

UNIVERSITY OF NAIROBI
INFORMATION TO NEW STUDENTS AND JOINING INSTRUCTIONS
(University of Nairobi Module II & III Programmes)

1. REGISTRATION AND ORIENTATION

Registration of students will take place as per the attached orientation program.

2. LETTER OF ACCEPTANCE (PP/1A)

Form PP/1A to be completed in duplicate and returned during registration.

3. NON-ACCEPTANCE OF OFFER/DEFERMENT OF REGISTRATION (PP/1B)

If you do not accept the offer of admission or would like to defer your registration, you must complete **FORM PP/1B** in duplicate and return it to the Academic Registrar, with a copy to the Dean/Director of the Faculty/Institute/School.

4. DECLARATION FOR ADMISSION (PP/2)

All candidates accepting an offer of admission must undertake to complete the course they have been admitted to.

Every student must sign the declaration **FORM PP/2**, signifying that they have understood the content and meaning of the Rules and Regulations Governing the Organization, Conduct and Discipline of students. The signed declaration must be submitted during registration.

Students are expected to adhere at all times to the parameters of discipline as spelt out in the declaration.

5. THE BOND (PP/3)

Attached to the declaration form is a **BOND** governing admission, re-admission and studentship. Students are expected to familiarize themselves with the conditions spelt out in the **BOND** and to have it executed as required. The executed **BOND** must be returned to the University on registration day.

6. FEES SCHEDULE

Students are advised to familiarize themselves with information provided in **FORM PP/4** regarding fees and to make the necessary arrangement to pay on or before the registration day.

7. SPONSORSHIP FORM (PP/5)

All students who will be sponsored by their parents/guardians or any other sponsors other than themselves should have **FORM PP/5** completed as soon as they receive the offer of admission.

8. FOREIGN STUDENTS

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

UNIVERSITY OF NAIROBI

DECLARATION FOR ADMISSION

(To be completed in Duplicate)

I -----
 holder of National Identity Card/Passport No. -----
 and University Registration No. ----- having been notified
 of my admission to the Faculty/Institute of -----
 for a course leading to the award of Certificate/Diploma/Degree -----
 under the University of Nairobi Module II Programmes DO HEREBY bind myself solemnly and
 undertake to comply with the following conditions:

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

5. That I bind myself by this instrument fully conscious that should I be found in breach of any of the above conditions, or should I in any way conduct myself in a manner prejudicial to the University, other students, members of the University or members of the public, I shall be subject to disciplinary action as set out by the University; and
6. That I unconditionally execute the relevant BOND governing students' admission, re-admission and studentship, as required of me by the University.

Dated this ----- day of ----- 20-----

Signed -----

Witness to the above signature -----

Parent/Guardian/Sponsor

Dean of the Faculty -----

UNIVERSITY OF NAIROBI

BOND

GOVERNING STUDENTS ADMISSION, RE-ADMISSION INTO, AND STUDENTSHIP
UNDER THE MODULE II PROGRAMMES

1. **THIS BOND** is made by the University Council and Senate (hereinafter referred to as 'The Enacting Authority') and forms part of the binding terms and conditions upon which anyone may be admitted, re-admitted into, or permitted to remain in studentship in the University under the Module II Programmes.
2. **THIS BOND** shall be considered ready for execution as from 1st January 1998 and once executed shall remain in force in its present form for all students governing their admission, re-admission and studentship throughout their tenure of studentship, subject to such special decision as the Enacting Authority may in its sole discretion take in relation to particular cases, until such time as the Enacting Authority may vary the bond's content, in such manner as the Enacting Authority may deem fit.
3. **THIS BOND** shall bind jointly and severally all persons being admitted or re-admitted into, or allowed to remain in studentship in the University, and their Parents/Guardians/Sponsors and the Enacting Authority and an appropriate undertaking in the form prescribed in **THIS BOND** shall be made by both the person admitted into, or allowed to remain in studentship in the University, and the Parent/Guardian/Sponsor of the person in the presence of a Judge, a Magistrate or a Commissioner of Oaths.
4. **THIS BOND** shall bind the Parents/Guardians/Sponsors of all students being admitted or re-admitted into or allowed to remain in studentship in the University to pay to the University at the beginning of each Semester, or at such other time as the University Senate may prescribe and communicate to the persons in question, a fees of -----
----- per course unit/semester/quarter and other charges as indicated in the fees schedule, or such other fees as the University Senate may determine from time to time.

5. By **THIS BOND** the Parents/Guardians/Sponsors undertakes to pay the required fee, and the applicant undertakes to ensure the fee is duly paid and delivered timeously as required in the terms of Paragraph 4 hereof.

THIS BOND IS EXECUTED at -----

This ----- day of ----- 20-----

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

)
)-----
)

BEFORE ME

(Judge, Magistrate or Commissioner for Oaths)

II) **NAME OF APPLICAN IN FULL**

)-----

SIGNATURE OF APPLICANT

)

)-----

FACULTY

)

)-----

COURSE

)

)-----

REGISTRATION NUMBER

)

)-----

BEFORE ME

(Judge, Magistrate or Commissioner of Oaths)
(Signature and Stamp)

III) -----
ACADEMIC REGISTRAR
(On behalf of the Enacting Authority)

UNIVERSITY OF NAIROBI

SPONSORSHIP FORM

(To be completed by the Sponsoring Authority)

Name of Applicant -----
(Surname) (Others)

Course admitted to -----

SPONSOR'S DETAILS

NAME -----

ADDRESS -----

TELEPHONE -----

FAX -----

E-MAIL -----

In consideration of your admitting and registering the above named applicant for the course of study leading to the award of Certificate/Diploma/Degree ----- under the University of Nairobi Module II Programmes, we undertake to sponsor him/her and pay the prescribed fees and other charges to the maximum of ----- (In words -----)

POSITION -----

SIGNATURE -----

DATE -----

N.B. All sponsored applicants are requested to get this form signed by their sponsors as soon as they receive their offer.

RESPIRATORY SYSTEM:

Chest X-ray _____

ALIMENTARY SYSTEM:

Teeth _____ . Tongue _____ Abdominal _____ ..

GENITO-URINARY SYSTEM:

Urethra discharge _____ . L.M.P _____ Uterus _____ í

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

Deposit _____ ..

HIV test _____

COMMENTS BY THE EXAMINING DOCTOR:

DOCTOR'S NAME (printed) _____ SIGNATURE _____ ..

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

PART IV:

COMMENTS BY THE UNIVERSITY CHIEF MEDICAL OFFICER:

Special remarks _____

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

CHIEF MEDICAL OFFICER

UNIVERSITY HEALTH SERVICES

DATE _____ .