A resident contravening this regulation is surcharged and expelled from the halls and money paid as rent is forfeited.



Hall 9

SWA recognizes organized student governments and encourages students' participation in decision-making, planning and implementation of the plans. Each hall of residence has a congressperson, and floor representatives who articulate the interests of the residents. The residents elect their representatives who work with SWA at the SMU level and with the Director's office to maximize the student's residential welfare.

The University has established rules and regulations governing the conduct of students in the halls of residence. While it is important to comply with these rules, it is even more important for each resident to adopt a high standard of respect towards fellow residents, to make concerted efforts in respecting the privacy of other residents, their need for safety, security of persons and belongings, to respect their need to study and get adequate rest, and to compromise for the common good when personal interests are in conflict.

### The SMU (STRATEGIC MANAGEMENT UNITS)

#### (i) Lower State House Road- SMU.

The unit is situated at main campus on the lower side of State House Road and is boarded by the Students Sick Bay, the Chancellor's Court and YMCA. It comprises halls 1, 2,3,10,11, State House Road Hostel, Kitchen One and the Central Catering Unit and houses male students from various colleges.

#### (ii) Mamlaka and Prefabs SMU

The Unit is situated at the Main Campus, on the upper side of Mamlaka Road stretching between Ufungamano and A.D.D. and borders Mamlaka Court apartments and Nairobi PC'S residence. It comprises Mamlaka A, Mamlaka B prefabs 1-10, the houses 1-10 and Mamlaka kitchen. Resident students in Mamlaka A & B are mainly from the Schools of Engineering, Built Environment and Arts and Design while the Prefabs accommodate First Year students of various colleges.

#### (iii) Women's Halls SMU

It is situated at Main Campus and extends from A.D.D to Stella Awinja. It comprises Halls 12,13, Stella Awinja and Women's Hall, commonly referred to as "Box". The SMU houses mainly female students from various colleges. Hall 13 is however a mixed hall and provides accommodation to students of the College of Architecture and Engineering.

#### (iv) Upper State House Road SMU

This unit is situated at Main Campus on the upper side of State House Road and bordering Mamlaka road, Ufungamano House and ADD. It comprises halls 4,5,6,7,8,9, Laundry unit and the Student Centre. It houses

students mainly from Faculties of Arts, Engineering, Architecture, Design and Development and the Institute of Anthropology, Gender and African Studies.

(v) **Chiromo- SMU**

This Unit is situated at the Chiromo Campus, one kilometre from Main Campus. Resident students are mainly senior students of the College of Biological and Physical Sciences and students taking Pre-Clinical Sciences.

(v) **Kenyatta Medical School -SMU**

This Unit is situated at the Medical School Campus next to Kenyatta National Hospital Mausoleum, along Ngong Road. It accommodates senior students of the Schools of Medicine, Pharmacy, Nursing and Dental Surgery.

(vii) **Upper Kabete -SMU**

This Unit is situated at Upper Kabete Campus, 13 kilometers from the Main Campus along Kapenguria Road, off Waiyaki Way. It comprises Soweto Hall, Mandela, Tana, Mugabe, Wakulima, ANP and Tana kitchen. It accommodates students of the College of Agriculture and Veterinary Sciences and occasionally those from the School of Continuing and Distance Education.

(viii) **Lower Kabete -SMU**

This unit is situated at lower Kabete Campus, 12 kilometers from the Main Campus next to the Kenya School of Government. It comprises Kapenguria Hall, Lodwar, Malindi, Masaku, Narok, Maseno, Sagana, Kajado, Kiangombe, Jogoo, Blocks, A-K and the Kitchen. It houses students in the Schools of Business and Law.

(ix) **Parklands SMU**

Parklands Unit is situated at the Parklands Campus near the Parklands Police Station. It houses 2nd., 3rd., and 4th. year students of the School of Law.

(x) **Kikuyu Unit SMU**

The Unit is situated 21 kilometers from the Main Campus at Kikuyu Campus, near Kikuyu town, in Kiambu County. It comprises University Hall (Kimberly), Pioneer Halls, and Lower Kitchen. It accommodates students of the College of Education and External studies.

## UNIVERSITY HEALTH SERVICES

All students are eligible and are required to register as members of the University Health Scheme. To be a member of the student health scheme, the following requirements must be fulfilled:-



*Dr. Lucy Mubia  
Chief Medical Officer*

### Payment of prescribed medical fees.

Submission of a fully filled JI/3 forms signed by the student and a registered Medical Practitioner at the time of registration to the Chief Medical Officer's office.

The University wishes to emphasize that individual student health care remains by and large the responsibility of the parent(s), guardian or sponsor as the case may be.

However, University Health Services will provide basic medical services only while the student is in session.

### The student health care offers the following services:-

#### 1. Outpatient services

They are obtained from clinics situated in various campuses. These clinics are open from 8.00 am to 5.00 pm. Other various services are obtained from Kenyatta National Hospital on referral from University Clinics.

The Senior Staff Clinic which is on a 24 hour basis is open to students from 6 pm to 8 am . It is situated next to the Ufungamano House along Lower State House Road.

The other outpatient clinics are situated in the following locations:-

Chiromo Campus situated on the ground floor in the Administration Block near the Dining Hall.

### Other Services at Outpatient Clinics

- Consultancy on general medical care and mental health. - Offered at main students health clinic.
- Pharmacy services
- Laboratory services available at the main campus clinics off State House Road.
- VCT Comprehensive Services at the Integrated Counseling and Education Centre. (ICEC) next to Sick Bay, Main Campus.
- Counseling services are also available at the Health services and at all colleges

- Contraceptive Services .
- Ambulance services are available at Sick Bay on a 24 hour basis.
- Minor theatre services.
- Gynaecological services including fertility regulation

**For optimum service,**

it is advisable that students should attend the clinics during working hours.

**2. Inpatient services:-**

- (i) Sickbay is a short stay inpatient facility. Patients requiring prolonged stay/ specialized care are referred to Kenyatta National Hospital.
- (ii) Kenyatta National Hospital is the only allowed referral hospital. Any student who gets admitted at private hospitals or nursing homes will pay their own bills without involving the University Health Services.

**Information on other services:-**

**Dental Care**

Students will be referred from University Student Clinic to the Dental Clinic at Kenyatta National Hospital for all dental diseases, which the University will pay for. However, the University will not pay for crowns/bridges/orthodontic treatment, fillings, dentures or scaling.

**Eye Care**

Students requiring specialist eye treatment will be referred from our clinic to the Eye Clinic at Kenyatta National Hospital. The University will not pay for spectacles.

**Maternity Care**

The maternity care provided will exclude delivery, pregnancy related complications and services received from private facilities.



*The entrance to the University of Nairobi Health Services Clinic along State House Road*

**Procedure in case of illness**

- (i) During working hours, the student is required to report directly to respective campus clinic with their university card for identification. Incase one is unable to report, he/she should ask whoever is available to report to the Students' Health Services on their behalf.
- (ii) After working hours students should report to the halls Custodian who will assist them. Incase one is at the Main Campus, he/she will be taken to Students' Clinic. A clinician on call will be asked to see them. A decision will then be made as to whether or not to take the student to Sick Bay and whether an ambulance should pick them up.
- (ii) Any queries regarding student health status should emanate from the office of the Dean/Director requesting the Chief medical Officer for the information.  
*Please note that for prolonged absence from the University due to illness requires medical certificate of fitness to support continuation of studies is a requirement.*

**UON ONLINE LEARNING**



*Mr. Paul Kariuki  
Director, ICT Center*

The ICT Centre, University of Nairobi was established in 2002, with a core mandate to innovate the use of ICT services and products to support research, learning, teaching, and administrative processes. ICT Centre has played a significant role in providing the necessary infrastructure, expertise, and services to support students, faculty, and staff during this pandemic. Currently, ICT Centre hosts all University of Nairobi information Systems on the ICT cloud and supports all systems locally.

The ICT Centre has expanded the Student Management Information System (SMIS) portal and Students Authentication Systems to allow students access University resources like emails, online courses, libraries, and even log into eClass and Somas platforms from home. The ICT Centre has created self-provision tools that allow students to reset their passwords. Short videos have been created and made available on the eClass platform, the videos offer easy to follow step-by-step guide for students to reset their credentials and access lessons on eClass. The eClass platform is an interactive self-learning Moodle-based platform, the course material is accessible anywhere, anytime the student logs in. Students taking STEM courses are learning through SOMAS. The ICT Centre is in the process of upgrading the data center to meet this demand and enhance online learning for both faculty and learners. ICTC will continue to offer the necessary infrastructure and technical expertise to allow teaching staff to run classes online.

