

Dean
Fac. of Agriculture



UNIVERSITY OF NAIROBI
OFFICE OF THE DEPUTY VICE-CHANCELLOR
(ACADEMIC AFFAIRS)

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Nairobi
Kenya

REF: UON/AA/CEC/1/1

March 18, 2015

TO ALL STUDENTS

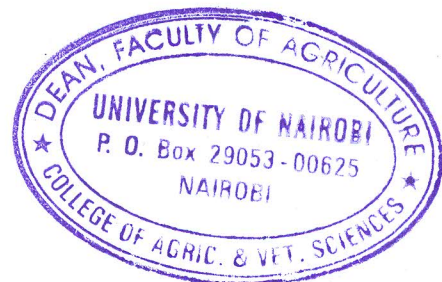
ATTENDANCE OF CLASSES

This is to remind all University of Nairobi students that in accordance with Senate regulations, no student shall be allowed to sit for end of semester/end of year examinations if he/she has not attended a minimum of $\frac{2}{3}$ of the prescribed contact hours for each course of study.

Students are therefore required to take note of this minimum requirement and ensure compliance if they expect to sit for examinations.

B. M. WAWERU
ACADEMIC REGISTRAR (Ag.)

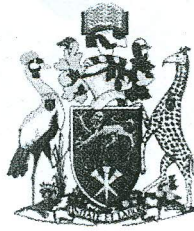
- c.c. Vice Chancellor
- Deputy Vice Chancellor (A&F)
- Deputy Vice Chancellor (AA)
- Deputy Vice Chancellor (SA)
- Deputy Vice Chancellor (RPE)
- All College Principals
- All Deans/Directors
- All Chairmen of Departments
- Deputy Registrars, Examinations



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ALL STUDENTS - UNIVERSITY OF NAIROBI

UNIVERSITY EXAMINATIONS: APRIL 13, 2015 TO MAY 2, 2015

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:

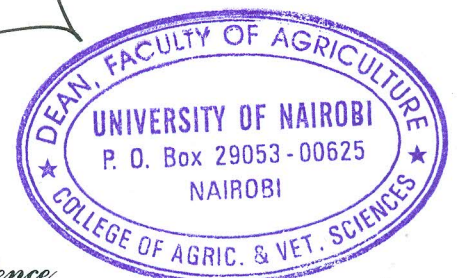
- (a) Sickness of various types
- (b) Absence from the University due to personal problems-funerals, finances, police cases, land cases etc;
- (c) Negligence by the student
- (d) Problems with various members of staff-in class or outside

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
ACADEMIC REGISTRAR (Ag.)

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

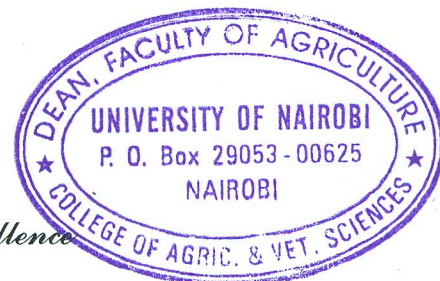
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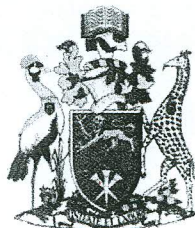
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UNIVERSITY EXAMINATIONS: APRIL 13, 2015 TO MAY 2, 2015
CHEATING IN EXAMINATIONS

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 12th 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.

B.M. WAWERU
ACADEMIC REGISTRAR (Ag.)

c.c. Vice-Chancellor
Deputy Vice Chancellor (AA)
Director, BPS
Deans/Directors of Faculties/Schools/Institutes
Chairmen of Departments (N.O.O. Enclosed herewith are notes on instructions to candidates)
All Notice Boards

Encl.

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