



**KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)
STUDENT REGISTRATION FORM (NEWLY ADMITTED STUDENTS)
(To be filled in duplicate)**

SEMESTER ACADEMIC YEAR DATE.....

A. STUDENTS DETAILS

Name Admission No.
Mobile No. E-mail address
School Degree Programme

B. PRESENTATION, VERIFICATION AND SUBMISSION OF JOINING INSTRUCTIONS

- (1) Original letter of admission.
 - (2) Original & Copy of KCSE/Diplomas/Degree Certificates and Result Slip/Transcript.
 - (3) Original & Copy of National ID Card.
 - (4) Original & Copy of NHIF Card/and OR Family Insurance Cover Policy Number.
 - (5) Submission of Joining Instructions and copies of documents.
 - (6) Name of Verifying Admissions Officer PF/ID.....
- Signature Date Stamp

NB: Submission of copies is applicable to KUCCPS students only.

C. ACTIVATION ON THE DATABASE

Biodata verification stage (Check and Update Order of Names, KCSE Index No & County)

Name of the Activating Officer PF/ID
Signature Date Stamp

D. FINANCIAL OBLIGATIONS (PAYMENT OF TUITION & ACCOMMODATION FEES)

Name of Bank Bank Slip No.
Amount paid Kshs.
Name of the Activating Finance Officer PF/ID
Signature Date Stamp

E. ISSUANCE OF STUDENT IDENTITY CARD/SMART CARD

Name of Processing and Issuing Officer PF/ID
Signature Date Stamp

F. RECEIPT OF IDENTIFICATION CARD

Student's Signature Date

THIS FORM MUST BE SUBMITTED TO THE REGISTRAR (ACADEMIC) ROOM 012 ADMISSION BLOCK AT MAIN CAMPUS OR OFFICES OF DIRECTORS IN ALL SATELLITE CAMPUSES AT THE END OF THE REGISTRATION EXERCISE.

sr-infodesk@ku.ac.ke



KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)

ADMISSION NO.: _____

LETTER OF ACCEPTANCE TO ABIDE BY
UNIVERSITY RULES AND REGULATIONS

(To be completed and returned by those accepting the offer.)

Regulations Governing the Conduct and Discipline of the Student of the University prepared in accordance with the Universities Act and the Kenyatta University charter are reproduced here below. Read them carefully and confirm your willingness to abide by them by signing at the end of this document **(on page 6)**.

REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF THE STUDENT OF THE UNIVERSITY

1. Definition of student:

- (a) All students who have been formally admitted to a course of study for an Undergraduate degree within the University.
- (b) All occasional students who are registered students of another University but are admitted to courses of study within Kenyatta University.
- (c) All postgraduate students who are registered for higher degree courses within the University.

2. Vice Chancellor's powers

The regulations and control of students' behavior shall be administered by the Vice Chancellor on behalf of the council.

3. Regulations

The following regulations shall apply to all students:-

(a) Motor Vehicle

A student may not keep a motor vehicle on University premises without written permission from the Registrar (Administration): such permission will not be given without proof of a current driving license, a

valid road tax license and current certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.

(b) Responsibility of University property

A student or group of students will be held responsible for any damage to University property resulting from misuse or willful destruction of such property by that student or group of students.

(c) Academic Responsibility

Attendance of lectures, tutorials, seminars, practicals, and other scheduled courses of instruction are compulsory. The Dean of relevant School must authorize non-attendance due to illness or other good cause.

(d) Noise

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

(e) Loss of or damage to students' property

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

(f) Fire Fighting Appliances

It shall be a serious offence against University regulations to interfere with, damage or remove, other than for firefighting purposes, any firefighting appliances.

(g) Procession and Demonstration

- (i) It shall be a serious offence for any student or group of students whilst within the University to convene, organize, participate in any way be involved in any demonstrations, gatherings or processions or in any unauthorized ceremonies, gatherings or demonstrations for which permission has not been obtained from the University Government authorities.
- (ii) It shall be a serious offence for any student or group of students to organize or participate in pickets or in any manner prevent any student or member of staff from performing their normal duties.

(h) Drunkenness

Whereas consumption of alcohol is not prohibited, drunkenness and disturbances of other students because of drunkenness will constitute a serious offence.

(i) Drug-Taking and possession of Drugs

It is a serious offence against University regulations to possess or take drugs as a student of this University.