## University of Nairobi Students resources:

ICT support: <https://ict.uonbi.ac.ke/>

eClass: <https://Eclass.uonbi.ac.ke/>

SOMAS: <https://somas.uonbi.ac.ke/>

Web VPN: <https://vpn.uonbi.ac.ke>

Students email: <https://mail2.uonbi.ac.ke/>

Students' portal: <https://smis.uonbi.ac.ke/>

Students AD: <http://adstudents.uonbi.ac.ke/>



*Dr. Collins Odote Director of CASELAP closely monitoring Historic Online Exams from Home*

## INTELLECTUAL PROPERTY MANAGEMENT OFFICE



*Prof. Mary Kinoti  
Director, Intellectual Property  
Management*

The Intellectual Property Management Office (IPMO) was established in the year 2007. The office is located at the Ground Floor, UNITID Building, KNH Campus.

This formation of IPMO was in recognition of the role Intellectual Property issues play in the University. The office serves staff, students, visitors and the community at large.

### Main objectives of IPMO :

a) Protect the rights of the University of Nairobi, its

innovator, inventors, breeders, research sponsors and the public

b) Optimize the environment and incentives for research and creation of new knowledge

c) Eliminate the infringement, improper exploitation and/or abuse of the intellectual property assets of the University of Nairobi and those of its customers

d) Promote linkages with industry and stimulate research through developing and utilizing novel technologies and creative works for commercialization and plough back resources to the university and to other stakeholders

e) Promote creativity and innovation

f) Ensure fair and equitable distribution of benefits accruing from the University innovations, inventions and breeding activities.

### Main functions of IPMO:

a) Create awareness, provide advice and support to all staff and associates of University of Nairobi regarding University of Nairobi IP policy and Intellectual Property Rights

b) Promote technology transfer in a manner consistent with University's mission, vision and objectives and academic environment

c) Process, protect and advise on commercialization of patents, copyright, trade mark, utility mode, plant breeders' rights and other intellectual property

d) Review, negotiate and recommend for approval all agreements and MoUs that convey or affect the University of Nairobi's right to intellectual property

e) Advise the University on the measures necessary to facilitate access to an innovation, invention, creation or new plant varieties

f) Advise the University on the transfer and licensing or commercialization of all intellectual property held by the University of Nairobi

g) Receive for evaluation by the appropriate committees all innovation or invention disclosures and process the same in a timely manner.

h) Advise the innovators and inventors concerning the publishing of material related to an innovation, whether for academic, distribution or defensive purposes, upon the vice-chancellor's approval

i) Advise the University as to the amendment of this policy and all matters pertaining to intellectual property administration, management and diffusion

j) Provide guidance in setting up new companies by the University of Nairobi innovation or using university of Nairobi innovations and ensuring compliance with policy and relevant University of Nairobi policies.

IPMO is guided by the Intellectual Property Policy of UoN of 2013.

For further information please contact the address below:

**Intellectual Property Management Office**  
**Administration Block, Main Campus**  
**3rd Floor Room A303 / A304**  
**P.O. Box 30197-00100 ,**  
**Nairobi, Kenya.**  
**Email:: ipmo@uonbi.ac.ke**  
**Telephone VOIP: Voip 8128 / 8129**

## SPORTS AND GAMES DIRECTORATE



*Mr. Mbaabu Murithi  
Director, Sports and Games*

The Department of Sports and Games is located behind Hall three (3), next to the students' health services unit. Over the years, the Department has grown tremendously in terms of staff, sports facilities, related sports equipment and, indeed, the number of students participating in sports at both recreational and competitive levels.

The Department of Sports and Games is headed by a Director with a number of Games Tutors and a host of auxiliary support staff. The Games Tutors main responsibility is to coach, teach, manage, administer and supervise students' sports activities at both Colleges/Campuses and at the University level.

The Department of Sports and Games offers a numerous variety of sports/games which are categorized as either outdoor or indoor. Outdoor games include Rugby, Basketball, Volleyball, Football, Hockey, handball, Track and Field Athletics, Netball, Swimming, among others while indoor are Badminton, Scrabble, Chess, Darts, Martial Arts and Pool table. Main programmes offered range from inter-halls, inter-classes, inter-Faculties, inter-Colleges/Campuses, Local inter-Universities to regional championships. University students are encouraged to participate in sports and games mainly for recreational and leisure purposes, competition and also for purposes of talent identification, nurturing and further development.

University of Nairobi Colleges/Campuses are endowed with a wide range of sports facilities and the requisite equipment necessary for both indoor and outdoor sports. In particular, there are pitches and courts for virtually all ball games and racquet games in every College/Campus. An Olympic size swimming is available at the Main Campus next to the Main playing fields and another 20 meter swimming pool size at the School of Law, Parklands Campus. There are also indoor related sports rooms and spaces in most students' halls of residence.

The Department of Sports and Games encourages all students to participate in a sports/games so as to experience the benefits accruing from such participation including, mental, physical, social and emotional wellbeing. Though some other students may choose to participate in sports/games as spectators, they are reminded to display sportsmanship behaviour by way of keeping in mind that the spirit should always be "may the best team win".

Currently, most of University of Nairobi teams are playing at the National level. In particular Rugby (Mean Machine), Basketball, (Terrorists and Dynamites), Volleyball, Hockey, Handball and soccer are registered and playing in the National League series. Among the key achievements by University of Nairobi teams are:

## STUDENTS SPORTS



*The Mean-Machine University of Nairobi Rugby Team*

Basketball men and women always qualify among the top 4 teams in the country that participate in the playoffs for the last 7 years. Mean Machine was the flood light champion in 2006 and runners up in Enterprise Cap in 2007, a league that attracts top clubs in East Africa. Mean Machine has also won 2 Gold Medals and 2 Bronze Medals in the last 3 East African Interuniversity Games editions.

Currently, Mean Machine is the African Championships in the last FASU Games held in Uganda in July, 2008.

Handball team (Men and Women) are currently among the three best teams in the country after Ulinzi and Cereals. During the 2006 East African Inter-University Games, the team was the Gold Medalist

Other areas where the University teams have excelled in the Regional Championships are:

- Swimming (1 Gold)
- Table Tennis (1Gold)
- Tennis (1 Gold)
- Badminton (2 Golds) Chess (2 Golds) and Athletics (1 Gold)..
- In order to propel the standards of Sport & Games in the University of Nairobi and in line with University wide 2008/22013 strategic plan, the Department of Sports & Games has set out the following as its strategic objectives:
- To offer a variety of innovative sports programmes to the students.
- To scout, identify, nurture and enhance talent among students.
- To increase efficiency and effectiveness of the human resource functions among the Departmental staff.



*University of Nairobi Basketball Team*

- To provide an enabling environment for utilizing sports as a medium of communication citing social issues like substance abuse and HIV/Aids.
- To develop a knowledge base among staff in order to formulate a forum for exchange of ideas relating to sports.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities provide opportunities for students to continue to develop outside the Lecture hall. A variety of organizations and clubs are found at the University of Nairobi. These outlets are highlighted in this section.

## STUDENTS' GOVERNMENT



*A section of the 2019 Students Organization Leaders (UNSA)*

Students are encouraged to participate in extra-curricular activities while at the University. One such outlet is participation in professional associations and clubs. These associations not only address the professional and personal welfare interests of students, but they also provide opportunities for performing community service and personal development. The University has various students bodies, which represent students' interests. Through the various representatives, students access all decision-making levels from the halls, the Senate, and all the way to Council. The University of Nairobi is committed to seeing that student organizations are fiscally able to meet their desired goals and aims. Student Organizations should liaise with Deans of Faculties and Directors of Institutes for further guidance.

## STUDENTS PROFESSIONAL ASSOCIATIONS AND CLUB

### Registration of Students Organisations.

The registration and support of student organizations and services are provided by the Office of the Dean of Students. Students may form associations and clubs, but they should check to see if there is already an existing organisation that meets their needs. Student Organisations are advised to have their calendar of events/activities co-ordinated by the office of the Assistant Deans of Students on their respective campus. Through these organisations students have been able to participate in community activities, professionally related events, organise fashion shows, Miss / Mr university shows, exchange visits with students in other countries, attend international conferences and meetings and generally develop their social, and other skills.

## University of Nairobi Students Association

U.N.S.A is the overall student body. Registered in July 1998 as SONU, it has the following objectives:-

To establish an efficient, accountable and transparent student organization which seeks and undertakes representation and/or participation in organs of the University.

To work in close solidarity with other students organizations within the University and establish friendly relations and understanding with other relevant organizations.

To seek, enhance and maintain freedom of conscience, expression, association, academic liberty and all rights occurring to students and to promote employment of the same.

To promote student welfare, work hand in hand with University administration and other bodies concerned with enhancement of students' standard of living and undertake any other activity which does not conflict with the constitution of S.O.N.U' or any law or regulation in force in which is beneficial to the members.

S.O.N.U also seeks to represent students in various administrative and academic organs of the University. Students can channel their input into the University Council, University Senate, Student Welfare Authority (S.W.A.) and College Academic Boards.

