



UNIVERSITY OF NAIROBI

STUDENT GENERAL INFORMATION

1979/80



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1979/80

Prepared by Office of the
Dean of Students

THE CHANCELLOR



H.E. the Hon. Daniel T. arap Moi, LLD. (Nairobi) C.G.H., M.P.,
President of the Republic of Kenya.

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ADDRESSES

(i)

Main Campus

Postal Address
Telephone
Telegraphic Address

P.O. Box 30197, Nairobi, Kenya
Nairobi 334244
Varsity, Nairobi

Institute of African Studies

Telephone

Nairobi 28631-2

School of Journalism and Institute for Development Studies

Telephone

Nairobi 334244 & 29168

Halls of Residence (Students)

(Men's Halls of Residence)

Postal Address
Telephone

P.O. Box 30344, Nairobi, Kenya
Nairobi 25559 and 26893

(Women's Halls of Residence)

Postal Address
Telephone

P.O. Box 30350, Nairobi, Kenya
Nairobi 23354

Housekeeper's Residence

Nairobi 23362

Chiromo

Pre-Clinical Medical and
Veterinary. Botany and
Zoology
Telephone

Nairobi 43185-7

Kenyatta National Hospital

Postal Address
Telegraphic Address
Telephone

P.O. Box 30588, Nairobi, Kenya
Medken, Nairobi
Nairobi 334800 and 26659

Kabete

Clinical Veterinary Medicine

Postal Address
Telephone

P.O. Box 29053, Nairobi, Kenya
Fort Smith 592141

(Kabete Hostel)

Postal Address
Telephone

P.O. Box 29053, Nairobi, Kenya
Fort Smith 592155

Institute of Adult Studies

Postal Address
Telephone

P.O. Box 92, Kikuyu, Kenya
Kikuyu 2021

University Advocates

Messrs Daly & Figgis,
P.O. Box 40034, Nairobi.

University Bankers

Barclays Bank International
P.O. Box 30018, Nairobi.

University Auditors

Messrs Dunstan-Adams, May & Story,
P.O. Box 41500, Nairobi.

Constituent College

Kenyatta University College, P.O. Box 43844, Nairobi
Telephone: Templer 356

University Halls of Residence Institute,
National Housing Corporation Bld.,
8th Floor,
P.O. Box 43459,
NAIROBI.

Tel. 336661 & 336696

TERM DATES 1979/80

- | | |
|----------|---|
| 1st Term | Monday 1st October 1979 — Saturday 15th December 1979 (11 weeks) |
| 2nd Term | Monday 14th January 1980—Saturday 29th March 1980 (11 weeks) |
| 3rd Term | Monday 21st April 1980— Saturday 5th July, 1980 (11 weeks) |
| 4th Term | (Where applicable) Monday 7th July 1980 — Saturday 30th August 1980 (8 weeks) |

CHANCELLOR AND PRINCIPAL OFFICERS OF THE UNIVERSITY

(iii)

Chancellor H.E. the Hon. Daniel T. arap Moi, LL.D. (Nairobi)
C.G.H., M.P., President of the Republic of Kenya and
the Commander in-Chief of the Armed Forces.

**Chairman of the
University Council** Mr. B.M. Gecaga, Barrister at Law.

Vice-Chancellor Dr. J.M. Mungai, M.B. CHB (E.A.) Ph.D. (London)

Deputy Vice-Chancellor Prof. D. Odhiambo, B.Sc., (Brist.), Ph.D.
(London) Dip. Ed (E.A.)

Registrar Mr. E.N. Gicuhi, B.A. (San Francisco)

Librarian Mr. J. Ndegwa, M.A. (London), F.L.A.

Finance Officer Mr. F.W. Chege, A.C.I.S.

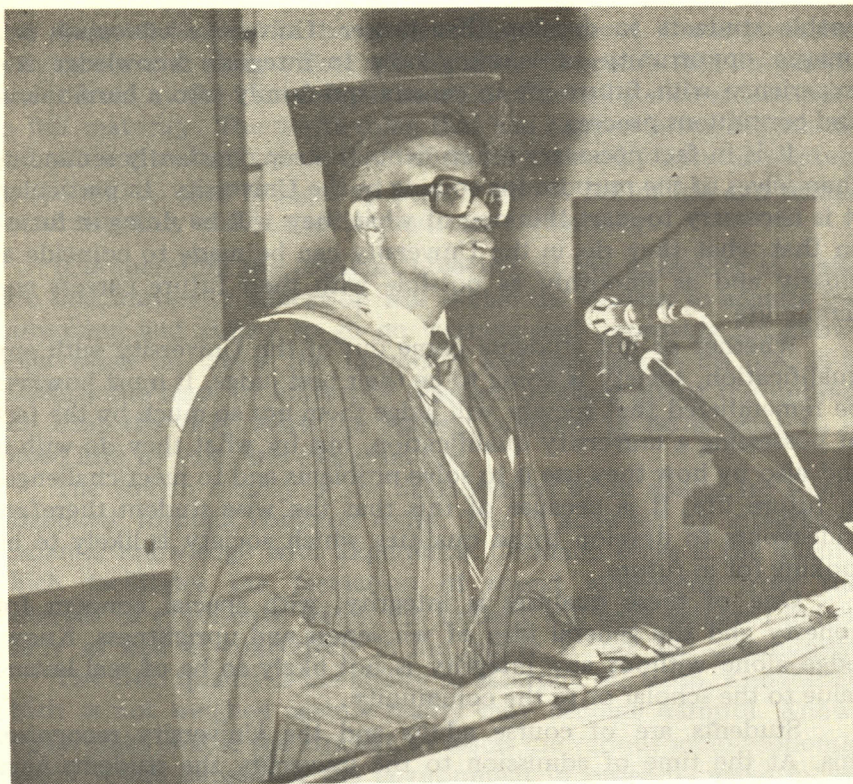
DEANS OF FACULTIES

(iv)

- Dean, Faculty of Agriculture—Prof. C.N. Karue
- Dean, Faculty of Architecture,
Design and Development — Prof.S.S. Yahya
- Dean, Faculty of Arts — Prof. R.B. Ogendo
- Dean, Faculty of Commerce — Dr. D.N. Nzomo
- Dean, Faculty of Engineering — Prof. R.B. Patel
- Dean, Faculty of Law (Ag.) — Dr. H.W.O. Okoth-Ogendo
- Dean, Faculty of Medicine — Prof. T.K. Thairu
- Dean, Faculty of Science — Prof. M.S. Alala
- Dean, Faculty of Vet. Medicine — Prof. G.M.O. Maloisy
- Director, Institute of Adult Studies (Ag.) — Mr. P.E. Kinyanjui
- Director, Institute for Development
Studies — Prof. W. Senga
- Director, School of Journalism (Ag.) — Mr. W. McAteer
- Director, Institute of African Studies — Dr. B.E. Kipkorir
- Director, Institute of Computer Science — Mr. R.J.P. Scott
- Director, Institute of Population
Studies & Research — Prof. S.H. OmindeDean,



Some of 1978 graduands



Message from the Vice-Chancellor

By Prof. Joseph Maina Mungai, MB ChB, PhD.
Vice-Chancellor and Professor of Human Anatomy

The University of Nairobi has once more opened its doors to students for the beginning of the new academic year 1979/80. Those who are being admitted in October 1979 will be finishing in 1981, 1982, 1983 and 1984 depending on what they are going to study. When they present themselves on the day of graduation to receive their diplomas or degrees they will be told the following words by the Chacellor of the University:

"I admit the persons named to the Degree of Bachelor of Arts, Science, (and so on) giving by my authority and that of the entire University, the power to read and to do all that appertains to this degree."

"Power to read" is therefore one of the most pertinent outcomes of the work of undergraduate days. Students are thus expected to develop attitudes that will enable them to use their skills of learning to avoid getting rusty in future. The University tries to

enable students to develop that power. University education is a unique opportunity of learning how to integrate knowledge and experience with future life in careers and family into a harmonious and continuous process.

It is in fact necessary for students to keep constantly reminding themselves of the purpose for coming to the University. In particular, it is necessary to start thinking of what they will be doing in future so that what they do in the University can be made to coincide as closely and as smoothly as possible with their future careers and family life.

Whether or not students come out of the University with any qualification, society is going to be their best judge. It must however be remembered that society will judge them not so much by the fact of possessing a university qualification, but by what they do with it and also by how they use it to solve problems and to meet challenges in future life. It is because of this that the wise student therefore endeavours to develop those qualities which society is likely to be looking for in future.

One of these qualities is integrity, with special concern for honesty and the general idea of wholeness and uprightness. Knowledge alone without any integrity is not likely to be of real lasting value to the scholar or to the community.

Students are of course adults and the University recognises this. At the time of admission to the university the students have already had their basic patterns of behaviour well set but hopefully not so rigidly that the students cannot learn new things and adjust to new situations and colleagues. Other changes are expected to occur to them in the university as a result of their new association with other students and staff as well as the beautiful and stimulating environment of the city of Nairobi.

The second attribute the society will expect of students is intellectual ability. This attribute has already been recognised in the students by the admissions process which enabled them to come to the University.

The third quality is the capacity for hard and sustained work. In whatever the students are likely to be doing in future, they will be expected to demonstrate both physical and intellectual stamina when faced with problems to solve. This requires a capacity not only for sustained work but also for initiating work as well. Lack of initiative results in static attitudes and stagnation. If such an attitude sets in while one is a student at the University, only the acute pressure of examinations is likely to get him or her out of such a situation. Lack of initiative and sufficiently demanding intellectual stamina is one of the root problems of poor performance in many jobs when such a person finishes and takes up a job.

It is this particular attribute that University education can probably do most to assist in the students' development. The expectation is therefore that every effort will be made to ensure that the education offered at the University is capable of bringing such an attribute to full maturity. The worst thing that can happen is for the education process to turn into a kind of factory whereby a student enters at one end a well brought-up person who is full of life and comes out at the other end as a socio-economic commodity.

