*J1/14*

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

***Deferment of Admissions***

An applicant who of or any reason is unable to take up the offer of admission will be required to inform the Academic Registrar by either filling in Form J1/JB of the joining instructions or writing directly to the Academic Registrar. This information should reach the Academic Registrar at least one week prior to the date of registration. An applicant will be required to apply to defer admission on an annual basis but after the second year the offer of admission will lapse and the applicant will be required to re-apply afresh for admission. It is important that an applicant who defers admission ensured that he/she receives an official letter of deferment of admission from the Academic Registrar. An applicant who fails to inform the Academic Registrar of his/her deferment of admission will be deemed to have forfeited his/her position and will be de-registered from the course admitted to.

***Student identity card***

After the registration formalities and payment of the identity card charges, every student is issued with a student identity card bearing his/her picture and name, registrationnumber, the course and faculty, school, institute registered in and duration of the course. The identity card allows easy identification of students andgives the student access to variousUniversity services (e.g. the library, the student clinic, the halls of residence etc.).Every student must ensure that thy have their student identity card at all times and that the card has the correct information and is valid for the duration the student is in the University.

***Temporal Withdrawal***

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

***Inter- Faculty Transfer***

Inter – Faculty transfers are processed within the first three weeks of the first semester. Students should note that transfers can only be offered if there is a vacant position and if the student meets the requisite admission criteria for the particular course. Students should also note that merit is used as a criteria for transfer and that all applicants to a particular course will be ranked in order of merit and will be allocated the vacant position on merit.

A student wishing to transfer will be required to fill in the inter-faculty transfer application form which is available at the Admission Office (Room 112) upon payment of Ksh.250 at the Student Finance Office (Room G2).The form must be completed and returned within the stipulated time.

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

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

***Absence due to illness***

A student who misses any lectures, practicals,continuous assessments, examinations etc. due to illness, must inform in writing to the lecturer concerned, chairman of Department and the Dean of Faculty of such absence as soon as is feasibly possible.

***Nominal Roll***

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

***Loss of identity card***

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

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

***Course/Subject Registration***

Every student is required to register for the course/subjects he will undertake by filling in the relevant form at the Dean’s office at the beginning of every semester (first three weeks). The student must ensure that the registration is complete by having the form approved and signed by the chairman of Department where the courses are to be offered and the dean of the respective faculty.

When registering for the courses the student will do well to ensure that the correct courses and the course code are used and that the form is returned to the Dean’s office promptly.

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**Examination Processes and Procedures.**

1. **Rules and regulations**

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

1. **Registration**

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

1. **Attendance**

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

1. **Problems**

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

1. **Examination Cards**

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

1. **Lateness**

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

1. **Cheating**

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

1. **Missing an examination**

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

 xi) **Answer Booklets**

 Students should not take examination answer booklets from the examination room.

1. **Examination Results**

Provisional examination results may be obtained from the respective office of the Dean of Faculty.

1. **Academic Transcripts**

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