S.O.N.U.Executive comprises of a Chairperson,Vice-Chairperson, Administration, Vice-Chairperson, Academics, Secretary General, Organizing Secretary, Treasurer, Secretary-Sport and Entertainment, Secretary- Health, Accommodation and Catering, Campus Representatives from Chiromo Campus, Lower Kabete, Kikuyu Campus, Main Campus, Parklands, Upper Kabete, Medical School and the Gender Affairs Secretary.

## COLLEGE BASED STUDENT ORGANIZATIONS

Representation to the College Students' Organizations through professional associations is done at departmental level. Specific information on each college students' organization is available from the respective College Principals, Deans or Directors of Faculties and Departmental Chairpersons. Information on student representation to various University organs can be obtained from the Office of the Dean of Students .

The Colleges and Faculty/Schools/Institutes Students' Organization are as follows:-

CAESO - College of Architecture and Engineering Students Organization

COMSA - Confederation of Medical Students Association

SOBO - School of Business Organization

KCUSO - Kabete Campus University Students Organization

KLSS - Kenya Law Students Society

NUARSA - Nairobi University Arts Students Association

ONUSS - Organization of Nairobi University Science Students

UNESA - University of Nairobi Education Students' Association

UNASA - University of Nairobi Anthropology Students Association

## REGISTERED STUDENTS ASSOCIATIONS AND CLUBS

Accounting Students Association

AIIESEC Kenya - Commerce. E-Mail: kenya@aisec.net

Africa Peace of U.O.N. Chapter

Agricultural Economics Students Association

Agricultural Education and Extension Students Association

Arabic Students Association of Nairobi University

Archaeology Student Association

Architecture Students Association

Association of Architectural Students

Association of Banking Students

Association of Business Studies Students (ABSS) E-Mail: absskikuyu@yahoo.com



*The University of Nairobi Towers at the Main Campus*

Association of Food Science and Technology Students  
 Association of Master of Business Administration Students University of Nairobi  
 AMBAS-OUN)  
 Association of Medical Students Against TB (AMSAT) E-Mail: amsun@uonbi.ac.ke  
 Association of Medical Students University of Nairobi (AMSUN)  
 E-Mail:amsun@uonbi.ac.ke  
 Association of Young Entrepreneurs (AYE) E-Mail: ayeun@yahoo.com  
 Bahai Club of the University of Nairobi  
 Baptist Student Ministries Biological Association of Nairobi University Students  
 (BANUS)  
 Biochemistry Student Association  
 Biology and Wildlife Association  
 Business Promotion and Environmental Conservation Group  
 Campus Music Club  
 Catholic Students Community- E-Mail: stpauls@wananchi.com  
 Cercle Francophone - Universite' de Nairobi (CEFRUNA)  
 Chama Cha Kiswahili Cha Chuo Kikuu Cha Nairobi  
 Chess Club University of Nairobi  
 Chiromo Environment Awareness Club  
 Chiromo Natural History Societies  
 Christian Union-E-Mail: mccu\_uon@yahoo.com  
 Christian Science Organistaion of Church of Christ Scientist.  
 Uon Chapter. E-Mail: cso\_uon@yahoo.co.uk  
 Club Eighty-Five - Kabete Campus  
 Community Health Initiative Network (CHIN)  
 D.S. 70 Design Students Association  
 Debating Society  
 Economics Students Association E-Mail: uon\_ecosa@hotmail.com  
 3Eco-Ethics International Union -Nairobi Chapter (EEIU)  
 E-Mail: eeiunairobi@yahoo.com  
 Education Communication Club  
 Elimu Players  
 Engineering students Association  
 English Students Association (ESA Kikuyu Campus)  
 Environmental Club of University of Nairobi  
 Equality Eyes Club. E-Mail:-eqeyes@yahoo.com  
 Federal of African Medical Students Association (FAMSA)  
 Finance Students Association.E-Mail: fisauon@yahoo.com  
 Geographical Society of Kenya  
 Geography Students Society  
 German Club of the Medical Students of the University of Nairobi  
 Geological Association of University of Nairobi

Habitat for Humanity Kenya - University of Nairobi Campus Chapter  
 Hindu Students Association  
 Historical Association of Kenya  
 Human Resources Management Students Association  
 Inter-College Environmental Network  
 International Relief Friendship Foundation (IRFF)  
 Japan-Kenya Student Conference of Nairobi  
 Kenya Law Students' Society  
 Kikuyu Kiswahili Club (CHAKIKU)  
 Lafreme - Medical Campus  
 Linguistics Student Society  
 Lions Club of the University of Nairobi  
 Literature Students Association  
 Marketing Students Association  
 Mathematics Association of Nairobi University (MANU)  
 Medical Students Against AIDS  
 Muslim Students Association-E-Mail: msa\_un@yahoo.com  
 Nairobi University Actuarial Students Association  
 Nairobi University Agriculture Students Association  
 Nairobi University Association for a Drug Free Society -(NUADS 72  
 Nairobi University Biochemistry Students Association (NUBSA)  
 Nairobi University Chemical Club  
 Nairobi University Collegiate Association for Research of Principle  
 Nairobi University Computer Science Students Association (NUCOMMSA)



*University of Nairobi choir performing during the  
 56th Graduation Ceremony*

Nairobi University Dental Students Association  
 Nairobi University Geology Students Association -CBPS  
 Nairobi University Insurance Students Association  
 Nairobi University Journalism Students Association (NUJOSA)  
 Nairobi University Management Students Association (NUMSA)  
 Nairobi University Meteorological Association  
 Nairobi University Nursing Students Association (NUNSA)  
 E-Mail: nunsa2003@yahoo .com  
 Nairobi University Pharmacy Students Association  
 Nairobi University Philosophical Society (NUPHIS)  
 Nairobi University Association of Philosophy & Religious  
 Studies- [http://www.uonbi.ac.ke/stud\\_orgs/nuphis](http://www.uonbi.ac.ke/stud_orgs/nuphis)  
 Nairobi University Physics Association  
 Nairobi University Population Students Association. E-Mail: nuposa@yahoo.com  
 Nairobi University Range Management Society (NURMA)  
 Nairobi University Social Work Students Association (NUSWSA)-  
 E-Mail: nuswa@dynamics.africaonline.com  
 Nairobi University Statistics Students Association.  
 Nairobi University Students Association for the Disabled (NUSAD)  
 National Youth Guidance And Counselling Club Association .  
 E-Mail: nygca@yahoo.co.uk.  
 Network Evangelist Team  
 Organization of Student Volunteers  
 Peer Counselling Club  
 Physical Planning Students Association  
 Political Science Students Association  
 Pledge 25 club (UNPSA)  
 Red Cross University Chapter.  
 Rotaract Club, Kikuyu Campus-E-Mail: rotaractuon@yahoo.uk  
 Shelter and Environmental Club  
 Society of Building and Land Economics Students  
 Sociology Students Association  
 Students Association for Legal Aid and Research (SALAR)-  
 E-Mail: salaruon@yahoo.com  
 Students Association of Mechanical Engineering.  
 E-Mail: same@yahoo.com  
 Students Music Association University of Nairobi  
 Students of Law and Diplomacy (SOLAD)  
 Students of Soil Students Association  
 Students Organisation of Nairobi University. E-Mail: sonukenya.org  
 Society of Building and Land Economics Students  
 Sociology Students' Association  
 Swahili Students Association  
 The Guild

The Muslim Students Association of the University of Nairobi.  
 E-Mail: uonjklml@healthnet.or.ke  
 The Student Observer  
 The Weavers (CEES)  
 Theatre Revival Club  
 UNESCO Club University  
 United Nations Students Organization (UNSO)  
 University of Nairobi Association for Community Development  
 University of Nairobi Association of Crop Protectionnist (UNACROP)  
 University of Nairobi Basketball Club  
 University of Nairobi Education Students Association (UNESA)  
 University of Nairobi Geography Students Society (UNGSS)  
 University of Nairobi Peer Educators Club. E-Mail: unpec2003@yahoo  
 University of Nairobi Rotary Club  
 University of Nairobi Rover Crew  
 University of Nairobi Students in Free Enterprise E-Mail: uonsife@gmail.com  
 University of Nairobi Tourism Students Association  
 University of Nairobi Young Talents Association.  
 University of Nairobi Youth Development Association  
 University Students Aids Control Association  
 Veterinary Students Association  
 Weavers Drama Club  
 Wazalendo Drama Society  
 Wildlife Club  
 Women Students Welfare Association (WOSWA) E-Mail: woswa\_uon@yahoo.com  
 Youth Agency For Development of Science, Technology and Innovation.(YADSTI)  
 Youth for Population Information and Communication  
 Youth Guidance and Counselling Association.  
 Youth Alliance For Leadership and Development In Africa (YALDA)  
 Operations Smile University Club Kenya  
 Business Association Club Of University Of Nairobi  
 University Of Nairobi Industrial Chemistry Students Association  
 University Of Nairobi International Students  
 Association (Unisa)  
 Association Of Students In Electrical & Electronics Engineering (ASEEE)  
 University Of Nairobi Environmental & Biosystems  
 UoN Alumini Association

# UNIVERSITY OF NAIROBI ALUMNI ASSOCIATION (UONAA)

The UONAA brings together over 241,000 University of Nairobi Alumni who have been trained, educated and associated with the University of Nairobi since 1956 when the University of Nairobi was first formed as Royal Technical College.