It is therefore the constant objective of the university to make sure that university education will enable the student to acquire the motivation and ability to go on learning and improving his knowledge when he leaves the university and throughout his life. It is certainly the hope of university teachers to avoid giving the impression that the only work the student is likely to do is what he is forced into by rules and examinations.

The fourth quality is the development of an ability for sound judgement through common sense. This is achieved by integrating academic knowledge with experience. Common sense is the quality which facilitates the formation of sound judgement from the materials of experience which the student will have gathered individually as well as collectively in the family, school and community.

The fifth quality is the ability to ascertain the truth. Knowledge which is not weighed against reality may become harmful. Knowledge should enable the student to assess the various socio-economic factors which constitute the environment in order to make judgements that will help the scholarly attributes to live in harmony with what is in the environment. Life consists of constant challenges which demand careful and consistent assessment. It is only after assessing such challenges that one is able to apply the most appropriate action to meet them.

Lastly, and for the immediate purposes, the student requires to acquire knowledge which is the minimum requirement for coming to the university. However, although it is an important objective to acquire knowledge, the student may find that in a number of cases too much emphasis may be placed on this aspect of educational development. The more the student finds this to be so, the more he should make an effort to strengthen the other attributes that have been mentioned before (integrity; intellectual ability; capacity for hard and sustained work; common sense; and ability to ascertain the truth).

At the time of admission the student already has a lot of knowledge otherwise he would not have managed to enter the university. It is greatly hoped therefore that, as a result of coming to the university, the student will acquire the motivation and ability to go on acquiring much more knowledge after leaving the university. In

other words, it is hoped that the teachers will teach the student how to continue being a scholar with regard to the task of solving the problems that he will meet in his career in particular and in life in general.

One of the worst things that can happen to anybody is to develop an attitude that passing examinations is the reason for learning. When that kind of attitude develops then it means that as soon as there are no more examinations the person will inevitably drift slowly into a situation in which he cannot even read a newspaper without making an unnecessarily big effort. It is always sad to see university educated graduates who are unable to go on learning when the pressure of examinations has been removed. The demands and increasing complexities of the jobs they will do, whether in public or private service, can only be met through continuous learning throughout one's life.

INTRODUCTION

This is a general guide for students at the University. It contains information which will be of use to both new and old students. More detailed notices and up to date information on Recreation, Games, Halls, Catering Services, the Medical Services, Students Union, University Societies and other Extra-Curricular activities will be found on the halls and University Notice Boards.

The University Council has formulated Rules and Regulations which are attached as appendix to this Guide. These are kept to the minimum necessary for a harmonious life on the campus. All students *are expected to familiarise themselves* with the rules as well as information contained in this booklet. These guide lines and rules, though they may be changed from time to time — are expected to be in operation throughout the student's duration at the University.

General Information

The Country

The Republic of Kenya is approximately 5,828 square kilometres and lies astride the equator on the eastern seaboard of Africa. The Indian Ocean coastline stretches from the Somalia border in the north, to Tanzania in the south a distance of 612 kilometres.

Kenya lies between Somalia to the east, Ethiopia to the north, Sudan to the northwest, Uganda to the west and Tanzania to the south. The country is cut across by the Great Rift Valley which runs from north to south and whose depth is between 610 and 914 metres below the rest of the landscape.

Altitude governs the climate of different parts of Kenya. The land above 1,524 metres enjoy a temperate climate with good rainfall. Being on the equator, there are no marked seasonal changes. In most parts of the country, there are two rainy seasons — “long” and “short” rains.

Kenya's population is over 13 million with a concentration in the Central and Western parts of the country. The Northern and North-Eastern parts of the country have sparse population due to the semi-desert climatic conditions prevalent there.

Kenya became independent in December 1963.

The economy of Kenya at present depends mainly on agriculture (tea, coffee, dairy produce, meat, sisal, and pyrethrum) and tourism. There is fairly extensive light industry in Nairobi and to

a lesser extent in other large towns. One of the main tourist assets is the large variety of flora and fauna to be found in the National Parks. Currency is in shillings and cents —

| | |
|-------------|----------------------------|
| 100 cents | 1 Shilling |
| £1 sterling | varies between 14/- — 16/- |
| U.S. \$ | varies between 7/- and 8/- |

The University is situated in Nairobi, a fast growing city with a population of over 650,000. The city centre has an area of about 700 square kilometres and stands at an altitude of 1,675 metres above sea level. It is 140 kilometres south of the equator and some 480 kilometres west of the Indian Ocean. This beautiful city experiences no real winter or summer because it is near the equator and at a high altitude. The days in Nairobi are warm and the nights cool for the greater part of the year. With the temperature rarely rising above 80°F (27°C) in the middle of the day or falling below 50°F (10°C) at night, Nairobi enjoys temperate climate. The hottest periods, however, occur between January and March, and August and October and the coolest in July. The long rains fall from the end of March to the end of May while the short rains are experienced from the end of October to December. The average annual rainfall is about 80 centimetres.

Nairobi is the capital, commercial, administrative and cultural centre of Kenya. In Nairobi are found the Parliament Buildings, Headquarters of Government Ministries and Departments. Also in the City are the City Hall, State House, National Museum, Snake Park, Aviary, Arboretum, Mosques, Municipal Markets, Art Galleries, Libraries, Kenyatta Conference Centre which houses one of the largest Conference Halls in the world, about a dozen cinemas, numerous hotels, coffee houses and beautiful parks.

The University of Nairobi

In April, 1956, the then Royal Technical College opened its doors to the first intake of students. In January 1961 the Technical College changed its status to University College. In June 1963, the College became a constituent college of the New University of East Africa with Makerere in Uganda and Dar es Salaam in Tanzania being the other two sister colleges.

University of London Degrees

The University College, Nairobi was in February 1961 admitted into Special Relationship with the University of London and prepared students in the Faculties of Arts, Science and Engineering for the B.A., B.Sc. General Degrees and B.Sc. Engineering Degree of the University of London. Teaching for London degrees terminated in 1965 and students who entered degree courses from 1963 onwards registered for awards of the University of East Africa.

Veterinary Studies

The College continued to grow. In 1962 the Faculty of Veterinary Science was transferred from Makerere University College to University College, Nairobi. In the year 1963 Extra-Mural Studies which hitherto had been organised in Kenya by Makerere University College was also transferred to the University College, Nairobi. During the same year, the College of Social Studies, Kikuyu, which had been operating as an independent centre for residential adult education since 1961, was absorbed as Institute of Adult Studies.

Institute for Development Studies

The Institute for Development Studies was established in 1965. It is a multi-disciplinary purpose organization focussing on Research social and economic issues of development in Kenya and in the rest of Africa.

Training of Doctors

In 1967 the Faculty of Medicine admitted its first students. Based at Chiromo (one and a half kilometres from the main campus) for its preclinical teaching. The Faculty's clinical work is carried out at the Kenyatta National Hospital. During 1978/79 the Faculty admitted 176 students

Department of English

The Department of English is divided into two departments — a Department of Literature in English or French and the department of Linguistics and African Languages, which began teaching in the Department of English in 1969/70.

Agriculture, Law and Journalism

Faculties of Agriculture, Law and School of Journalism were opened with intakes of 40, 56, and 20 respectively during the 1969/70 academic year.

During 1978/79 the Faculties of Agriculture and Law both admitted a total of 121 and 72 students respectively.

The School of Journalism has been offering a two-year diploma course in journalism with an intake of 20 students from 1970 to 1979 when the course was discontinued.

Beginning from this academic year the School of Journalism will be offering a one-year postgraduate course in Mass Communication. Training will be given in both newspaper and broadcast journalism. The School publishes a student newspaper, the anvil, which, has a limited circulation within the campus.

Physical Development

- 1962 — The Library and Chemistry Building (Hyslop)
- Seven Halls of Residence, 6 on the Main Campus and Tana Hall, Kabete.
- 1964 — Engineering Building, Old Wing
- Botany & Zoology Buildings — Chiromo
- 1969 — Botany & Zoology — New Wing
- Preclinical Medical Building — Chiromo
- 1969 — Library
- Lecture Hall and Cafeteria
- Education Centre
- New Hall of Residence — Mboya Hall
- Two Halls of Residence — Dag Hammarskjold & Jamhuri Halls
- One Hall at Kabete
- 1972/73 — Architecture, Design & Development Building
- Halls of Residence, Halls 12 and 13
- New extension to Women's Hall
- Central Catering Unit
- 1974 — Physical Science Building at Chiromo
- 1976 — Computer Science Building — Chiromo
- Food Science and Technology Building — Kabete
- 1977 — Public Health, Pharmacology and Toxicology Building — Kabete
- 1977 — Library Extension — Chiromo
- 1978 — Agricultural Engineering Workshops & offices — Kabete.

Inauguration of the New University

Thursday December 10th 1970 marked another important milestone in the development of the College when the late Excellency, the President, Mzee Jomo Kenyatta officiated in the inauguration of the University of Nairobi.

During the academic year 1972/73, Kenyatta College, situated 16 kilometres away on the main Nairobi/Thika Road, became a constituent college of the University. Its main role is to train graduate teachers for secondary schools, and teacher training colleges.

The student population has continued to grow. The 1972/73 academic year session enrolled 1,270 bringing the total population to around 4,000 students. For 1974/75 an intake of 1,938 with 1,435 for Nairobi raised undergraduate enrolment to 4,416. The 1975/76 intake of 1,563 raised the undergraduate enrolled to approximately 5,979. During the academic year—1976/77 with an intake of 1,300 new students, the total enrolment was 5,400 students.

GOVERNING OF THE UNIVERSITY

The Chancellor — The President of the Republic.

