



**UNIVERSITY OF NAIROBI
BOARD OF POSTGRADUATE STUDIES**

**ADMISSION AND REGISTRATION PROCESS
OF POSTGRADUATE STUDENTS**

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Objective



At the end of this presentation participants should be able to describe:

- * UON Postgraduate Course Application process
- * UON Postgraduate Course Registration process



Postgraduate programmes



- ❖ Postgraduate Diploma:
- ❖ Masters degree
- ❖ Doctor of Philosophy



- * A. The Application Process
- * B. The registration Process



Call for Programmes



- * Before March every year: BPS makes a call to Faculties/Schools/Institutes to submit available programmes to be offered in the coming academic year (September).
- * Information required:
 - * Name of course
 - * Admission requirements for Masters:
 - * Upper Second Class
 - * Lower Second Class + Two Years Experience
 - * Pass + Postgraduate Diploma or Five Years Experience
 - * Contact information (Dean, Directors)
 - * Deadlines



Advertising



- * Upon receipt of the information, BPS advertises available programmes in the print media, through UNES.
- * The Advertisements also appear on the UON website.
- * Applicants may download the application forms from the website.



Special Intakes



- * Some Schools have special intakes which may be in January or May.
- * In this case the Deans or Directors have to liaise with the Director BPS and the MD of UNES for the advertisements.



Processing at Faculties/Schools/Institutes



- * Two weeks after the deadline for submission of application forms, BPS forwards the same to Faculties/Schools/Institutes for processing.



Application Form at Schools



Applicant Provides

- * Biodata
- * Course
- * Qualification
- * Year of Last Degree
- * Other qualifications
- * Next of Kin
- * Referees

Administrative

- * Head of Department
- * Chairman, School Postgraduate Committee
- * Dean/Director



Application Form at BPS



- * Faculties/Schools/Institutes shall return processed application forms, to BPS within one month from the date BPS sends the forms to them.
- * BPS makes quality checks on the forms coming from the Faculties/Schools/Institutes.



Application Form at BPS



Quality Checks:

- * Complete forms
- * Correct Degree Qualification
 - * Class of degree
 - * Bachelors degree
 - * Higher diploma without degree not accepted
- * Transcripts attached
- * Copies of degree attached
- * Relevant experience
- * Accredited University: Checked at CUE



Letter of Offer from BPS



- * BPS ensures that all eligible applicants receive letters of offer two months prior to the reporting date (June/July).
- * Letter of offer information:
 - * Letter valid for two years
 - * Degree offered and mode
 - * Reporting date and office
 - * Bank details
 - * Accommodation advice
 - * Fees structure for Year 1, 2; Research funds; Book funds



Registration Fee



- * Successful applicants shall pay fees directly to the UNES account at Barclays bank, Account number: 03-073-1021554, Westlands Branch and thereafter proceed to BPS for registration.
- * Students shall report at the BPS Reception one working day after payment of fees for registration



Registration Form



- * During registration students shall complete a registration form and provide:
 - * Registration fees.
 - * Fees Three coloured passport size photographs.
 - * Biodata
 - * Degree programme to which admission has been offered.
 - * Degree by thesis or research project
 - * Degree fulltime or part time
 - * Date of registration
 - * Expected date of completion
 - * Sponsor
 - * Citizenship and identity documents
 - * Contact information



Student Identity Card



- * Student is issued a student identify card

- * BPS registry opens student files with:
 - * Application form
 - * Letter of offer
 - * Registration form.



Challenges



- * **Lateness:**
 - * Late submission of processed forms from the various Schools/Faculties/Institutes
 - * Some are as late as less than 1 week to the opening date.
- * **Scatter Advertisements:**
 - * Lone requests for advertising.
 - * Usually for new courses
 - * They cause confusion and waste resources.



Challenges



- * **Non-Adherence to admission requirements**
 - * In some instances laxity and BPS finds some admitted cases not qualified and rejects them.
- * **Large numbers of eligible applicants:**
 - * Over 4000 applicants
 - * Required data capture from the application forms is challenging and requires many man-hours.
 - * We are very happy at the 4 data clerks we were given for 3 months and they are working on the backlog as part of RRI.



Acknowledgements



BPS Secretariat



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