UNIVERSITY OF NAIROBI

GUIDELINES FOR ADMISSION, 2021

1. INTRODUCTION

These guidelines constitute the framework for centralized, efficient and faster admission of undergraduate and postgraduate students to the various programmes. The processes, procedures and activities are aligned to the Universities Act, 2012; CUE Standards and Guidelines, 2014; University Charter, 2013; University Statutes, 2013; and Admissions Policy, 2017. These guidelines shall be cited as **University of Nairobi Guidelines for Admission, 2021**.

1.1 PURPOSE AND OBJECTIVES

The purpose of this guideline is to streamline and provide uniformity in the process of admission of students who apply to various University of Nairobi programmes. The specific objectives are to ensure the following:

a) Applications are processed continually and applicants obtain communication promptly.

b) Efficiency, effectiveness and accountability.

c) Generation and maintenance of accurate admission records.

1.2 SCOPE AND APPLICATION

These guidelines cover the entire activity from retrieval of application documents to admission records. They shall apply to all Faculties and Departments of the University; and to all students who apply to join undergraduate and postgraduate programmes of the university. They will also apply to cases of occasional students; Inter-university and Interfaculty Transfer.

2. POLICY PROVISIONS

2.1 The University shall admit students without discrimination on the basis of race, ethnicity, place of origin, residence, colour, creed, physical ability and gender; who apply through and are placed to its various programmes by the Kenya Universities and College Central Placement Services (KUCCPS); and those who apply to the University directly.

2.2 Admission to the various undergraduate programmes shall be open to all persons who have scored a minimum of KCSE Mean Grade C+, OR a C-Plain plus a KNEC Diploma; Or an appropriate degree from a university recognized by the University of Nairobi Senate; OR C-minus plus a Certificate and KNEC Diploma; OR their equivalents; and who meet other programme specific requirements approved by Senate.

2.3 Admissions to graduate programmes shall be open to all applicants who have attained at least a second class honours degree OR equivalent in a relevant course from a University recognized by the University of Nairobi Senate, OR any other qualification that may be approved by the Senate. The applicants to Doctoral programmes should have a relevant Master's degree and should have met the requirements in Section 2.2 above.

2.4 The Deans Committee shall be the admissions body of the University on behalf of the Senate. All admittees shall be approved by Senate.

3. **THE GUIDELINES**

These guidelines cover verification of admission requirements; retrieval of applications, verification of documents; evaluation of applicants; recommendations for admission; approval of applicants; issuance of admission letters; communication to applicants and faculties; endorsement of admissions list; preservation of admissions records; and revocation of admissions. The guidelines complement and shall be applied together with other relevant frameworks to the extent that they make the process more efficient, faster and accountable.

3.1 **CONFIRMATION OF ADMISSION REQUIREMENTS**

Deans of Faculties and Chairpersons of Departments shall verify and confirm the minimum admission requirements for the succeeding academic year as specified in the respective regulations and syllabi for the various programmes; publish them on various platforms; and submit them to the Academic Registrar, at the beginning of each academic year.

3.2 **VERIFICATION AND EVALUATION OF APPLICATIONS**

3.2.1 The Deputy Registrar Admissions shall continually verify all the applications received, follow-up and advice all applicants with incomplete documentation to complete their submission; including equation of foreign qualifications. Such verification may include contacting the other institutions attended by the applicant.

3.2.2 The Deputy Registrar Admissions will continually evaluate applications against the set criteria, the authenticity of certificates, and prepare a weekly roll of two categories of applicants – Admissible and NOT admissible.

3.3 **RECOMMENDATIONS FOR ADMISSION**

The Senate Secretariat shall prepare and verify a roll of recommendations for admission; for consideration by the Deans Committee. This list shall be sent to the Dean of Faculty, and Chairpersons of Departments for verification.

3.4   APPROVAL OF ADMISSION

The Deans Committee will periodically consider, for approval, the recommendations for admission.

3.5   ISSUANCE OF ADMISSION LETTERS

The Academic Registrar shall sign all letters of admission. Such letters shall be published in the student portal, and communication sent to the applicants and respective Faculties and Departments. The letters of admission shall be accompanied by all joining instructions, including fees structures.

3.6   COMMUNICATION WITH ADMITTED STUDENTS

Academic Registrar, Dean of Faculty, and Chairpersons of Departments shall maintain regular communication with each student admitted to the University for purposes of transmitting any relevant information that may emerge from time to time.

3.7   ENDORSEMENT OF ADMISSIONS

All names of students approved by the Deans Committee and; who have received admission letters shall be presented to Senate for approval. Records of such approval and endorsement shall be maintained and updated by the Academic Registrar.

3.8   ADMISSIONS RECORDS

The following shall constitute admission records – letter of application and supporting documents submitted; recommendation roll; minutes of Deans Committee; minutes of the Senate; admission letter; joining instructions. These records shall be maintained and updated for perpetuity by the Academic Registrar.

3.9   REVOCATION OF ADMISSIONS

Admission of any applicant may be revoked on the recommendation of the Department and Faculty, and approval by Deans Committee and Senate if it is found that the applicant had submitted fake documents during application OR been involved in any other form of academic misconduct.

4. MONITORING AND EVALUATION

The applicability of these guidelines shall be monitored continually and evaluated annually by Senate for continued applicability.

5. REVIEW

These guidelines shall be reviewed periodically for continued relevance and applicability depending on the prevailing conditions.

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