The University Council — The Council is responsible under the University Act 1970 for the administration of the University. It is the supreme policy-making body which among other things, provides for the welfare of the students and after consultation with the Senate, makes regulations governing the conduct and discipline of the students of the University.

Council Consists of: The Chairman
Vice — Chairman
Honorary Treasurer] who are appointed by
the Chancellor

Vice-Chancellor
Deputy Vice-Chancellor
Principal, Kenyatta
University College] Ex-Official

- Government Representatives
- Senate Representatives
- Convocation Representatives
- Students' Representatives
- Gandhi Memorial Academy Representatives
- Registrar — Secretary



*Mr. B.M. Gecaga, chairman of the University Council
addressing a graduation ceremony*

THE SENATE

This is the internal managerial body which consists of the Teachers, Heads of the Teaching Departments and Deans of Faculties. The Senate considers and recommends regulations governing the admission into the University, the suitability of the content of the courses and the academic standards of such courses in relation to the degrees, diplomas or certificates awarded by the University. The Senate also decides and recommends on the basis of performance at the University examinations and successful completion of the specified studies such persons as merit for the award of degrees, diplomas or certificates of the University.

The Vice-Chancellor — who is appointed by the Chancellor after consultation with the Council is the academic and administrative head of the University.

The current Chairman of the University Council is Mr. B.M. Gecaga — a prominent businessman, while Dr. Joseph Mungai is the Vice-Chancellor & Chairman of the Senate.

FINANCING THE DEVELOPMENT

The Government of Kenya provides the University for both recurrent and capital requirements. The University has received generous assistance from Foundations, Agencies and Universities which has enabled it to put in train the building programme mentioned above and to obtain additional staff on secondment and short term contracts. In addition, a number of aid agreements have been concluded through the Government of Kenya with individual overseas governments for the supply of staff and/or funds in particular fields.

The Department of Architecture, Design and the Housing Research Unit receive aid from Denmark while the Department of Electrical Engineering, Chemistry and the Faculty of Veterinary Medicine are assisted by Norway. Sweden supports the Department of Physics. The Faculty of Education and Faculty of Engineering receive aid from UNESCO. The World Health Organisation supports the Department of Advanced Nursing while the World Meteorological Organization supports the Department of Meteorology.

UNIVERSITY FEES

(a) Non-citizens and students from Overseas

All non-citizens of Kenya must produce evidence of adequate financial support, before coming to the University.

This evidence must be in the form of a letter from the sponsoring body guaranteeing adequate financial support for the entire duration of the course.

(b) Payment of Fees

Fees will be collected at the time of registration or debited against bursary accounts of sponsored students. For those students not sponsored by Government, the University regulations provide that all fees for the year be paid during the first fortnight of the first term. In cases of real hardship, the Finance Officer may be consulted if the fees cannot be paid within the period stipulated.

The detailed financial requirements are as follows:

Tuition Fees Shs. 28,000 p.a.

In addition to the above, the following fees are payable to the University:

| | |
|---|-------|
| Identity Card | 17/- |
| Caution money | 60/- |
| Registration Fees | 60/- |
| First Degree, Diploma or Certificate Bachelor of Philosophy | 100/- |

Examination Fees

Bachelor Degrees in the following
Faculties: Agriculture, Arts, Commerce,
Engineering, Law and Science

1st year examination 120/-

Third year examination 280/-

Bachelor Degrees in the following Faculties:

Medicine, Vet. Medicine & Architecture

1st year examination 100/-

2nd year examination 100/-

3rd year examination 100/-

4th year examination 100/-

5th year examination (Medicine only) 100/-

Bachelor of Philosophy 300/-

Diploma certificates in the following courses:

Urban Planning, Diplomacy, Education,

Meteorology and Adult Education 200/-

Diploma in Journalism

1st year examination 120/-

2nd year examination 120/-

Master's Degree

Upon entry to the examination and/or
submission of dissertation or thesis 400/-

Doctor's Degree

Upon submission of dissertation or thesis 800/-

Special Examination

(e.g. a candidate failing on one subject in a first year
examination and being allowed a special Exam.) 40/- per subject.

Exemption Fees

Shs. 120/- per year, or part thereof of study, with power in the
hands of the Vice-Chancellor to grant remission where the exemp-
tion granted does not correspond exactly with a year of study.

Other Expenses

i) Books & Equipment (varies according to course) 1000 — 8,800/-

ii) Graduation Fee 20/-

iii) Convocation Fee 20/-

Debts No student who is in debt with the University may
be allowed to sit the examinations.

Caution Money

In admission, all students are required to deposit a sum of Shs. 60/-
to cover any loss or damage done to University property by the
student. This amount must be made up by the student at the
beginning of each term. Any balance left at the end of the course
will be refunded to the student.

Bursaries

Candidates for admission to the University should apply to their Ministries of education for information on bursaries. Financial help is also given by other bodies details of which may be obtained from the Registrar.

ACADEMIC ORGANISATION

The University has the following nine Faculties, five Institutes and a School of Journalism. Kenyatta University College is a constituent College of the University.

1. Faculty of Agriculture — is situated on Kabete campus and has six academic departments namely — Crop Science, Soil Science, Agriculture Economics, Food Science and Technology, Agricultural Mechanisation and Farm Planning and Animal Production. The latter department, though a constituent department of the Faculty of Veterinary Medicine is also a constituent of the Faculty of Agriculture.



*Students of the Faculty of Agriculture in the Farm
Learning the use of Oxen and Plough.*

2. Faculty of Architecture, Design and Development

Situated along State House Road are the Dept. of Architecture, Dept. of Design, Dept. of Land Development and Housing Research and Development in one building unit.

3. Faculty of Arts — on the main campus

Departments of: Economics, Geography, Government, History, Linguistics and African Languages, Literature (incorporating the Sub-department of French), Philosophy and Religious Studies, Sociology, and the Diplomacy Training Programme.

4. Faculty of Commerce — main campus

Departments of Business Administration, Accounting and Management Science.

5. Faculty of Engineering — main campus

Departments of: Civil Engineering, Electrical Engineering, Mechanical Engineering, Surveying & Photogrammetry, with Computer Science Building at Chiromo.

6. Faculty of Law — main campus

Dept. of Commercial Law, Dept. of Private Law and Dept. of Public Law.

7. Faculty of Medicine — Chiromo campus for preclinical years (1st & 2nd Years).

Kenyatta Hospital for Clinical Years — 3rd, 4th and 5th Years.

Departments of: Advanced Nursing, Human Anatomy, Medicine, Community Health, Surgery, Pathology and Microbiology, Paediatrics and Child Health, Medical Biochemistry, Medical Physiology, Psychiatry, Obstetrics and Gynaecology.

Psychiatry, Obstetrics and Gynaecology, Department of Pharmacy, and Dentistry.

8. Faculty of Science — Chiromo campus

Departments of: Botany, Chemistry, Geology, Mathematics, Meteorology, Physics and Zoology.

9. Faculty of Veterinary Medicine — Kabete campus

Departments of: Veterinary Anatomy & Histology; Animal Production, Clinical Studies, Veterinary Biochemistry, Veterinary Pathology & Microbiology, Dept. of Veterinary Physiology.

10. Institute of Adult Studies —

Extra-Mural Division, Correspondence Course Unit — main campus
Adult Studies Centre — Kikuyu.

11. Institute for Development Studies — behind Faculty of Engineering
12. Institute of African Studies — National Museum
13. School of Journalism — behind Faculty of Engineering
14. Institute of Population Studies and Research — Main Campus

THE INSTITUTE OF AFRICAN STUDIES

The Institute of African Studies was created in August 1970 and was given the responsibilities for promoting and conducting original research in the fields of African prehistory and history; ethnograph and social anthropology; linguistics; musicology and dance. Traditional and modern arts and crafts; religion and other belief systems.

The Institute of African Studies is located behind the National Museum and it works in close co-operation with the National Museum and the British Institute in Eastern Africa.

LINKS WITH UNIVERSITIES OVERSEAS

Links have been established with overseas Universities by means of secondment and exchange programmes eg. between: Bureau of Educational Research and Havard University; Dept. of Civil Engineering and University College, Swansea; Faculty of Medicine and University of Glasgow, McGill & Padua; Faculty of Vet. Medicine and University of Giessen, Glasgow, Colorado State University and Norway;

Adult Studies, Kikuyu and University of Nottingham; Correspondence Course Unit and University of Wisconsin. There also exists a student exchange programme between the University of Nairobi and the University of California. Others are Kalamazoo College & Pennsylvania State University.

DAY TO DAY ADMINISTRATION OF UNIVERSITY

The Governing body of the University of Nairobi is the University Council. It is responsible for the policy of the University on

matters of common concern to students and staff on all aspects of University administration.

The Vice-Chancellor — He is responsible to the Council for the administration of the University.

Deputy Vice-Chancellor — Assists the Vice-Chancellor on all academic matters.

Registrar — Is responsible for overall administration of the University.

Finance Officer — Is responsible for the administration of University's finance including students bursaries.

Dean of Students — Is concerned with non-academic aspect of the students and in particular, welfare, counselling, consultation with Catering Manager, Medical Officer and Games Tutor.

STUDENTS SERVICES

Accommodation

The University operates the Halls of Residence. These provide sharing accommodation for men and women undergraduates. The total accommodation capacity of the Halls is 3,910 beds. The total enrolment is over 5,400 — undergraduates and postgraduates. As these are not enough for all who need them, not all can be accommodated in the Halls.