## Why UONAA?

Since the inception of the University of Nairobi as the Royal Technical College in 1956, it never had a formal platform where alumni could network, socialize, reminisce and give back to the alma mater. There are over 241,000 alumni of the University of Nairobi who are a major resource for University's advancement through its transformative agenda. UONAA provides a platform for them to remain engaged with their alma mater.



*Keneth Sawe,  
Executive Director, UONAA*

## UONAA Activities

The Association's activities includes but not limited to; Annual Re-union for members; Support towards University Bursary Fund; Nairobi Innovation Week; University Open Day; University Research; Award and Reward Programme; Prizes for best overall students from each College; Donation of concrete Benches to UoN; Donation of a Trophy to the best overall College in UoN Sports day and infrastructural improvement withing the University.

## Alumni Projects

The association has planned to mobilize resources from it's alumni, friends and well wishers to fund it's three main projects; Alumni Center- KShs 1Billion; Scholarship Fund - 1Million and Endowment Fund - KShs. 1Billion.

## Governance

UONAA is governed by an executive committee of nine members elected during Annual General meeting of registered members of the association and five co-opted members. The day to day activities are run by the secretariate headed by the Executive Director.

## Eligibility

Who can be a member?

- All the persons who have successfully completed studies at the University

of Nairobi

- Persons granted honorary degrees by the University of Nairobi
- Full-time permanent staff members who are not former University of Nairobi students and who have a degree from another recognized institution.
- Members of the University of Nairobi Council.
- Chancellor of the University of Nairobi.

## Benefits

- Registered life members receive a membership card and certificate
- Registered members enjoy the following benefits:
  - Access to University Library.
  - A purchase of University branded merchandise at discounted rates.
  - Access to recreational facilities in some of our campuses.
  - Participate in the governance of alma mater through ranking of their Chancellor.
- Life members get a chash discount on specific trainings organized by the UONAA.
- Members get a copy of the UONAA newsletter.

Contact us on:

The University of Nairobi Alumni Association  
Kenya Science Campus, Ngong Road Apartment 46  
P.O. Box 30197-00100 Nairobi, Kenya

Tel: +254 724 820 908

Email: [alumni@uonbi.ac.ke](mailto:alumni@uonbi.ac.ke)

Portal: <http://alumni.uonbi.ac.ke>



# STUDENTS CODE OF CONDUCT 2020

## 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 familiarise 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

2.0 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, or in the case of online examinations, using any other electronic devices besides those that are permitted for the examination,

“**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 including online exams; 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, with the exception of online examinations where the use of electronic devices is permitted – the types of permitted electronic devices shall be specified by the examiners.

“**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, behavior 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.

## PART IV - CONDUCT OF STUDENTS

3.4 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 and exchange visits.

### 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, conduct of specific courses and programmes 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

(i) Students shall be committed to the principles of truth and academic honesty and ensure that the principle of academic honesty is upheld.

(ii) 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.

- (iii) 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.
- (iv) All examinations shall be taken in the designated examination room(s) or approved electronic online platform(s).
- (v) A student shall be required to register for a University Examination prior to sitting for the examination.
- (vi) 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.
- (vii) Communication in whatever format between students in the examination room is absolutely prohibited.
- (viii) 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.
- (ix) 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.
- (x) 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.
- (xi) 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.

6.1.12 Candidates must acquaint themselves with the seating plan before entering the examination room. The seating plan will be displayed outside the examination room at least one hour before the examination starts.

6.1.13 Candidates will be admitted to the examination room five minutes before the examination starts. The question papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question papers until the chief invigilator announces so.

6.1.14 During the five minutes, the chief invigilator will make the following announcements relating to the examinations:-

- (i) Announce that any unauthorized materials should be handed over to the Chief Invigilator before the candidates take their seats.
- (ii) Candidates should ensure that they write their registration numbers, title and course code for each paper on the answer books, including the continuation sheets.

- (iii) Candidates should acquaint themselves with the instructions on the front page of the answer book and fill the required details as indicated.
- (iv) Draw attention of candidates to the rubrics on the question papers, including the time allowed for answering the paper.
- (v) On turning over the question papers, candidates should ensure that they are in possession of the correct question paper.
- (vi) On turning over the question papers, candidates should check and ensure that they have all the pages comprising the question paper.
- (vii) Announce when the candidates should start writing.
- (viii) Draw the attention of candidates to the seriousness of cheating in the examination. In this context, cheating includes trying to copy or making references to unauthorized material in the examination room, glancing at other candidates answers with a view to copying their answers, communicating with other candidates either verbally or through other means while writing the examinations, or use of mobile phones and other electronic devices to answer questions etc.
- (ix) Candidates without examination cards authorizing them to sit for examinations in the registered courses will not be allowed to take for the examinations. Each candidate is therefore required to download (from the students' portal) and carry with him/her to the examination room, his/her examination card for each paper he/she is taking.
- (x) To avoid being accused of cheating in the examinations nothing should be scribbled on the examination cards.
- (xi) To assist the Invigilators in taking the roll for those present and absent from the examinations, the examination cards should be conspicuously placed on the desks.
- (xii) No books, bags, notes, rough papers, mobile phones or other electronic devices and any other paraphernalia should be taken by candidates to the face to face examination rooms. Candidates are not allowed to bring their log tables in the examination rooms instead they will be provided with official log tables in the examination rooms.
- (xiii) Electronic devices will be permitted under supervision for online examinations only.
- (xiv) Invigilators shall have the power to confiscate any unauthorized materials or aid brought to the examination room, and to expel from the examination room, any candidate who creates disturbance in the examination room. The Invigilators shall report to the examinations officer, any case of a candidate suspected of giving or obtaining unauthorized assistance, or of attempting to do so and the examinations officer shall have the power to take any further steps he/she may consider necessary including reporting the matter to the Vice-Chancellor.
- (xv) No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination. Similarly, no candidate will be permitted to leave the examination room until thirty minutes will have expired from the start of the examinations.
- (xvi) No candidate will be permitted to leave the examination, except in a case of emergency.

(xvii) At the end of the examination, and on instructions from the Chief Invigilator, candidates must stop writing and assemble their scripts. The scripts should be left on the desks, unless instructed otherwise.

(xviii) Smoking is not allowed in the examination room.

## **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(s) 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 subject to approval by authorized officers.

12.1.4 Student Associations or Organizations shall not invite any government Official(s), politicians, representatives of foreign governments or any distinguished guests without first obtaining the written approval of the Vice-Chancellor, Deputy Vice-Chancellor(s), Principals and/or Deputy Principals.

### 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 harbouring persons who are not students of the University in the Halls of Residence;
- (h) desist and/or refrain from harbouring 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) desist and/or refrain from Harboring suspended or expelled students within University precincts.
- (x) 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.

#### 15. Sexual Harassment

15.1.1 The University prohibits any form of sexual harassment to involving staff member(s), student(s) and stakeholders in full in compliance with the provisions of the Constitution of Kenya, 2010, the Sexual Offences Act, 2006, the Public Officer Ethics Act, 2003, the Employment Act, 2007 and Alcoholic Drinks Control Act,

15.1.2 The following situations inter alia constitute sexual harassment in the context prescribed in the legislation above: unwelcome sexual advances for favours, whether verbal (including innuendos and insinuations), physical (unnecessary touching of one's body without her/his consent) or visual (gestures, staring, indecent exposure, display of sexual explicit pictures or objects through electronic or other means)

15.1.3 The University of Nairobi seeks to prevent, remedy and educate the

University community on sexual harassment and promote fundamental human rights to abhor sexual harassment in the teaching and learning as well as the administrative process.

15.1.4 Any student(s) or staff member(s) suspected to have been involved in any form of sexual harassment towards a student(s) or staff member(s) within the University precincts shall be suspended pending disciplinary action in compliance to the relevant legislation in place and the UoN Students' Code of Conduct, 2020.

15.1.5 Students/staff shall desist from engaging in sexual relationships with individuals in the context of teaching, learning, evaluation and supervision of academic programmes are prohibited as they constitute a conflict of interest as prescribed in the Public Officer Ethics Act, 2003 and the Leadership and Integrity Act, 2012.

15.1.6 All students and staff shall take appropriate action to ensure there are no cases on sexual harassment by reporting situations that would lead to instances of sexual harassment within the University Precincts.

#### 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 under noted 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 or removing 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 authorised 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 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.
- 17.1.13 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 and 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 National Police Service.
- 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 acknowledgment 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.