(j) Correspondence

- (i) Correspondence to the press or other mass media by members of the University their individual capacity, individual students or officials of the students' organization and other students should bear their individual names and their private address.
- (ii) No student shall make any public statement on behalf of the union or other societies on matters affecting the University without special authority from the Vice-Chancellor.
- (iii) Correspondence by individual students or by officials of the students' organizations (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) Invitation 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. **DISCIPLINARY PROCEDURES**

(a) **Academic Matters**

- (i) Within the Universities Act. The Kenyatta University Charter and the Statutes empower the Senate to discipline all students on all academic matters. Such discipline includes: receiving and approving recommendations from School Boards and Board Examiners with respect to who qualifies to sit University Examinations.
- (ii) Senate makes determinations on who repeats which year, breach of examination regulations and who is to be discontinued from approved programmes of study. The decision of the Senate is binding subject only to an appeal for review on the basis of fresh evidence.

(iii) **Breach of Examination Regulations**

What Constitutes an Examination Offence of Irregularity?

- Trying to copy from unauthorized material.
- Passing verbal or written communication to other candidates in the examination room.
- Being in possession of used or unused examination answer books outside the examination room.
- Availing written material for use by other candidates.
- Copying from unauthorized material carried by the candidate himself/herself.
- Returning of examination answer books with written answers after the examinations.

Involvement in any examination irregularity will automatically lead to expulsion from the University.

(b) **General Offences**

The Senate Students Disciplinary Committee set up under the Kenyatta University Statutes Schedule 5. 2. 3. and is composed of:

- (i) Deputy Vice-Chancellor (Academic) - **Chairperson**
- (ii) Principal of the College of concerned student
- (iii) Two student representatives (KUSA President and Academic Secretary)
- (iv) One Senate Representative
- (v) Dean of School of the concerned student
- (vi) Chairperson of the relevant Department
- (vii) Director of Students Affairs
- (viii) Registrar (Academic) - **Secretary**

In Attendance

- (ix) Chief Legal Officer
- (x) Senate Secretariat

The Committee deals with all general offences committed by students in their day to day activities within the University other than the offences the University considers as major offences.

A student shall be given an opportunity of being heard before the students Disciplinary Committee makes its decision.

Under the senate students Disciplinary Committee, the penalties for the various general offences will vary according to the gravity of the offence.

The penalties will include:

- (i) Letters of warning, which will be carried in the Students' file.
- (ii) Payment for damages.
- (iii) Suspension from the University for a Specific Period.
- (iv) Expulsion from halls of residence.
- (v) Expulsion from the University.
- (vi) A combination of any two or more of the above.
- (vii) Any other penalties as the committee may deem fit.

(c) Council shall have the right to expel a student from the University without reference to the students when a student commits any of the following:

- (i) Boycotts lectures.

- (ii) Maliciously or willfully damages University property.
- (iii) Violates regulations **3 (g)**.
- (iv) Assaults any member of staff in the discharge of official duties.
- (v) Convicted by a Court of law for any criminal offence, which the Council shall deem serious enough to warrant expulsion from the University.

(d) State Security Matters

The sovereignty of the State, together with the State Security Machinery to safeguard the sovereignty embraces the entire republic, within which the University falls. Accordingly, notwithstanding the existing University Machinery, the State Security Machinery cannot be faltered in the execution of its functions and duties. Such machinery is outside the University jurisdiction and any redress to action taken to such powers should be sought from the Government without in any way involving the University.

5. VARIATION OF REGULATIONS

The Vice-Chancellor shall have the power to add to or/and 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 at such meeting.

DECLARATION BY STUDENT

This is to confirm that **I DO ACCEPT** the offer and I promise to abide by the Regulations governing the conduct and discipline of the students of the University as spelt out in the regulations above.

Candidates' Name: _____
(SURNAME) (OTHER NAMES)

Admission Number: _____

Degree Admitted: _____

School: _____

Department: _____

Signature: _____ **Date:** _____





KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)

LETTER OF ACCEPTANCE OF OFFER BY THE CANDIDATE

(To be completed by those ACCEPTING the offer)

Dear Sir/Madam,

With reference to your letter offering me a place in the School of

For a course leading to a degree of

This is to confirm that **I DO ACCEPT** the offer, and **I DO PROMISE TO ABIDE** by the rules and Regulations governing the organization, conduct and discipline of Kenyatta University as spelt out in the “Regulations Governing the Conduct and discipline of the Students of the University”, prepared in accordance with the Kenyatta University Act, Kenyatta University Charter and Statutes.