Hall 12

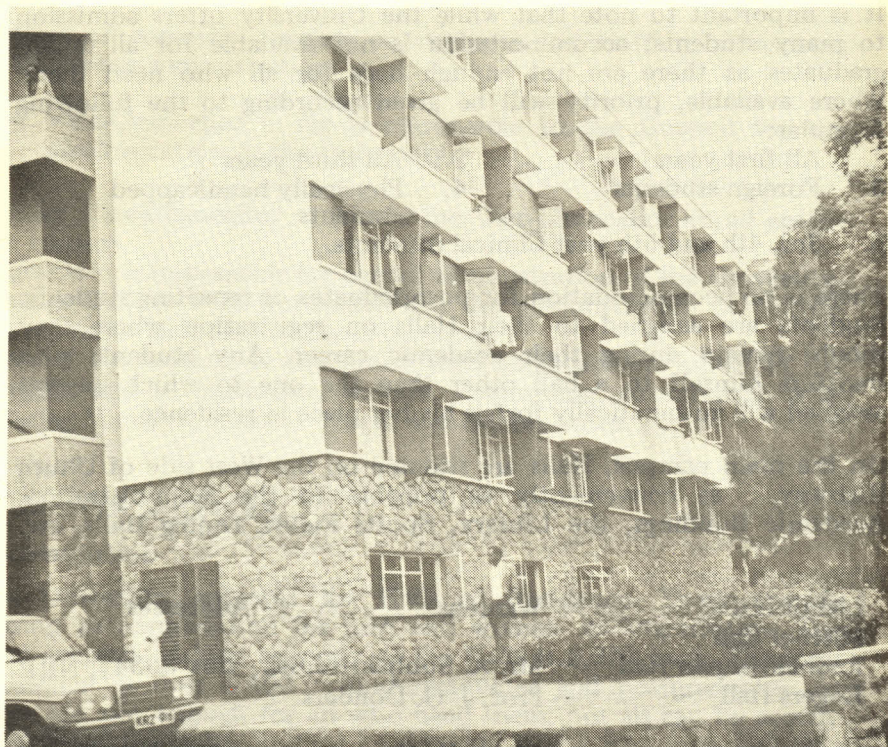
It is important to note that while the University offers admission to many students, accommodation is not available for all undergraduates as there are not enough beds for all who need them. Where available, priority will be given according to the following formula:-

1. All first years
2. All third years
3. Foreign students
4. Physically handicapped students
5. 3rd, 4th and 5th year Clinical Students.

There is no accommodation for postgraduates or repeating students. Students are assigned to their Halls on registration where they should remain during their academic career. Any student, who transfers himself to a hall other than the one to which he was assigned will automatically forfeit his/her place in residence.

On the main campus, Halls are situated on the West side of Uhuru Highway, as conveniently as possible to the Administration, Academic Buildings, the Library, Sports Fields, Dining Halls, etc.

| List of Halls | Wardens | Addresses |
|--------------------|-------------------------|-----------------|
| Mitchel Hall | | |
| Radhakrishnan Hall | — Mr. A. Subbakrishniah | Box 30344, NRB. |
| Rogers Hall | — Prof. J. G. Donders | |
| Nyerere Hall | — Mr. K.K. Kanuga | Box No. 20551, |
| Elgon Hall | — vacant | Nairobi. |
| Nile Hall | | |
| University Hall | — Prof. M.S. Patel | Box 20551, |
| Africa Hall | | Nairobi. |
| Mboya Hall | — Prof. J. Kokwaro | Box 30344, |
| | | Nairobi |
| Dag Hammarskjold | — Prof, J.G. Donders | Box 30344, |
| Jamhuri Hall | | Nairobi. |
| Ronald Ngala Hall | — Mr. T. A. Van Sant | Box 20551, |
| | | Nairobi. |
| Kwame Nkrumah Hall | — Mr. F.P. Ranji | Box 20551, |
| | | Nairobi. |
| Women's Halls | — Dr. J. Bahemuka | Box 30350, |
| | | Nairobi. |
| Kenyatta Medical | | |
| Students Hostel | — Dr. H.O. Pamba | Box 30588, |
| | | Nairobi. |
| Tana Hall & Soweto | — Dr. D.M. Mukunya | Box 29053, |
| | | Nairobi. |



Hall 11

Women's Halls are situated on Mamlaka Road, next to the Nairobi Chapel. Students are advised to note their Halls' Box Numbers and advise their friends and relatives so that their letters are sent to them directly.

Tana Hall is for years 2-4 Veterinary and 2-3 Agriculture students, whereas Kenyatta National Hospital Medical Students' Hostel is for 3-5 year students at Kenyatta National Hospital along Ngong Road. The students at the Institute of Adult Studies reside at Kikuyu.

Charges

The rates vary from time to time to meet the rising costs. The operating charges covering the termly and vacational periods is currently as follows:-

| | | |
|---------------------|---|-------------|
| Three Term students | — | KShs. 5,380 |
| Four " " " | — | KShs. 6,840 |

Breakdown

- (a) *Non-Resident students —Kshs. 35/- plus Shs. 16/-
for the hire of beddings
- (b) Vacational Residence charges — Kshs. 40/- 40/-
- (c) There is a special charge for Conference and Seminar Groups.

*Non-Resident students include students from other Universities in Africa or outside Africa.

II. Accommodation can only be given if:

- (a) Finance Office confirms advance payment by issue of receipt;
- (b) Appropriate residence forms have been duly filled and signed as necessary;

NB: Head Custodians and other halls staff have no authority to offer accommodation to anyone.

REPAIRS AND MAINTENANCE

The Resident Architect's Department is responsible for repair and maintenance of the Halls. Report any maintenance problems directly to the Custodian. There is a small maintenance unit with skilled craftsmen in various trades. This Unit helps to speed up repair and maintenance work. It is not usually possible to carry out repair work immediately on request as the area to be covered is very large and the maintenance men have to attend to requests

from all halls, kitchens and other buildings. Specialised repair and maintenance jobs are done by outside contractors. Delays are sometimes inevitable where contractors are unable to obtain replacement spares on time. However, unduely long delays should be reported to the Halls Office. The general direction of the University staff in the Halls, — the cleaners, janitors, porters — is under the Halls Administration. Students are requested not to tamper with lights or furniture in their rooms. However, general tidiness of each room is the responsibility of the occupant. All damage to room, furniture or fixture in the room except that which is due to normal wear and tear *will be repaired at occupant's expenses.*

SECURITY OF STUDENTS' ROOMS

Keys: Students are provided with one key for their study-bedroom door. To assist in maintenance of security, students are strongly advised to look after their keys and not leave them lying around or on top of their doors. Lock your door when you are out of the room.

Return of Keys: All keys must be returned to the Custodian at the end of the term preceeding the long vacation and on short vacations if specifically requested to do so. This facilitates repair and allocation of rooms for vacational residence. University disclaims responsibility over loss or damage of any property left in rooms. Replacement of lost keys will be on cash payment of the replacement cost by the student concerned or from the student's caution money.

Beddings: Students are responsible for the supply of their own beddings — it is advisable for normal use to have:

- 2 or 3 blankets
- 3 sheets
- 2 pillow cases
- 1 towel.

Table Lamps: Most rooms are fitted with adequate reading lighting fixtures. Where table lamps are requested, the initial reasons other than through normal wear and tear will be the responsibility of the student.

There is always a good number of students staying off the campus, mainly those who have their relatives or friends or are able to find accommodation in Nairobi. Other students may apply to live out of the University and live in Y.M.C.A. or such other hostels. Applications for non-resident boarding allowance should be addressed to the student's sponsor, usually the Ministry of education, through the Finance Officer, University of Nairobi, an endorsement by the Dean of Faculty and the Dean of Students, confirming that there is no objection to the student living off campus. In case of 2nd Year accommodation the University Halls of Residence Institute can be contacted.

Non-Resident Students Register

All non-resident students are required to give their Nairobi address to the Dean of Students' Office and arrange to have their mail delivered if necessary, through the Dean of Students' Office. Resident students can apply to become non-resident. Permission to transfer status will be granted only at the end or beginning of the academic year except on serious medical grounds.

STUDENTS SOCIAL LIFE, ACTIVITIES AND REPRESENTATIVE BODIES

The University and Halls Amenities provide the setting in which the social life and other interests and activities of students can develop. The University takes the view that all the social activities and interests of the students are of real educational value — in constantly adapting themselves to live harmoniously and creatively

with other people — and we accept that all this can best develop through the combined efforts of students and members of staff.

Many provisions are made for staff and students to interact and students views on living conditions and other activities, are welcome and encouraged by the University. Students have access to staff individually and informally at any convenient time and there are numerous representative bodies, e.g. the Halls Committee, the Students Welfare Committee, Senate, Faculty Boards and even in the University Council.

Clubs and Societies

There are associations, clubs and societies such as the Kenya Students Union, Tanzania Students Union, Uganda Students Association, etc. A recent ruling of the University provides that only the academic and faculty based societies will be granted the use of University facilities for approved activities. Booking of these facilities should accompany approval or recommendation of Dean of Faculty.

Registration

All clubs and societies must be registered with the Registrar of Societies and their leaders are urged to ensure that this is done. It is illegal for any society or union to operate without registration as required under "*Registration of Societies Act 1968 Sec. 4*". Details of registration can be obtained from the Dean of Students Office.