21.1.4. Being in a conflicted arrangement or association with the University services and facilities that amounts to conflict of interest or undue financial gain.

## **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. Violation Relating to use of Library**

1. A student must follow rules and policies connected to the use of the library as requested by library staff or guard at all times.

2. In particular the university Library prohibits:

### **a) Disturbing Noise**

Disturbing any library user by unreasonable noise (e.g., cell phones; videoconferencing applications such as Skype or Facetime); loud conversations; loud singing; radios; other electronic devices with headphones turned up at an unreasonable volume; etc.) is prohibited. Except in areas set aside for academic discussions.

### **b) Food or Drink**

Eating and drinking in the library are prohibited, except in designated areas set aside for food or drink.

### **c) Sleeping**

Sleeping in the library is prohibited.

### **d) Inappropriate Language**

Inappropriate or abusive language is prohibited.

### **e) Public Displays of Obscene Material**

Public displays of obscene or visually disturbing material that interferes with the ability of others to use the library or as barred by law is prohibited.

**f) Loitering**

Loitering in the library, on library steps, entryway or library property thereby creating a nuisance to those who are trying to enter or exit the building or to use library resources is prohibited.

**g) Selling, Soliciting, or Mass Distribution of Materials**

Selling, soliciting, or mass distribution of unapproved materials is prohibited.

**h) Unsafe Behavior**

Unsafe behavior such as roughhousing, climbing on furniture, running, skateboarding, or any other potentially injurious actions is prohibited. This includes permanent choice of a particular reading space/equipment or prior booking of the same.

**i) Personal Belongings**

Luggage, sleeping bags, bedrolls, and packages in bulk or quantity that cannot be stored entirely under the owner's chair are prohibited. Personal belongings should not be left unattended anywhere on the library premises. With regard to animals in the library, only assistance animals are permitted.

**j) Smoking**

Smoking is prohibited inside the building, on library steps, or outside of any public entryway.

**k) Offensive Odors**

Any student whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the library premises.

**l) Indecent Dress**

Being fully clothed, including shirt, shoes, and pants, dress, or skirt, is a requirement of using the library.

**m) Harassing Behavior**

Harassing behaviour is prohibited. Harassing behavior may take many forms and includes, but is not limited to:

- i) unwanted conversations, and advances of a personal or sexual nature that intimidate or make the other party uncomfortable,
- ii) harassing or obscene gestures or sounds,
- iii) offensive touching
- iv) staring at library staff or at other students so that performance of their duties or use of library resources is materially disrupted,
- v) intentionally monopolizing staff time so that performance of duties is materially disrupted even after the staff member has clearly indicated that a reference or customer service transaction has ended.

**n) Following/Stalking**

Stalking others in the Library is prohibited. Stalking is the wilful, malicious, and repeated following and harassing of another student or person in the library.

**o) Abusive Behavior**

Abusive behavior, such as threats or violent behavior, toward staff, a student, or security officers is prohibited.

**p) Trespassing**

Trespassing is prohibited. To trespass includes entering any Library building during a period of suspension of Library privileges, entering any non-public areas of the Library, failing to leave the Library immediately upon closing, or being in the Library before or after public hours without express permission from authorized Library personnel.

**q) Unlawful Behavior**

Unlawful behavior while in the library or on library property, including, but not limited to, carrying unlawful weapons, assault, indecent exposure or sex acts, use of drugs or alcohol, damage to library property, theft, attempted theft, brandishing a weapon, public drunkenness or intoxication, public urination and defecation, is prohibited.

r) Damaging library materials/property or removing them without permission.

s) Soliciting or distributing literature without prior approval or sharing login in credentials to unauthorized users of university electronic resources.

**26. Violation Relating to Sexual Violence and Misconduct**

1. The University prohibits all forms of sexual violence and misconduct directed at any student and staff of the University.

2. Violation relating to sexual violence and misconduct include but not limited to, sexual harassment, sexual assault, stalking, and intimate partner violence, whether perpetrated by a stranger or acquaintance, whether occurring on or off- campus, and whether directed against a student of the University or someone outside the University community.

3. Sexual violence and misconduct by a student are a violation of the code, and in certain cases, may also be a criminal violation.

**27. Offences Relating to Sports and Games**

27.1.1. Unauthorized use of University sports services and facilities without permission from the Director Sports and Games.

27.1.2. Negligent handling of University sports facilities, utilities and equipment.

**28. Offences relating to Sexual Harassment**

28.1.1. Any act of Sexual Harassment within the precincts of the University shall constitute an offence as prescribed in 15.1.1 of this Code.

28.1.2. Any attempt to conceal a case of Sexual Harassment by a staff member(s) through collusion and in total disregard for the rules and regulations in place.

28.1.3. Any sexual relationships between individuals in a supervisory, teaching,

learning and evaluation engagement as relates to the academic programmes.

28.1.4. Engaging in explicit sexual undertones bordering on indecency and sexual harassment of individual members of staff and students in violation of the relevant legislation within the University precincts.

## **PART VI - RULES AND PROCEDURES RELATING TO DISCIPLINE**

### **29. Disciplinary Authority, Powers and Functions**

29.1. The responsibility of exercising student's disciplinary authority, power and function in the University is vested in the Senate.

29.2. The Senate shall from time to time delegate such authority, power and function to any other officer, body or authority of the University.

29.3. The Senate's disciplinary power set out in paragraph 26.1. is hereby delegated to various Committees established under this Code.

### **30. Establishment of the Disciplinary Committees**

30.1. 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 College 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 College Disciplinary Committee.

30.2. The quorum of a Disciplinary Committee shall be at least three (3) members.

30.3. 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.

30.4. The Disciplinary Committees shall have power to regulate their own procedures.

30.5. The Disciplinary Committees shall have due regard to the Constitution of Kenya and the law.

### **31. Composition of Disciplinary Committees**

31.1. The Halls Disciplinary Committee shall comprise the following persons :-

- (i) The Director of Student Welfare Authority or his/her nominee who shall be the Chairperson.
- (ii) The Dean of the Faculty or the Director of Institute, School or Centre 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.

31.2. The Chief Halls Officer or his nominee shall be the secretary of the Halls Disciplinary Committee.

31.3. The College Disciplinary Committee shall comprise the following persons:-

- (i) The Principal of the College 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 Dean of the Faculty/School or the Director of Institute, School or Centre of the affected student or his/her nominee.
- (iv) A student representative from the College Student Association or Students Campus Association.

31.4. The College Registrar or his nominee shall be the secretary to the College Disciplinary Committee.

31.5. The Appeals Disciplinary Committee shall comprise the following persons:-

- (i) A 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.

31.6. The secretary to the Students Appeals Disciplinary Committee shall be appointed by the Chairperson of the Senate.

31.7. 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.

### **32. Role of the University in Disciplinary Proceedings**

32.1. 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.

### **33. Duties and Rights of the Student in Disciplinary Proceedings**

33.1.1. 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.

33.1.2. A student facing disciplinary action shall be responsible for informing his or her witnesses the place, date and time of the hearing.

### **34. Notice**

34.1.1. 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.

34.1.2. The University shall at all times maintain a record of the email addresses and telephone contacts of all students.

34.1.3. 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.

34.1.4. 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.

### **35. Inquiry**

35.1.1. 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/School or Institute (hereinafter referred to as "Security Department") within three (3) working days from the date of occurrence of the act or commission/omission complained of.

35.1.2. On receipt of the complaint, the Security Department shall decide whether to initiate an inquiry within three (3) working days.

35.1.3. 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.

35.1.4. Where the Security Department decides not to initiate an inquiry, it shall communicate the reasons for this to the Complainant within 3 working days.

35.1.5. 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.

35.1.6. 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.

35.1.7. 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.

35.1.8. 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.

35.1.9. 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.

35.1.10. 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.

35.1.11. 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.

35.1.12. 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 College Disciplinary Committee.

35.1.13. 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.

35.1.14. 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.

35.1.15. The inquiry procedures and processes outlined above shall also apply with necessary modifications in case(s) of examination irregularities and malpractices.

## **36. Inquiry Report**

36.1.1. 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.

## **37. Disciplinary Committee Procedures and Processes**

37.1.1. The Halls or College 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.

37.1.2. 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.

37.1.3. 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.

37.1.4. In the event that the student denies the Notice of Violation, a disciplinary Hearing shall take place.

37.1.5. 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.

37.1.6. 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.

37.1.7. 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.

37.1.8. 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.

37.1.9. 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.

37.1.10. 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.

37.1.11. 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.

37.1.12. The Disciplinary Committee shall endeavor to conclude the disciplinary hearings expeditiously.

37.1.13. 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.

37.1.14. 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.

### **38. Decision of the Disciplinary Committee**

38.1.1. 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.

38.1.2. 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.

38.1.3. 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.

38.1.4. The decision of the Disciplinary committee shall be communicated as set out in paragraph 31.1.1 above.

38.1.5. 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.

