



# UNIVERSITY OF NAIROBI

REF: UON/AA/CEC/1/1

JANUARY 8, 2021

**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.

**WEBUYE, H.O.D**  
**ACADEMIC REGISTRAR**

- 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 Registrar, Examinations

PMM/cab



## UNIVERSITY OF NAIROBI

ALL STUDENTS  
UNIVERSITY OF NAIROBI

JANUARY 8, 2021

### UNIVERSITY EXAMINATIONS: JANUARY TO FEBRUARY, 2021

#### CHEATING IN EXAMINATIONS

This is to remind all students that cheating in examinations is a serious offence **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 face to face examination rooms including mobile phones or any other electronic devices. **Please note that electronic devices will be permitted under supervision for online examinations only.**

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

**WEBUYE, H.O.D**  
**ACADEMIC REGISTRAR**

Copy to: Vice Chancellor  
Deputy Vice Chancellor (AA)  
Principals of Colleges  
Director, ODeL Campus  
Director, Graduate School  
Deans/Directors of Faculties/Schools/Institutes/Centres  
Chairmen of Departments  
All Notice Boards



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JANUARY 8, 2021

### UNIVERSITY EXAMINATIONS: JANUARY TO FEBRUARY 2021

#### MISREADING OF EXAMINATION TIMETABLES

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

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 or the Dean/Director of the Faculty/School/Institute/Centre 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.

**WEBUYE, H.O.D**  
**ACADEMIC REGISTRAR**

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Chairmen of Departments  
All Notice Boards

EMM/swm



## UNIVERSITY OF NAIROBI

JANUARY 8, 2021

TO ALL STUDENTS

UNIVERSITY OF NAIROBI

UNIVERSITY ONLINE EXAMINATIONS 2021

### **USE OF ELECTRONIC GADGETS AND ELECTRICITY AND OR INTERNET DISRUPTIONS:**

As you are aware the University of Nairobi Senate approved that the Faculties/Schools/Institutes/Centers conduct online teaching and online examinations during this time of the University closure due to the COVID 19 pandemic.

You are therefore advised to make arrangements in line with the "Bring your own Gadget Policy" to acquire a computer/laptop or appropriate gadget which will enable you to undertake online examinations.

During the online examinations, in the most unlikely event that you experience electricity outage or internet disconnection, you are advised to report to the Chairman of Department or the relevant Dean/Director of your Faculty/School/Institute/Center immediately using your University email for appropriate action/advice. It should be noted that only the cases outlined above and reported within 24 hours will be investigated and a report made to the Senate for appropriate consideration.

**WEBUYE, H.O.D**

**ACADEMIC REGISTRAR (AG)**

c.c. Vice Chancellor  
Deputy Vice Chancellor (AA)  
Deputy Vice Chancellor (FP&D)  
Deputy Vice Chancellor (SA)  
Deputy Vice Chancellor (RIE)  
Deputy vice Chancellor (HR&A)

All College Principals  
All Deans/Directors  
All Chairmen of Departments  
Deputy Registrar, Examinations



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JANUARY 8, 2021

### UNIVERSITY EXAMINATIONS: JANUARY TO FEBRUARY 2021

#### REPORTING PROBLEMS BEFORE EXAMINATIONS

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
- (e) Problems related to connectivity

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 your 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 accordingly.

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

**WEBUYE, H.O.D**  
**ACADEMIC REGISTRAR (Ag.)**

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