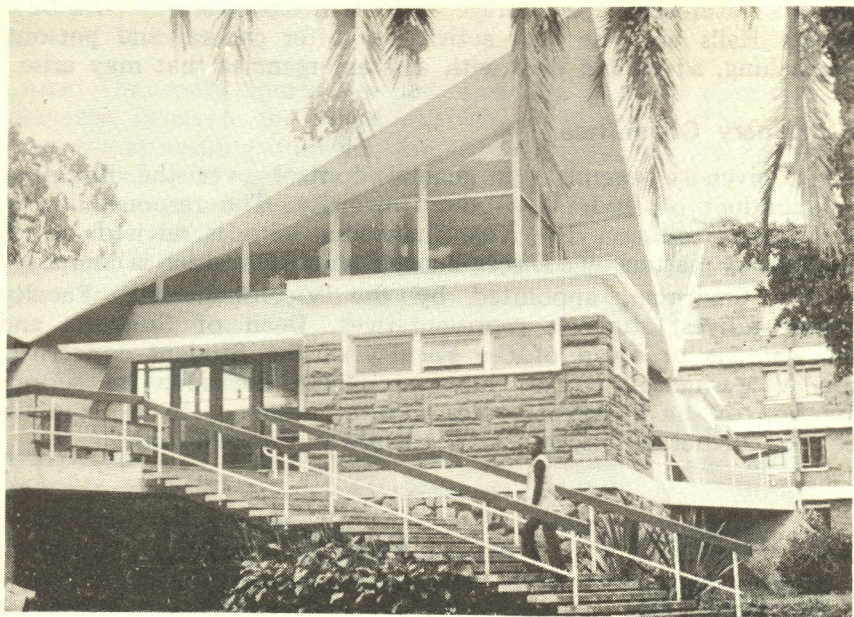
APPROVED STUDENTS' FACULTY BASED ASSOCIATIONS/CLUBS

- (1) Association of Medical Students
- (2) Marketing Students Association
- (3) DS 70 Design Students Association
- (5) Sociology Students Association
- (6) Biology & Wildlife Association
- (7) Accounting Students Association
- (8) Agriculture Students Society
- (9) Veterinary Students Association
- (10) Education Students Association
- (11) Association of Architects Students
- (12) AIESEC Kenya — Commerce — Registered
- (13) Literature Students Association

GENERAL STUDENT — WELFARE RECREATION

- (1) Nairobi Students Organisation — NUSO
- (2) Games Union
- (3) Nairobi University Chess Club
- (4) University Drama Group
- (5) World University Service

NB: Associations/Clubs which are not Faculty based are not allowed to utilize University facilities such as lecture Theatres, Hall etc.



Students Centre

DEAN OF STUDENTS' OFFICE

The Dean's Office is primarily concerned with the general students welfare. The Dean maintains contact with the students representatives on matters affecting students generally and deals directly with individual students whenever they have problems which cannot be solved by their Wardens or Deans of their respective Faculties. He is also in constant touch with all departments of the University, which provide for students' welfare services, e.g. Halls and Catering, the Games, the Resident Architect and Estates (for repairs, maintenance, etc.) and Health Centre. He participates in discussions on development projects and plans for new Halls, the design of students' rooms, kitchens, dining rooms, the overall planning and layout of the University Bookshop. For serious matters students can, of course, refer to the Registrar or the Vice-Chancellor by an appointment through the Dean of Students' Office.

Wardens

They are appointed to their posts for their interest in students affairs. They are all members of the academic staff. They reside either in the Halls or nearby. Their job is to assist with the promotion of the community life in the Halls, create friendly and co-

operative atmosphere, encourage students' interests and responsibility in the Halls and the Hall activities, offer general and personal counselling, advise and deal with any emergencies that may arise.

Disciplinary Committee

The University exercises a general control over the discipline and conduct of students of the University. The responsibility in this regard rests on the Vice-Chancellor who is advised on all disciplinary matters by a Disciplinary Committee which is composed of the Chairman, appointed by the Vice-Chancellor, Faculty representatives, students representatives, Dean of Students and the wardens or Dean of the Faculty of the Student concerned. The Vice-Chancellor can, however, make decisions on serious violation of the University rules without reference to the committee. For further details, refer to the Rules and Regulations.

UNIVERSITY FACILITIES AND AMENITIES

Halls Administration

The Halls administration office, from where administrative machinery is co-ordinated, is located on the ground floor of the building between Nyerere and Mboya Halls.

Warden's Office

Each Warden has an office in the Hall. He advises the students when he is available for consultation. He is also housed within easy reach of the hall where he can be seen on urgent or emergency matters. Women's Halls are administered by a Lady Warden and her members of staff which include a HouseKeeper, Head Janitor and Janitor. They can be seen in the office in the Women's Halls.

Personal Records

The bulk of the students' records are kept in the students record section in the Admissions Office. As the University regularly sends reports and testimonials on students in connection with bursaries, scholarships, vacation jobs, employment, etc., students will help themselves by sending a summary of their interests, hobbies, offices held, distinction gained and any other contributions they make to communal life — to the Registrar through the Dean of their Faculty or the Dean of Students.

All changes of address must be recorded in the admissions office.

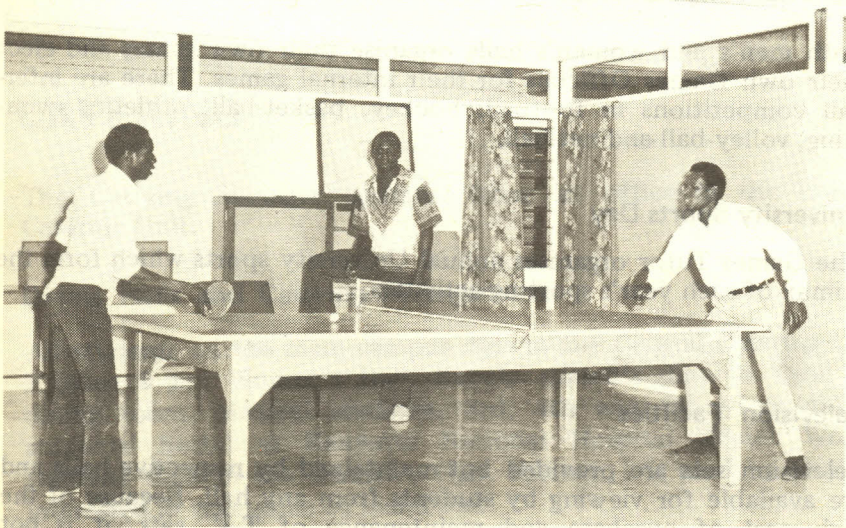
Games and Recreations

The main University sports fields are near the Halls of Residence in the area between the Halls and Uhuru Highway. There are facilities for swimming, football, athletics, hockey, cricket, basketball, volleyball and tennis. There are also other provisions for minor indoor games within the Halls, e.g. table-tennis, cards, draughts and chess, darts, ring boards and carrom boards. Members of each hall should contribute towards the purchase and up keep of recreational facilities within the Hall.

UNIVERSITY SWIMMING POOL

The University of Nairobi has an Olympic Size swimming pool. This by design has two shallow ends, ideal for beginners, and a deep middle (8ft deep). The pool is by no means designed for diving other than the usual race starting diving, and all swimmers are advised not to try diving.

The pool is open to swimmers everyday from 10.00 a.m. to 6.00 p.m., and no swimmers are allowed in outside this time limits. All people swimming in the University pool are warned that they swim at their own risk and the University shall not accept any liabilities arising from pool incidents or accidents.



Recreation facilities in Halls of Residence

Indoor Sports and Recreation

Plans are underway to establish an indoor sports complex under the Central Catering Unit. When completed, the gymnasium will offer facilities for boxing, judo, table tennis, weight training gymnastics, etc.

Athletics and Related Sports

These are under the direction of the Games Tutor who has his own offices at Rogers Hall. He is responsible for the supply of sports equipment and maintenance of the permanent facilities such as the sports field, tennis courts, basketball courts etc. He also undertakes the administrative responsibility for the University teams and provides coaching as required. Fixtures for matches between university teams and local clubs are made through the Office of the Games Tutor.

He in consultation with the Games Development Committee advises the University on matters affecting the expansion and improvement of sports facilities, including the swimming pool.

The Games Committee

Works very closely with the Games Tutor. It has its own Chairman and an elected committee. Together with the Games Tutor, they are responsible for the promoting of the athletic and other sporting activities in the University.

Halls Sporting Activities

Both men's and women's halls organise their own games and elect their own Games Officials for their internal games. There are inter-hall competitions in football, hockey, basket-ball, athletics, swimming, volley-ball and net-ball.

University Sports Day

The Games Tutor organises annual University sports which form the climax of each year's sporting activities.

Television Facilities

Television sets are provided but maintained by respective halls and are available for viewing by students from any hall. Because of the high cost of purchase and maintenance of T.V. sets, it is not possible to provide a set for each hall.



Hockey team

CATERING

The Catering Manager operates from an office in the Central Catering Unit.

Dining Halls and Catering Arrangements

All students on the main campus dine in the Central Catering Unit, Kitchen I and Women's Hall. Kabete students dine in Tana Hall dining room. Medical students, 3rd, 4th and 5th years dine at students' hostel at Kenyatta National Hospital Hostel. Women students dine in the Women's Hall. Kitchen I is used by students interested in vegetarian or bland diet.

Identification

University requires all students to produce a meal card and to identify themselves by producing identity cards as they enter into the dining Halls for service. Catering staff have been authorised to deny service to any student who fails to comply with this regulation.

Meals Service

Food and cutlery is collected at the serving counter. A high standard of cleanliness and good manners at table is expected. It is not permitted to take out any food, drink, china, cutlery or furniture from the Dining Halls without permission from the Cateress on duty.

In case of sickness, students are requested to help each other by obtaining permission to carry meals to the sick colleague and return the plates to the Dining Hall after use. The doctor should issue a note to the Cateress whenever a student is required to take meals in bed.