38.1.6. 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.

### **39. Penalties**

39.1.1. The Disciplinary Committee may mete out such sanctions as are commensurate with the wrong committed by the student.

39.1.2. The University may, from time to time, modify and/or amend the complaints which are actionable.

39.1.3. 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.

39.1.4. 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.

#### **40. Appeals Disciplinary Committee**

40.1.1. 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.

40.1.2. 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.

40.1.3. 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.

40.1.4. 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.

40.1.5. 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.

40.1.6. The student who has lodged the appeal shall have the right to begin and the Security Department shall respond.

40.1.7. 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.

40.1.8. Suspension or expulsion from the University may be stayed pending the hearing and determination of the Appeal.

#### **41. Decisions of the Appeals Disciplinary Committee**

41.1.1. 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.

41.1.2. 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.

41.1.3. 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.

41.1.4. The decision of the Appeals Disciplinary Committee shall be final and there is no further opportunity for appeal against the decision within the University.

#### **42. Withdrawal of an Appeal**

42.1. 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**

#### **43. Protection from Personal Liability.**

43.1. 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.

#### **44. Disclosure of Interest**

44.1. 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.

#### **45. Procedure after Satisfaction of Penalty**

45.1. 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.

45.2. The Vice-Chancellor shall respond to the application either allowing readmission or rejecting the request within a reasonable period.

### **PART VIII-TRANSITIONAL PROVISIONS**

#### **46. Transition**

46.1.1. 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.

46.1.2. 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.

46.1.3. 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.

#### **47. Review and Amendments to this Code**

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

Description	Minor violation	Major violation
	<p>The undemoted shall comprise minor violation of the students code of conduct;</p> <ul style="list-style-type: none"> <li>- Acts committed inadvertently</li> <li>- Offence is not of a significant impact to the University and the general public</li> </ul>	<p>The undemoted shall comprise major violation of the students code of conduct;</p> <ul style="list-style-type: none"> <li>- Willful acts of breach of the students code of Conduct,</li> <li>- Commission of multiple offences; repeated offences,</li> <li>- Significant breach of academic integrity or</li> <li>- Acts which could pose legal risks to the university</li> </ul>
<p>Violations in relation to:</p> <p><b>g) General offences</b></p>	<p>Penalties in respect to offences categorized as minor violation of the students code of conduct:</p> <ul style="list-style-type: none"> <li>- Restrictions on access to one or more activities of the University as may be deemed necessary.</li> </ul>	<p>Penalties in respect to offences categorized as major violation of the students code of conduct:</p> <ul style="list-style-type: none"> <li>- Expulsion and or recommendation for Criminal prosecution.</li> </ul>
	<ul style="list-style-type: none"> <li>- Demand a written apology by the student to the University, issue a warning/caution letter, a reprimand or severe reprimand.</li> <li>- Compulsory community service, Referral of student to counseling and rehabilitation.</li> <li>- Restitution by payment of damages/ for any damage or loss suffered by the University or other party.</li> <li>- Payment of fine.</li> <li>- De-registration or suspension from a University programme, examination/ assignment or other activity.</li> <li>- Suspension from the University for a period not exceeding three (3) years.</li> </ul>	<ul style="list-style-type: none"> <li>- Revocation of a student's admission to the University, award of a scholarship, academic privilege, qualification due to the student.</li> </ul>
<b>h) Damage to Property</b>	<ul style="list-style-type: none"> <li>- Restitution by payment of the total cost of repair and/or damages for loss suffered by the University or other party.</li> <li>- Payment of fine.</li> <li>- Forfeiture of the student's caution or other monies deposited with the University.</li> <li>- Suspension from the University for a period not exceeding three (3) years.</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion and or recommendation for Criminal prosecution.</li> </ul>

<b>ii) Threats of and/or use of actual physical violence against Staff, Students and other persons including sexual assault and rape.</b>	<ul style="list-style-type: none"> <li>- Restrictions on access and/or contact with the affected staff, student or other person as the case may be.</li> <li>- Demand a written apology by the student to the University, issue a warning/caution letter, a reprimand or severe reprimand.</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion and or recommendation for Criminal prosecution.</li> </ul>
	<ul style="list-style-type: none"> <li>- De-registration or suspension from a University programme, examination/assignment or other activity.</li> <li>- Suspension or revocation of a student's admission to the University, award of a scholarship, academic privilege, qualification due to the student.</li> <li>- Suspension from the University for a period not exceeding three (3) years.</li> </ul>	
<b>iv) Disruption of University Activities, Functions and Events</b>	<ul style="list-style-type: none"> <li>- Restrictions on access to one or more activities of the University as may be deemed necessary.</li> <li>- Demand a written apology by the student to the University, issue a warning/caution letter, a reprimand or severe reprimand.</li> <li>- De-registration or suspension from a University programme, examination, assignment or activity.</li> <li>- Suspension or revocation of a student's admission to the University, award of a scholarship, academic privilege, qualification due to the student.</li> <li>- Suspension from the University for a period not exceeding three (3) years.</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion and or recommendation for Criminal prosecution.</li> </ul>
<b>v) Intimidation</b>	<ul style="list-style-type: none"> <li>- Restrictions on access to one or more activities of the University as may be deemed necessary.</li> <li>- Demand a written apology by the student to the University, issue a warning/caution letter, a reprimand or severe reprimand.</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion and or recommendation for Criminal prosecution.</li> </ul>

	<ul style="list-style-type: none"> <li>- Restitution by payment of damages/for any damage or loss suffered by the University or other party.</li> <li>- Payment of fine.</li> <li>- Deregistration from a programme, examination or assignment.</li> <li>- Suspension/revocation of a student's admission to the University, award of a scholarship, academic privilege, qualification due to the student.</li> <li>- Suspension from the University for a period not exceeding two (2) years.</li> </ul>	
<b>v) Students Elections</b>	<ul style="list-style-type: none"> <li>- Restrictions on participation in certain activities on campus or placements.</li> <li>- Demand a written apology by the student to the University, issue a warning/censure letter, a reprimand or severe reprimand.</li> <li>- Restitution by payment of damages/for any damage or loss suffered by the University or other party as a result of the misconduct.</li> <li>- Payment of fine.</li> <li>- Deregistration from a programme, examination or assignment.</li> <li>- Suspension from the University for a period not exceeding three (3) years.</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion and or recommendation for Criminal prosecution.</li> </ul>
<b>vii) Alcohol and cannabis</b>	<ul style="list-style-type: none"> <li>- Guiding and counselling.</li> <li>- Recommend rehabilitation of the student at his/her cost and inform guardian.</li> <li>- Suspension from the University for a period not exceeding three (3) years.</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion and or recommendation for Criminal prosecution.</li> </ul>

<b>viii) Examinations</b>	<ul style="list-style-type: none"> <li>- Resubmit assessment item; submission of alternative assessment item,</li> <li>- Retake the course</li> <li>- Revocation of admission, award of scholarship, academic privileges or achievements.</li> <li>- Suspension for a period not exceeding three (3) years.</li> <li>- Expulsion from the University</li> </ul>	
<b>ix) Halls of Residence and Accommodation</b>	<ul style="list-style-type: none"> <li>- Compulsory community service</li> <li>- Make restitution ? manually.</li> <li>- Expulsion from halls of residence and make ? manual restitution.</li> </ul>	
<b>x) Health Services</b>	<ul style="list-style-type: none"> <li>- Letter of reprimand.</li> <li>- Compulsory community service</li> <li>- Restitution by payment of damages, ?no or compensation where appropriate.</li> <li>- Suspension from the University for a period not exceeding three (3) years.</li> <li>- Expulsion and recommendation for Criminal prosecution.</li> </ul>	
<b>xi) Sports and Games</b>	<ul style="list-style-type: none"> <li>- Letter of reprimand</li> <li>- Suspension from participating in the games for a specified period.</li> <li>- Suspension from the University a period not exceeding three (3) years and make restitution where practical or pay damages/fine.</li> <li>- Expulsion and recommendation for Criminal prosecution.</li> </ul>	

<b>xii) Financial Matters</b>	<ul style="list-style-type: none"> <li>- Make restitution where practical or pay damages/fine.</li> <li>- Letter of reprimand.</li> <li>- Suspension from the University for a Period not exceeding three years.</li> <li>- Make restitution where practical or pay damages/fine.</li> <li>- Expulsion and recommendation for Criminal prosecution.</li> </ul>	
<b>xiii) Weapons and prohibited items</b>	<ul style="list-style-type: none"> <li>- Letter of reprimand</li> <li>- Suspension from the University between two to three years and Expulsion and Criminal.</li> <li>- Expulsion and recommendation for Criminal prosecution.</li> </ul>	
<b>xiv) Sexual Harassment</b>	<ul style="list-style-type: none"> <li>- Letter of reprimand</li> <li>- Suspension from the University between two to three years and Expulsion and Criminal.</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion and recommendation for Criminal prosecution.</li> </ul>

D) Please explain how you would like your complaint to be resolved (200 words max).

