

**ALL STUDENTS**  
**UNIVERSITY OF NAIROBI**

April 4, 2013

**UNIVERSITY EXAMINATIONS: APRIL 22, 2013 MAY 25, 2013**

Over the years, the University Senate has been getting special requests from students who for one reason or another, did not do well in their examinations, and who wish to be given special consideration. Sometimes, this is well after the examination period is over. These problems include:

- (a) Sickness of various types
- (b) Absence from the University due to personal problems-funerals, finances, police cases, land cases etc;
- (c) Negligence by the student
- (d) Problems with various members of staff-in class or outside

Senate has made it **ABUNDANTLY CLEAR THAT IT WILL NOT ENTERTAIN CASES WHICH ARE REPORTED AFTER THE EXAMINATIONS ARE OVER.** The appropriate time to report is **BEFORE** the examinations and not after. You are, therefore, reminded that if there is **ANY** problem which is likely to interfere with the academic programme, it is **YOUR** responsibility to inform the Dean/Director or the Chairman of your Department in good time of such a problem. If it is a medical problem of whatsoever nature, the appropriate person to report to is the Chief Medical Officer, University of Nairobi Health Services, who will then inform the Dean's/Director's Office in writing.

Certificates or other documents from your private doctor are **NOT** acceptable.

**B.M. WAWERU**  
**AG. ACADEMIC REGISTRAR**

- c.c. Vice-Chancellor
- Deputy Vice-Chancellor (AA)
- Director BPS
- Deans/Directors of Faculties/Schools/Institutes
- Chairmen of Departments
- Notice Boards

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**MISREADING OF EXAMINATION TIMETABLES**

In the past, a few students have failed to present themselves for given examinations on account of having misread examination timetables.

As you all know, missing an examination without **GOOD** cause is a serious offence. Misreading of examination timetables is not taken to be a good cause for missing examinations, and it is therefore not condonable.

It will, therefore, be appreciated if all students would ensure that they read the examination timetables carefully so as to make sure that they report for each examination at the appointed time.

However, in the event of becoming a victim of the above, the student concerned should report the matter immediately to the Academic Registrar, Chairman of the Department and the Dean/Director of the Faculty/School/Institute concerned. It should be noted that only those cases reported immediately as outlined above will be investigated and a report made thereon to the Senate as may be appropriate.

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**CHEATING IN EXAMINATIONS**

This is to remind all students that cheating in examinations is a serious matter **punishable by expulsion** of the offender from the University in accordance with Senate's Resolution 1913 and 1914 of 12<sup>th</sup> July 1978. For those involved in writing dissertation papers and theses, you are also informed that **plagiarism is regarded as cheating** in examinations and anyone found guilty will be expelled from the University.

It will, therefore, be appreciated if all students would ensure that they do not carry any unauthorized materials into the examination rooms **including mobile phones**.

Students are also reminded that it is a serious examination offence to remove answer books, whether used or unused, from the examination rooms.

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(**N.O.O.** Enclosed herewith are Notes on Instructions to Candidates)

Encl.

LOA/eai