Central Catering Unit

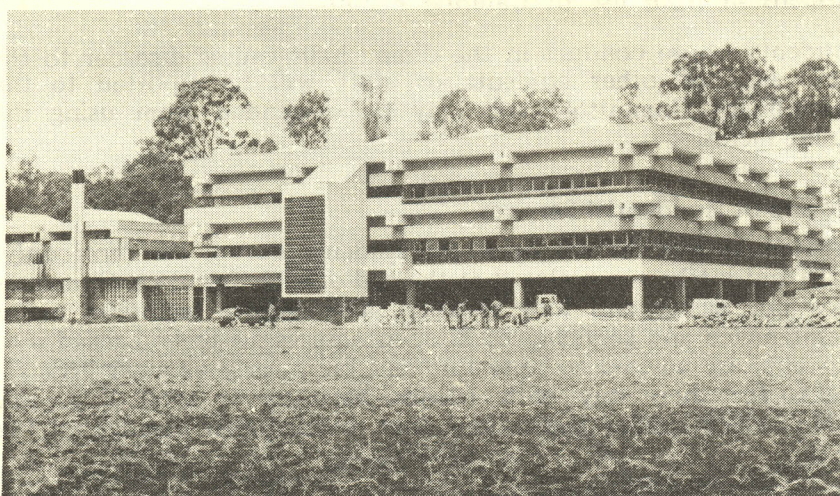
This is a new catering complex containing two large dining halls and a vast kitchen equipped with the most up to date and modern equipment. It has a capacity of feeding over 4,000 students on a cafeteria system. Students collect their meals in the serving counter and move to the dining halls. Students would help speeding up the service and reducing queueing time by not removing the various dishes from the trays on to the table. This further reduces the amount of mess left on the tables which have still to be used by other students. After eating, students are requested to vacate their seats for others who may be waiting.

Meal Times are as follows:-

| | |
|-----------|------------------------|
| Breakfast | 6.45 a.m. — 8.15 a.m. |
| Lunch | 11.00 a.m. — 1.45 p.m. |
| Dinner | 5.30 p.m. — 7.45 p.m. |

University Refectories

There are self service refectories on the main campus, at Chiromo and Kabete where food is sold for cash to staff or students. These refectories are open to staff and students from 9.00 a.m. to 4.45 p.m. meals soft drinks etc. are served.



Central Catering Unit feeding capacity of 6,000 students

Catering for Students Residing at Kabete

Catering arrangements are made for these students in Tana Hall. The details are worked out between the Tana Hall Warden and the Cateress on duty and are published at the Tana Hall. Students from Kabete may obtain meals occasionally at the main dining halls, but they should ask their Cateress to notify the Cateress of the kitchen they wish to eat in at least two days earlier.

Catering for Women Students

There is a dining hall and a kitchen within the Women's Halls of Residence. Service will be restricted to women students only. They may, however, bring in visitors, who as elsewhere, will be treated as guests and their meals paid for.

Catering for Medical Students at Kenyatta

Clinical students (3rd to 5th year) who live at the Medical Students Hostel take their meals at the Hostel's Dining Room. The hours and conditions of service are similar to those operating in other University Students' Dining Halls.

Packed Lunch

Students will be provided with packed lunch if it is requested. A 24 hours notice is required before the lunch is collected.

Suspension from use of Catering Facilities

Students whose conduct in the dining halls causes disorder to the annoyance of other students or staff will be reported to the Disciplinary Committee and may be suspended from using the dining facilities.

Closure of Residential Services

Residential services are open for students *during the term only*. Halls and kitchens are closed at the end of each Term, i.e. Christmas vacation, Easter and long vacation. The closure facilitates major maintenance and servicing of kitchen equipment to be carried out. Students are advised to note this and book early or make arrangements for their stay with friends, relatives or local Y.W.C.A., Y.M.C.A. or similar institutions that remain open throughout the year.

LIBRARY

The main University Library is open to all students. The opening hours are as follows:

| | |
|------------------|-------------------------|
| Monday to Friday | 8.00 a.m. to 10.00 p.m. |
| Saturdays | 8.00 a.m. to 3.00 p.m. |

Opening hours are published at the Library entrance, but students should note that the Library will close at 10.00 p.m. There are additional facilities at Chiromo, Kabete and Kenyatta National Hospital. For detailed information, see the Library Guide — supplied by the Library.

Closure of all University Buildings

To ease the congestion in the main Library, other classrooms, laboratories or studios are kept open but they will be closed and lights turned off at 10.00 p.m. every day. Students are required to leave the building before 10.00 p.m.



Students Health Centre

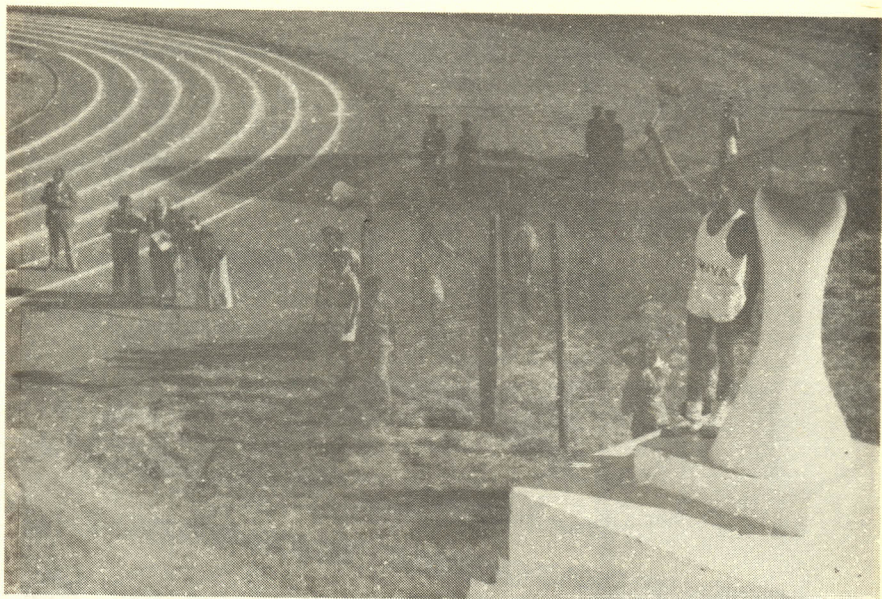
MEDICAL SERVICES

There is daily out-patient service with two doctors on duty at the Health Centre. There is no charge for the University Medical Service. Opening hours are posted at the entrance of the Health Centre. In cases of sickness, report to the Health Centre. If unable to leave your room, ask another student to report to the Warden and the Health Centre. The information contained in the Students' Health Centre Guide will be useful to all. The nursing sisters and the Health Centre Administrative Assistant live in the Halls area. This is done so that they can provide night services when required. Further information is available either from the Dean of Students' Office or from the Health Centre.

There is an ambulance service for 24 hrs. in the Halls Administration Office.

Medical Examination

Admission into the University is conditional upon a satisfactory medical report being received. Students are therefore required to undergo medical examination by a recognised medical practitioner before coming to the University. Form JI/3 is supposed to be filled by the doctor who examines the student and it should be sent to the University.



Mr. Nyariki lighting the torch during 1978 FASU Games

Medical Attention at the University

The University Health Centre is open to students but students are advised to be prepared to meet the expenses of any medical attention not provided by the University.

Non-Resident Students

Students not residing in University Halls of Residence are expected to make their own arrangements for medical attention, but they will be able to avail themselves of the services of the University Dispensary and the services of the Nursing Sister in cases requiring emergency treatment.

Dental and Optical Treatment

The University does not provide dental or optical treatment. Any student having or suspecting eye trouble, should consult opticians and where necessary, buy spectacles before coming to the University.

Treatment by Private Doctors

The University is not responsible for any expenses or fee payable by students as a result of consultation or treatment by private Medical Practitioners. Those who go to consult or receive treatment of this nature should make their own arrangements to meet any charges that may fall due.

LAUNDRY

Students are responsible for their own laundry. Basic laundry facilities are provided in the halls, where students can wash and press items that require ironing. All new halls (9 – 13) have adequate laundry facilities. For the old halls (1 – 8), there is a Laundry Unit above students Centre. The Unit is manned by 4 attendants and is open from 8.00 a.m. to 4.30 p.m. Private arrangements with laundering and dry-cleaning firms can be made by the students for other cleaning. Consent has been given to one firm of Dry Cleaners to collect and deliver laundry in the halls for students' convenience.

TELEPHONES

Two public telephones are available, one in women's Hall and the other one at Kabete campus Hall. These telephones can only be operated by inserting cash. It is absolutely forbidden to tamper with the coin boxes. Presecution may result if anyone is caught doing so. Owing to the frequency of malicious damage and misuse of these telephones, the Post Office is most reluctant to maintain or instal new ones.

GENERAL SECURITY

Students are responsible for the security of their own property. It is absolutely essential that you protect your property by locking your doors everytime you go out of your room, as well as your wardrobes. University disclaims responsibility over all losses of student property either in or outside the campus.

Procedure in Case of Arrest

Students do not enjoy any immunity from arrest and prosecution if they break the law by committing crimes. Cases of students arrested in the town for various offences are reported by the police. When arrested, students should notify their wardens or the Dean of Students' Office. The University cannot interfere with the police proceedings when students are arrested for breaking the law of the land. Individuals arrested are responsible to arrange for their own defence, payment of fines, bails, etc. as the court may determine.

Procedure in case of thefts and losses

As indicated elsewhere, students are responsible for the security of their property. In cases of loss, report in detail to the Halls Officer or the Police. No claim can lie against the University for such loss. Should you notice strangers and suspicious characters loitering near your room, report them to the office.

Procedure in case of serious illness

When it becomes impossible to attend lectures or fulfil other academic requirements, the information should be communicated to the University Medical Officer, the Dean of Faculty and the Dean of Students without delay. A medical report or certificate should be obtained and submitted to the Dean of Faculty. For prolonged absence from University due to illness, the University will require a medical certificate of fitness to support continuation of studies.

HALLS STAFF/STUDENTS RELATIONSHIPS

The Halls have a large number of administrative staff to provide the services necessary for our student community. These men and women are employees and are not to be considered as personal servants. Complaints about the conduct or poor performance of staff should be reported to the Senior Administrative Assistant, Halls the Warden and in the last resort to the Dean of Students. Students should endeavour to be courteous and considerate to staff. Avoid direct confrontation with Halls or Catering staff as much as possible by reporting your complaint through your representatives, to the administrative authority concerned. Students having business with any of the University offices should show their Identity Cards and preferably present their business in writing. It is advisable to consult your wardens or obtain their advice or assistance in negotiating important business affairs with the University officers, but for most everyday dealings students have direct access to the University offices and services.