E) If you are submitting a complaint more than 3 days from when you first became aware of the problem, please provide a brief explanation for the delay (200 words max).



**APPENDIX III - SAMPLE OF SUSPENSION LETTER**



UNIVERSITY OF NAIROBI

Dear XXXX,

**SUSPENSION FROM THE UNIVERSITY, ITS PRECINCTS, LECTURES AND UNIVERSITY ACTIVITIES PENDING YOUR APPEARANCE BEFORE DISCIPLINARY COMMITTEE**

It has been reported that on \_\_\_\_\_ between \_\_\_\_\_ hours and \_\_\_\_\_ hours at the University of Nairobi Students Welfare Authority, sports grounds you were in possession of a narcotic drug namely \_\_\_\_\_ in possible contravention of section \_\_\_\_\_ of the Students' Code of Conduct, 20\_\_\_\_\_.

You are well aware of the said regulations having signed and declared to abide by the same upon admission to the University.

By delegated authority conferred to me by the Vice Chancellor in accordance with section \_\_\_\_\_ of the Students' Code of Conduct, 20\_\_\_\_\_, I hereby suspend you from the University with immediate effect pending inquiry by the Security Department. Your suspension will last for a period of \_\_\_\_\_ days from the date of this letter.

If upon conclusion of the inquiry, a recommendation is made that charges be levelled against you, you will be invited to appear before the Disciplinary Committee at a date and venue to be communicated to you.

In the meantime, you are required to keep off from Campus including lecture halls and activities of the University unless expressly authorized in writing by the Vice Chancellor or his assignee or until such a time as the investigations/disciplinary process shall be concluded or your suspension lifted.

You are further advised that this administrative suspension does not bar any relevant state agency and the University from instituting appropriate criminal charges against yourself.

Yours sincerely

XXXXXXXXXXXX  
DEPUTY VICE CHANCELLOR (S)

- Copy To: Deputy Vice Chancellor (Academic Affairs)  
Deputy Vice Chancellor (Administration & Finance)  
Deputy Vice Chancellor (Research, Production & Extension) Director,  
Institute of Diplomacy & International Studies Principal, CIBIS  
Director, ICTC Dean of Students Director, SWA  
Director, Security & Safety Services  
Chief Medical Officer Chief Legal Officer Academic Registrar  
Deputy Registrar, Examinations (Operations)  
Chief Halls Officer  
Head, Coat Shading Section

**APPENDIX IV - SAMPLE NOTICE OF VIOLATION**



UNIVERSITY OF NAIROBI

**NOTICE OF VIOLATION**

NAME: \_\_\_\_\_

SCHOOL/FACULTY: \_\_\_\_\_

REGISTRATION NO: \_\_\_\_\_

<b>Statement of the violation</b>	Being in possession of a narcotic and psychotropic substance contrary to section _____ of the Students' Code of Conduct, 20_____.
<b>Particulars of the violation</b>	That on or about _____ at 9 a.m, while at Masinka Hostel Room 21, you were found together with other students namely Chris Wafala and George Atika being in possession of blang, a psychotropic substance.

SIGNED: \_\_\_\_\_  
FOR: HEAD OF SECURITY DEPARTMENT  
OR HIS ASSIGNEE

DATE: \_\_\_\_\_

Copy to Deputy Reg. (SA)

- Received by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_
- I.D. No: \_\_\_\_\_ Signature: \_\_\_\_\_
- College Disciplinary Committee's hearing date: \_\_\_\_\_
- Witness: \_\_\_\_\_ Title: \_\_\_\_\_
- Issued, witnessed and signed by: \_\_\_\_\_
- Designation: \_\_\_\_\_

APPENDIX IV - SAMPLE NOTICE OF VIOLATION



UNIVERSITY OF NAIROBI

NOTICE OF VIOLATION

NAME: \_\_\_\_\_

SCHOOL/FACULTY: \_\_\_\_\_

REGISTRATION NO: \_\_\_\_\_

Statement of the violation	Being in possession of unauthorized written material in an examination room contrary to section _____ of the Students' Code of Conduct, 20_____
Particulars of the violation	That on or about 2nd February 2019 in Lecture Theatre No. 2 while sitting an examination namely Ancient History Paper II, you were found with prohibited notes on the subject namely four folded foolscaps which contained notes on Ancient History.

SIGNED: \_\_\_\_\_  
FOR: HEAD OF SECURITY DEPARTMENT  
OR HIS ASSIGNEE

DATE: \_\_\_\_\_  
Copy to: Deputy Reg. (Exam)

1. Received by: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_
2. I.D. No.: \_\_\_\_\_ Signature: \_\_\_\_\_
3. College Disciplinary Committee's hearing date: \_\_\_\_\_
4. Venue: \_\_\_\_\_ Time: \_\_\_\_\_
5. Issued, witnessed and signed by: \_\_\_\_\_
6. Designation: \_\_\_\_\_



UNIVERSITY OF NAIROBI

DISCIPLINARY PROCESS SUMMARY SHEET

NAME: \_\_\_\_\_

SCHOOL/FACULTY: \_\_\_\_\_

REGISTRATION NO: \_\_\_\_\_

CONTACTS: \_\_\_\_\_

Item	Particulars
Violation	
Date of suspension pending appearance before disciplinary committee, if any	
Date of appearance and hearing before disciplinary committee	
Date the student is informed of the verdict/outcome of the disciplinary committee	
Type of sentence/penalty	
Expected date of compliance with the sentence	
Date of processing appeal if any	
Outcome of the appeal	
Is the sentence and appeal subject to court process	
Outcome of the court process	
Date of re-admission to the University after compliance with the sentence /penalty	
..... after serving the sentence or penalty	
Any other comment for noting and action	

Issued by: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX V - SAMPLE MINUTES OF DISCIPLINARY COMMITTEE HEARING



UNIVERSITY OF NAIROBI

NOTICE OF VIOLATION

MINUTES OF THE COLLEGE DISCIPLINARY COMMITTEE MEETING HELD ON (DAY), (DATE) AT (TIME) IN THE (VENUE) TO HEAR THE CASE OF (FULL NAME OF THE STUDENT - ADMISSION NUMBER) FROM (DEPARTMENT/SCHOOL - COLLEGE)

MEMBERS OF THE DISCIPLINARY COMMITTEE PRESENT

S/N	NAME	POSITION
1		Principal of the College/Nominee of the Principal of the College - <i>Chairperson</i>
2		The Representative of Senate. - <i>Member</i>
3		The Dean of the Faculty or the Director of Institute, School or Centre of the affected student or his/her nominee. - <i>Member</i>
4		Student representative from the College Student Association. - <i>Member</i>

IN-ATTENDANCE (ANY OTHER CO-OPTED STAKEHOLDER)

S/N	NAME	POSITION
1		
2		
3	The College Registrar/nominee of the college - Secretary	

DISCIPLINARY COMMITTEE'S PROCEEDINGS

S/N	ITEM	MINUTES
1	Chairperson's remarks (Procedure of the disciplinary process)	- The disciplinary power of the University is derived from the Universities Act 2012, the Universities of Nairobi Charter 2013 and the Students' Code Of Conduct governing the conduct and Discipline of Students. In addition thereto, at the time of admission, a Student executes a Bond binding himself/herself to observe the rules and Students' Code Of Conduct governing the conduct of the Student while at the University.

	It is important to mention that the Disciplinary Proceedings are reasonably related to a legitimate purpose, that is to uphold Discipline in the University and to enable the University fulfill its statutory mandate of managing the institution. Consequently, the University has not only statutory duty but also a moral duty to uphold students discipline at the University and enforce compliance with law and Students' Code Of Conduct to ensure efficient learning. In so far as the University commits itself to creating and maintaining an environment that is conducive to learning, it assumes a position of authority in relation to the student. In turn the student undertakes to accept that authoritative status. In conducting the disciplinary action, the Committee is guided by the rules of natural justice and will endeavour for a fair administrative action that is expeditious, efficient, lawful, reasonable and procedurally fair to the student.
2	Students' particulars (name, registration number, course and year of study etc.)
3	Disclosure of Conflict of Interest
4	Notification of the students of the alleged violation against him and the particulars thereon
7	Student's response to the notice of violation against him. (Either denial/accepts)
9	Presentation of University's case (witnesses and evidence).

10	Presentation of the student's response to the charges levelled against him and cross examination of the witnesses called by the University	
11	University's rejoinder to the student's response.	
12.	Notification of the date of the determination including the penalty	
14	Committee's deliberations discussions	
15	Committee's Recommendations	
16	Reason for Recommendations	
17	Communication to student/guardian about approved committee's recommendation(s)/ decision(s)	
		The disciplinary action was taken in good faith for executing a legitimate purpose and aimed at the good of the society in maintaining students' discipline in the University and shall not render the university liable for any action, claim or demand whatsoever. Further, you are at liberty to appeal to the Students Appeals Disciplinary Committee against the disciplinary decisions. The appeal should be lodged with the Senate Student Disciplinary Committee within seven (7) days upon receipt of the disciplinary decision.