FULL NAME:
(SURNAME) (OTHER NAMES)

ID NO.:

P. O. BOX: **MOBILE NO.:**

ADMISSION NO.:

DEGREE ADMITTED:

SCHOOL:

DEPARTMENT:

SIGNATURE: **DATE:**

12. Full name and Address of the Father: _____

Alive/Deceased: _____

Occupation of Father: _____ Tel: _____ Email: _____

13. Name and Address of Guardian (if both Parents are incapacitated):

Occupation of Guardian: _____

14. Give names and addresses of three persons who can be contacted in case of emergency

	Name	Relationship	Address, including telephone (If available)
(i)	_____	_____	_____
		Tel: _____	Email: _____
(ii)	_____	_____	_____
		Tel: _____	Email: _____
(iii)	_____	_____	_____
		Tel: _____	Email: _____

15. Do you suffer from any disability? If so give details.

16. Please give any information you think is useful for you to communicate to this University in order to improve your welfare as a student.

17. Give any other information that might assist the University to know you better.

18. I certify that the information I have provided is correct.

Signature: _____ Date: _____

NB: Should any changes occur concerning the information provided above please inform the University immediately.



KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)

DECLARATION

I hereby undertake to complete the course
for which I have been accepted at Kenyatta
University unless I am requested to discontinue
by the University authorities.

I understand that change of School or Department will
be permitted only by authority of Senate.

I accept the regulations made from time to time
for the good order and governance of the University
Lawfully made by the Vice-Chancellor
and other duly appointed Officers of the University.

Name of Candidate: _____

Admission No: _____

ID No: _____

Signature: _____

Date: _____



KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)

REGISTRATION AND DURATION OF PH. D PROGRAMMES BY THESIS

The following schedule of activities is required to be followed strictly.

Session	Activities	Duration
1.	<ul style="list-style-type: none"> ❖ Provisional Registration ❖ Fees Payment ❖ Development of Concept paper ❖ Assignment of Supervisors ❖ Preparation of Proposals ❖ Defence of the Proposal at the Department 	6 Months
2.	<ul style="list-style-type: none"> ❖ Proposal processing at the School (defence at School level not required) ❖ Approval by Graduate School ❖ Substantive registration by Graduate School 	2 Months
3.	<ul style="list-style-type: none"> ❖ Preparation and Testing of Instruments. ❖ Obtaining relevant research permits (where applicable) ❖ Piloting/optimization of the protocol/field testing. 	4 Months
4.	<ul style="list-style-type: none"> ❖ Data collection/Lab/Field work ❖ Data analysis 	8 Months
5.	<ul style="list-style-type: none"> ❖ Thesis writing /Submission ❖ Notice of submission ❖ Submission 	6 Months
6.	<ul style="list-style-type: none"> ❖ Oral presentation/Thesis defence 	3 Months
7.	<ul style="list-style-type: none"> ❖ Revision and Submission of corrected thesis 	3 months
8.	<ul style="list-style-type: none"> ❖ Thesis Editing (Graduate School) 	1 Month
9.	<ul style="list-style-type: none"> ❖ Submission of final thesis 	1 Month
	TOTAL	34 Months

Notes:

- ❖ Ph. D progress will be evaluated after each of the stages stated above.
- ❖ Any candidate who may for any reason, require more time should ask in advance detailing the reasons for the request.
- ❖ Students are advised to work closely with their supervisors/departments in order to adhere to the schedule of study.



KENYATTA UNIVERSITY

RELEASE FORM

Re: Permission to use your photos for University publications, publicity and communication materials, website and social media platforms

I, hereby give my consent to Kenyatta University, her legal representatives, successors and assigns the right to photograph/video record and the use, reproduce and publish said images and videos of me.

I agree that the photographs and videos thereof shall constitute the sole property of Kenyatta University, with full right of disposition in any manner whatsoever, including the right to publish on their publications, publicity communication materials, website and social media platforms.

I hereby release Kenyatta University and her legal representatives, successors and assigns from any and all claims whatsoever in connection with the use, reproduction, and publication of the images/videos thereof.

Dated this day of 20...

Signature

Name Registration number

Signature, Parent or Guardian
(If under the age of 18 years)

THIS FORM SHOULD BE FILLED OUT AND BROUGHT ON REGISTRATION DAY