STUDENT REPRESENTATIVES

The main channel of communication between students and the University is through their representatives on various University Committees. The students are represented in the following committees:-

1. University Council
2. Senate
3. Students Welfare Committee
4. Faculty Boards
5. Student Faculty Board Representative Committee
6. Wardens Committee
7. Council of Halls Chairmen

8. Students Health Committee
9. Catering Committee
10. Disciplinary Committee
11. Students Centre Committee
12. Bookshop and Library Committee.

UNIVERSITY BOOKSHOP

Hours of Business:

1. At the beginning of the term

Monday to Friday — 8.30 a.m. to 6.30 p.m. (open during lunch hour)

Saturday — 8.30 a.m. to 12.30 p.m.

2. During Vacation

Monday to Friday — 8.30 a.m. to 12.30 p.m.

— 2.00 p.m. to 4.30 p.m.

Saturday

— 8.00 a.m. to 12.00 p.m.

During the first *four weeks* of the academic year, the students are served according to purchase programme which will be circulated to the Faculties and will be put on the notice boards. It is difficult to serve all the students at one time. Therefore, students are requested to follow the purchase programme strictly.

Purchase

Students are requested to bring their identity cards with them when they wish to purchase from the Bookshop. Under no circumstances would purchases be allowed to the students who do not bring along their identity cards.

Postage Stamps

The Bookshop will sell postage stamps on *cash basis* only. No one will be allowed to purchase stamps against the Book Allowance.

Students should ensure that payments are made for all books before taking them out of the Bookshop. Taking books away without paying for them will constitute a criminal act — theft. Avoid embarrassment or possible criminal prosecution by paying for books and other materials that you select.

RELIGIOUS SERVICES

The Chaplaincy Centre

This is situated on State House Road, next to Hall 9 and is open to all students for reading and for meetings. Students are welcomed to use the library from 10.00 a.m. onwards. Recreational facilities (indoor and outdoor games) may be used from 2.00 p.m. to 7.00 p.m. daily. In addition, there are many other denominational churches within easy reach of the University — namely holy Family Cathedral (Catholic), St. Andrews Cathedral (Presbyterian), Lutheran Church, Christian Scientist Church, Jewish Synagogue, All Saints Cathedral (Anglican). There are also Mosques and Jamat Khana in town for Moslems and Ismailia communities.

UNIVERSITY STUDENTS' LOAN SCHEME (Kenya Students Only)

Background

The Government of Kenya included in the proposals contained in the 1970-74 Development Plan that the Ministry of Education would introduce two major reforms over the period. Section 17.12 (a) of the Development Plan provided, inter-alia, that *"Beginning with academic year 1970/71, all University students will have to apply for a loan to finance their education — bursaries will, as a general rule, no longer be provided at the University. The system of bonding University students would be reviewed and important changes be made from 1970/71 academic year."*

Preparations for the implementation of this recommendation were carried out during the period.

Early in January 1974, the Ministry of Finance and Planning indicated that adequate preparation and consultation had been made to enable the scheme to be implemented from the 1974/75 Financial Year.

The following is an extract from the Government release on the Scheme:-

"It is the Government's feeling that those students who receive the largest direct personal benefit from higher education should make some contribution towards its cost. In this connection the Government has decided that with effect from the next academic year, July 1974, the University students will continue to have free tuition, but they will have to look after themselves as far

as residential accommodation, pocket money, book allowance, stationery, etc. are concerned.

A loan scheme for University students has been arranged for those students who would like to borrow some money to enable them to meet the cost of their personal expenses. Any student who is admitted to a university is automatically entitled to make use of the loan scheme if he/she so desires.

The Scheme will cover all students in higher education, including those on scholarships in other countries. Students on scholarships offered through the Government by foreign governments/organisations will be treated as if they had borrowed under the scheme.

The maximum size of the loan will be K£ 390 p.a. and minimum size of the loan will be K£ 360 p.a.

Note:

i) An additional £60 will be payable to students in the Faculties which run a 4th Term and non-Resident Students. A separate application must be completed for this amount before it becomes payable.

ii) System of Collection

Those who can afford to meet all or part of the requirements covered by the loan are advised to do so.

Boarding and accommodation will form the greater part of a student's contribution to his University education.

The amount chargeable for Residence, Examination, and Registration is deducted and sent direct to the University.

SYSTEM OF DISBURSEMENT

1. For ease of administration, the loans are disbursed through savings accounts. The bank arranges facilities, for example, through a permanent or a travelling branch, whereby students withdraw loan money according to needs. The bank is informed by the Ministry of Education authorities of the students eligible for the loan and then opens savings accounts for the appropriate amounts in the students' names.

2. The amount actually available to a student is the total amount of the loan less the charges incurred if he/she will be living in the halls of residence. The sum for the charges is transferred directly from the student's account to the University.

3. The Treasury will be responsible for repayment of the loan money directly to the bank.

System of Collection

1. The Government will be responsible for the collection of the money for repayment of the loans from the students. Possible methods of doing this will be through the employers, the Income Tax Department or the National Social Security Fund but the particular details will be worked out later. Examples of monthly repayments are shown on the loan forms.

2. The Schedule of Repayments sets out the *minimum* terms of repayment of the loan. A student will be able to repay at a faster rate should he so desires.

3. The Government may alter or contribute to the repayments in particular circumstances, particularly in order to meet necessary economic and social priorities.

Rules governing the granting of loans (Kenya Government)

Every person granted a Student Loan by the Government of Kenya is required to comply with the following rules:-

a) To proceed to the stipulated institution and begin the course of study for which the award was made and to continue with such studies for as long as it is prescribed unless he is prevented from so doing by sickness proved by a certificate from a recognised Medical Practitioner.

b) To devote his whole time to following the course of instruction for which the loan is granted unless permission to undertake other work or studies or to modify his course in content or duration is granted.

c) Not to engage in any occupation or activity which is considered detrimental to his progress in the course of studies prescribed for him and/or detrimental to his health.

d) To satisfy the Government as to attendance, conduct and progress by reports from the Head of the Institution or such other approved person at the institution which he is attending.

e) To sit for and pass any prescribed examinations or approved group of examinations within time fixed by the authorities of the Institution which he is attending unless he is prevented from doing so by sickness proved by a certificate from a recognised Medical Practitioner or by circumstances beyond his control.

f) The loan may become due and payable forthwith if the obligor wilfully fails to comply with any of the foregoing rules.

g) Whenever direction, intention, approval or consent is indicated or required by any of the foregoing rules, the same may be given or signified by the Permanent Secretary for Education or such persons as he may appoint.

h) All recipients of Kenya Government Loans will be required to sign the approved agreement in the presence of the Permanent Secretary for Education or his nominee.

i) Should you wish to borrow for a subsequent academic year, it will be necessary to submit a fresh application for a Kenya Government Student Loan, not later than 30th May preceding the academic year for which the loan is sought.

ACADEMIC RESPONSIBILITY

The University Statute makes it compulsory for the students to attend lectures, tutorials, seminars, practical examinations and all other scheduled courses. It is most important that each student keeps up the attendance as provided under the statute.

Non attendance on medical grounds where a student is prevented to fulfil his obligations under this statute due to illness, he or she must produce a medical certificate signed by the University Medical Officer with a supporting certificate from a consultant on the particular illness. The University will require a certificate of fitness from the same medical officers when the student resumes studies.

CONCLUSION

The information contained in this Guide is not in any way exhaustive. When in doubt, feel free to ask a student who has been here longer, your lecturers, your Deans, your Wardens, in fact, everyone will do their best to help you in your effort to make your life on the campus successful. The biggest responsibility, however, rests on your own initiative, interest, resourcefulness and mature approach to your work and problems.

Everyone wishes you success.

E. N. Gicuhi
Registrar

Appendix 1

UNIVERSITY OF NAIROBI

Regulations governing the conduct and discipline of the students of the University.

Introduction

Under the Authority conferred on Council in Section 12 (2) (e) of the University of Nairobi Act 1970, the Council has made the following rules and regulations governing the conduct and discipline of the students of the University with effect from 11th June 1971.

1. Definition of Student

"Student" shall include the following:-

- 1) All full-time students who have been formally admitted to a course of study for an undergraduate degree or Diploma within the University.
- 2) All students registered for courses within the Institute of Adult Studies and all students registered for degrees by external studies.
- 3) All occasional students who are registered students of another University but are admitted to courses of study within the University of Nairobi.
- 4) All postgraduate students who are registered for higher degree courses within the University.

2. Vice-Chancellor's Powers

The following regulations are binding on every student who accepts a place in the University.

3. Regulations

The following regulations shall apply to all students:-

Assignment of Students to Halls of Residence

(a) When a student is to be accommodated in residence, he/she shall be assigned to a particular hall of residence on admission where he/she will remain with the permission of the University for the duration of his/her residence unless otherwise decided by the University.

Visitors

(b) Visitors may not enter the Halls of Residence except by invitation of students or Hall Wardens and are only allowed within the Halls between the hours of 10.00 a.m. and 10.00 p.m.

Removal of Furniture

(c) Students' rooms are furnished with standard furniture and equipment as study bedrooms and students are forbidden to remove any item of furniture or equipment from their rooms or premises within the University.

Motor Vehicles

(d) A student may not keep a motor vehicle on University premises without written permission from the Registrar, such permission will not be given without proof of a current driving licence, a valid road tax licence and a current certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.

Responsibility for University Property

(e) A student or group of students will be held responsible for any damage of University property resulting from misuse or wilful destruction of such property by that student or group of students.