Approved: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINCIPAL OF THE COLLEGE OR HIS NOMINEE CHAIRMAN

COLLEGE REGISTRAR OR HIS NOMINEE SECRETARY

APPENDIX VI - SAMPLE MINUTES OF STUDENT APPEALS DISCIPLINARY COMMITTEE HEARING



UNIVERSITY OF NAIROBI

NOTICE OF VIOLATION

MINUTES OF THE STUDENTS APPEALS DISCIPLINARY COMMITTEE MEETING HELD ON (DAYS), (DAYS) AT (TIME) IN THE (VENUE) TO CONSIDER THE CASE OF (FULL NAME OF THE STUDENT - ADMISSION NUMBER) FROM (DEPARTMENT/SCHOOL - COLLEGE)

MEMBERS OF THE DISCIPLINARY COMMITTEE PRESENT

S/N	NAME	POSITION
1		Deputy Vice-Chancellor or a nominee (Chairperson)
2		Representative from the Senate

IN-ATTENDANCE (ANY OTHER CO-OPTED STAKEHOLDER)

S/N	NAME	POSITION
1		
2		
3		
4		

DISCIPLINARY COMMITTEE'S PROCEEDINGS

S/N	ITEM	MINUTES
1	Chairperson's remarks - (Procedure of the disciplinary process)	<p>The disciplinary power of the university is derived from the Universities Act 2012, the University of Nairobi Charter 2013 and the Students' Code Of Conduct governing the conduct and Discipline of Students. Also, at the time of admission, a Student executes a Bond binding himself/herself to observe the rules and Regulations governing the conduct of the Student while at the University.</p> <p>It is important to mention that the Students' Code Of Conduct and Disciplinary Proceedings are reasonably related to a legitimate purpose, that is to uphold Discipline in the University and to enable the University fulfill its statutory mandate of managing the institution.</p>

	<p>Consequently, the University has not only statutory duty but also a moral duty to uphold students discipline at the University and enforce compliance with law and Students' Code Of Conduct to ensure efficient learning.</p> <p>In so far as the university commits itself to creating and maintaining an environment that is conducive to learning, it assumes a position of authority in relation to the student. In turn the student undertakes to accept that authoritative status.</p> <p>In conducting the disciplinary action, the Committee is guided by the rules of natural justice and will endeavour for a fair administrative action that is expeditious, efficient, lawful, reasonable and procedurally fair to the student.</p>
2	Students' particulars (name, registration number, course and year of study etc.)
3	Disclosure of Conflict of Interest
4	Notice of the Appeal on matters concerning Students' Code of Conduct
5	Brief of College Disciplinary Committee
6	Student presentation of his/her Appeal to the committee.
7	University's response to the student's Appeal.
8	Committee's response on the Appeal.
9	Committee's deliberations/discussions
10	Committee's Recommendations
11	Reason for Recommendations

12	<p>Communication to student/guardian about the approved committee's recommendation(s)/ decision(s)</p> <p>_____</p> <p>_____</p> <p>The disciplinary action was taken in good faith for executing a legitimate purpose and aimed at the good of the society in maintaining students' discipline in the University and shall not render the university liable for any action, claim or demand whatsoever.</p>
<p>Approved: _____</p> <p>DEPUTY VICE CHANCELLOR CHAIRPERSON</p>	
<p>DATE: _____</p>	

CHAPLAINCY

APPENDIX VII - SAMPLE APPEAL LETTER



UNIVERSITY OF NAIROBI
STUDENTS APPEALS DISCIPLINARY COMMITTEE
APPEAL NO. \_\_\_\_\_ OF 20\_\_\_\_

NAME: \_\_\_\_\_
SCHOOL/FACULTY: \_\_\_\_\_
REGISTRATION NO: \_\_\_\_\_

(APPEAL AGAINST THE DECISION OF THE HALLS/COLLEGE DISCIPLINARY COMMITTEE DATED \_\_\_\_\_)

- 1. By a Notice of Violation dated \_\_\_\_\_, the University alleged that on \_\_\_\_\_ I was in possession of unauthorised written material in my examination room contrary to section \_\_\_\_\_ of the Students' Code of Conduct, 20\_\_\_\_.
2. A disciplinary hearing was held on \_\_\_\_\_ before the College Disciplinary Committee whereas the witnesses for the University as well as myself adduced evidence for and against the charges levelled against me.
3. By a decision delivered on \_\_\_\_\_ the College Disciplinary Committee found me guilty of the charges levelled against me and prescribed the automated penalty \_\_\_\_\_.
4. I am aggrieved by the entire/part of the decision of the Halls/College Disciplinary Committee and appeal to this Committee on the following grounds:
a) \_\_\_\_\_
b) \_\_\_\_\_
c) \_\_\_\_\_
d) \_\_\_\_\_
5. I thus urge this Appeals Committee for the undernoted:
a) This Appeal be allowed as prayed.
b) The entire decision of the College Disciplinary Committee dated be set aside.
c) A finding be made that I am not guilty of the charges levelled against me as set out in the Complaint Sheet dated \_\_\_\_\_

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

(Copies of the Notice of Violation and the Decision of the Disciplinary Committee attached)

Catholic Chaplain
Fr. Peter Kaigua Ngugi
Email: kaigua@uonbi.ac.ke

Protestant Chaplain
Rev. Hosea Kiprono Mitei
E-mail: kipronomitei@uonbi.ac.ke

Muslim Chaplain
Mr. Mohamed Abdalla Swaleh
E-mail: l\_maawy@uonbi.ac.ke

HEALTH SERVICES
Students Clinic. Tel: 2725308 /Ext: 231
Senior Assistant Dean of Students.

Emmy Sumbeiywo

STUDENTS WELLNESS CENTRE

The Dean of Students is in the process of establishing a special unit dubbed "Students Wellness Center" with the aim of integrating students services geared towards addressing the holistic needs of students and staff of the University of Nairobi in one location. To achieve the above, the center will focus on multiple dimensions of wellness and activities that will empower students to strive for balance and wellness in life. The aim of Student Wellness Centre (SWC) is to promote mental, psychological, physical, intellectual as well as spiritual wellbeing of the students in and out campus; to extend services to the surrounding community in the spirit of corporate social responsibility (CSR) to all those who walk through its doors and beyond. The Student Wellness Center purposes to promote balanced lifestyles and student success through the following seven dimensions of wellness: a) Physical (Mind and Body) b). Emotional c). Social d). Intellectual e). Spiritual f). Financial and g). Professional.

For all counselling and mentorship support, contact:
Email: counselling@uonbi.ac.ke
Or wellness@uonbi.ac.ke

## NATIONAL ANTHEM

O God of all creation  
 Bless this our land and nation  
 Justice be our shield and defender  
 May we dwell in unity  
 Peace and liberty  
 Plenty be found within our borders.

Let one and all arise  
 With hearts both strong and true  
 Service be our earnest endeavour  
 And our homeland of Kenya  
 Heritage of splendour  
 Firm may we stand to defend.

Let all with one accord  
 In common bond united  
 Build this our nation together  
 And the glory of Kenya  
 The fruit of our labour  
 Fill every heart with thanksgiving.

## WIMBO WA TAIFA

Ee Mungu nguvu yetu  
 Ilete baraka kwetu  
 Haki iwe ngao na mlinzi  
 Natukae na udugu  
 Amani na uhuru  
 Raha tupate na ustawi.

Amkeni ndugu zetu  
 Tufanye sote bidii  
 Nasi tujitoe kwa nguvu  
 Nchi yetu ya  
 Kenya tunayoipenda  
 Tuwe tayari kuilinda.

Natujenge taifa letu  
 Ee ndio wajibu wetu  
 Kenya istahili heshima  
 Tuungane mikono pamoja kazini  
 Kila siku tuwe nashukrani.

## UNIVERSITY ANTHEM

University of Nairobi we labour all  
 together in search for  
 knowledge and truth.  
 We bless and honour Thee, we are the  
 pinnacle of  
 excellence in knowledge,  
 Knowledge to serve our mother-land (oh  
 Kenya), knowledge  
 to serve all mankind

Be not engulfed by pride, let excellence  
 prevail  
 May we all shun the pitfall, of being the  
 ivory tower  
 With sacrifice and dedication our  
 problems we'll overcome

We are the fountain of knowledge we  
 create and hold the  
 vision  
 God gives us grace to serve, and the future  
 for us is bright,  
 and the children  
 Shall drink from the fountain of  
 knowledge, knowledge  
 Shall surely set us free (beyond the stars)  
 knowledge shall  
 surely set them free.