Academic Responsibility

(f) Attendance at lectures, tutorials, seminars, practicals and other such scheduled courses of instruction is compulsory. Non-attendance due to illness or other good cause must be authorised by the Dean of the relevant faculty.

Vacational Residence

(g) Students are not permitted to remain in residence during vacations without written permission from the Dean of Students. Such permission will only be granted on advice from the Dean of Faculty that residence is required for the purpose of carrying-out an academic assignment. Vacational residence will be in a specified Hall and paid in advance.

Noise

(h) It shall be an offence against University regulations to create an unreasonable noise or to behave in unruly or rowdy manner to the disturbance or annoyance of other occupants of University premises.

(i) Music & Musical Instruments

Radios, Musical and percussion instruments may be used only between 6 a.m. and 12 and at no time should the sound be so loud as to cause disturbance.

Absence from Residence

(i) If a student is absent from his/her residence for a consecutive period of two weeks without prior permission from the Warden of his/her Hall (Dean of Faculty or Medical Officer), he/she shall be deemed to have forfeited his/her place in residence.

Loss or Damage to Students' Property

(j) The University disclaims all responsibility for losses of or damage to students' property while on University premises.

Fire Fighting Appliances

(k) It shall be a serious offence against University regulations to interfere with, damage or remove other than for fire-fighting purposes, any fire-fighting appliances.

Catering Bounds

(l) Students are forbidden to enter any kitchen, servery or store without prior permission from the Catering Officer incharge of such premises.

Assignment to Dining Halls

(m) Resident students are assigned to a dining hall on admission and are issued with a meal-card, indicating their allocation dining hall. Unauthorised change of dining hall is not permitted.

Meals Service

(n) Meals are served in dining halls at prescribed times and students cannot obtain meal service without prior presentation of their meal card. No meals, crockery or utensils may be carried out of the dining halls. Where a student, because of illness, is required to have meals in his/her room, a certificate from the University Medical Officer must be produced.

Processions and Demonstrations

(o) It will be a serious offence for any student whilst in Residence to organise or participate in any demonstrations or processions to which permission had not been given by the University or the Government Authorities, or in any unauthorised ceremonies.

Drunkenness

(p) Whereas consumption of alcohol is not prohibited, drunkenness and disturbance of other students through drunkenness will constitute a serious offence. Repeated disturbance of room-mates through drunkenness or such behaviour will result in removal from Residence.

Drug Taking

(q) Abnormal behaviour due to abuse of drugs shall constitute a serious offence against the University regulations.

Correspondence

(r) i) Correspondence to the press or other mass media by members of the University in their individual capacity, individual students or officials of the students' organisation and other students should bear their individual names and their private addresses.

ii) No student shall make any public statement on behalf of the Union or other societies on matters affecting the University without specific authority from the Vice-Chancellor.

iii) Correspondence by individual students or by officials of the Students' organisation (including Students' Societies) to representatives of foreign governments or other sponsoring bodies shall be sent through the office of the Dean of Students, who will forward as appropriate.

iv) Invitations to Government Ministries, representatives of foreign governments or other important persons to visit the University in their official capacity shall be notified to the University Authorities in good time.

4. Variation of Regulations

The Vice-Chancellor shall have the power to add to, vary regulations contained in Section 3 until the next meeting of Council, but such addition or variation shall cease to have effect unless confirmed by Council or such meetings.

5. Authority of Wardens, Halls Chairmen & Disciplinary Committee

The Vice-Chancellor in his capacity as administrator on student discipline, may delegate his authority to (a) Halls Chairmen; (b) Wardens of Halls of Residence and (c) A disciplinary Committee for the enforcement of the regulations set out in Section 3.

6. Halls' Chairmen

Halls Chairmen shall have the following powers in regard to the enforcement of the breaches of regulations brought to their notice and proved to their satisfaction.

- (1) To warn or caution a student, either verbally or in writing.
- (2) To report a student in writing to the Warden.

7. Wardens

Wardens shall have the following powers in regard to the enforcement of breaches of regulations brought to their notice and proved to their satisfaction.

- (1) To warn or caution a student either verbally or in writing.
- (2) To report a student to the Disciplinary Committee.

8. Disciplinary Committee

The Vice-Chancellor shall appoint a Disciplinary Committee which shall be constituted as follows:-

| | |
|----------|--|
| Chairman | Deputy Vice-Chancellor |
| | Dean of Students |
| | Chairman Students Organisation |
| | 2 Student Representatives |
| | 2 Senate Representatives |
| | Registrar's Representative shall act as Secretary. |

9. Witnesses

The warden or Dean of Faculty reporting a case shall be called as witness but shall not be a constituent member of the Committee.

10. Complaints

Report of complaints against students shall be made in writing to the Chairman by the Warden, Dean of the relevant Faculty or other such person in authority.

11. Service on Student

A written copy of the complaint must be served on the student by the Chairman.

12. Chairman's Decision

The Chairman shall decide on the written complaint before him, whether there is a case for the Disciplinary Committee.

13. No Case to Answer

If no case has been made, the Chairman shall notify the student and the complainant accordingly.

14. Meeting of Disciplinary Committee

Except in cases dealt with under Section 13, the Chairman must normally call a meeting of the Disciplinary Committee to be held within one month of the report being received by him.

15. Notice of Meeting

The Secretary shall notify the student and the complainant of the date and time of the meeting and inform the student and the complainant of the right to be present and to call a witness or witnesses.

16. Procedure of Committee

The Committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular, the Committee shall ensure that both sides are heard and that persons required to give evidence in the case do not sit as members of the Committee.

17. Powers of the Committee

The Committee shall have the following powers:-

- 1) To dismiss the case against the student
- 2) To warn or caution the student
- 3) To require the student to make good loss or damage to University property in respect of any loss or damage for which he is responsible.
- 4) To exclude a student from the Halls of Residence for such a period as the Committee may deem fit.
- 5) To exclude a student from attendance of lectures and/or other courses of instruction for such a period as the Committee may deem fit; provided that a student shall not be excluded from lectures or other courses of instruction unless the offence which he is found to have committed is a breach of an academic regulation.
- 6) To recommend to the Vice-Chancellor the expulsion of the student from the University.
- 7) Decision shall be by majority of votes.

18. Findings

The Committee's finding shall be communicated in writing to the student within fourteen days of the date of the conclusion of the Committee.

19. Appeal

There shall be a right of appeal to the Vice-Chancellor against the findings of the Committee.

20. Notice of Appeal

Notice of appeal must be given in writing to the Vice-Chancellor with a copy to the Chairman and secretary of the Disciplinary Committee within fourteen days of the date of the written notice of the Committee's findings

21. Record to Vice-Chancellor

On receipt of a copy of the notice of appeal, the Secretary of the Disciplinary Committee shall send to the Vice-Chancellor a copy of all the relevant minutes and documents pertaining to the hearing of the case.

22. Powers of Vice-Chancellor on Appeal

The Vice-Chancellor shall have the right to call further evidence or to summon the student or any other person present at the hearing for questioning.

Where it appears to the Vice-Chancellor that any student of the University has been guilty of misbehaviour, the Vice-Chancellor may, without prejudice to the exercise of any other disciplinary powers, provided under the Regulations direct:-

- i) That the student shall not during such period as may be specified in the directive, participate in such activities or use such facilities of the University as may be specified or
- ii) That the activities of the student during such period as may be specified in the directive be restricted in such a manner as may be so specified.
- iii) That the student may be suspended for such a period as may be specified.
- iv) That the student be expelled from the University. In case of expulsion, the matter shall be reported to Council.

23. Vice-Chancellor's Ruling

The Vice-Chancellor shall give his ruling within fourteen days of the lodging of the notice of appeal.

24. Final Decision

The Vice-Chancellor's decision shall be final. In case of expulsion the student shall have the right of appeal to the Council.

25. Saving Clause

The provisions of these regulations and any decisions of the Disciplinary Committee hereunder, shall not detract from the right of the police or any member of the public so entitled, to bring an action or institute criminal proceedings for the same offence against the student in any court of law.

Appendix II

ORIENTATION WEEK PROGRAMME —

1979/80 Academic Year (23rd September — 30th September, 1979)

At the beginning of each academic year, the University has set aside the first week to receive new students and introduce them to the Deans and Departments of their faculties and familiarise them with important sections of the University.

1. **Sunday, 23rd Sept. 1979:** Arrival of students and checking at the Halls of Residence Administration Office for information on room allocation.
2. **Monday, 24th Sept. 1979:** Registration outside the Library in Main Campus, Issue of Meal Cards, student ID photographs etc. Meeting with wardens.
3. **Tuesday, 25th Sept. 1979:** Address by Deans and Director of Institute. Guided visits to the University Bookshop. Address by the Registrar, Dean of Students, University Medical Officer, Games Tutor and Students' Representative.
Lecture by Prof. J.G. Donders.
4. **Wednesday, 26th Sept. 1979:** Guided visits to the Bookshop and University Libraries by different groups.
Consultation with Deans & Heads of Departments over choice of subjects.
Lecture on Reading Skills — Prof. J.G. Donders
5. **Thursday, 27th Sept. 1979:** Same as the 26th.
Lecture on Reading Skills — Prof. J.G. Donders.
6. **Friday, 28th Sept. 1979:** Same as the 27th.
Lecture on Reading Skills — Prof. J.G. Donders.
7. **Saturday, 29th Sept. 1979:** Registration continues for those who have not registered. Medical Students to attend Human Anatomy briefing at Chiromo Campus.
Address by the Vice-Chancellor in Taifa Hall.
8. **Sunday, 30th Sept. 1979:** Free.
9. **Monday, 1st October 1979:** Lectures begin.

N.B.. Details of Orientation Week Programme will be issued to students when they arrive.



Student working with a Computer