

UNIVERSITY OF NAIROBI

ACADEMIC DIVISION

ANNUAL REPORT 2011

1. SECTIONS WITHIN THE ACADEMIC DIVISION

The Academic Division is made up of the following Sections:

- Academic Registrar's Office
- Examination Office
- Admissions Office
- Deans/Senate Secretariat

2. FUNCTIONS OF THE ACADEMIC DIVISION

The Academic Division has the following functions:

- Preparation of Syllabus and Regulations,
- Co-ordination of examinations,
- Undergraduate students admissions,
- Academic staff development,
- Management of student records

3. ACHIEVEMENTS

(a) ADMISSIONS

The University has admitted students as per the Senate approved admission schedules in January, May and September 2011.

(i) Undergraduate Admissions

The following is the total number of students who were admitted:

Bachelor's degrees(Module II)

- January 2011 intake	1,566
- May 2011 intake	1,944
Total	3,510

Diplomas: 1,500 applicants

Bachelor's degrees(Module I)

The University admitted 4,447 regular (Module I) students as per the Senate approved admission schedule.

(ii) Registration of students

The regular students reported on 26th of October 2011 and registered at various Schools/Faculties and Institutes.

(iii) Orientation of students

The orientation of students was conducted between 26th and 30th September 2011. The climax of the programme was the Vice-Chancellor's address to the students.

(iv) Inter-Faculty transfers

For the first time, applications for inter-faculty transfers for regular students was done and processed online.

(v) Admissions for 2012

In December 2011, the Division completed admissions for the January 2012 intake.

An advertisement was carried in the Standard for the May intake. 5,000 copies of the supplement have been produced for distribution to potential applicants.

Another advert of the programmes will be carried in the Daily Nation once the KCSE results are announced.

(vi) **Extension of working hours.**

In order to serve our clients better, especially Module II and III students, the Admissions Office is now open during the following hours:

Weekdays 8 am – 6 pm.
Saturday 8 am – 2 pm.

The response from the students has been positive.

(e) **EXAMINATIONS**

(i) **Examinations and issue of transcripts**

The 1st Semester examinations were held between 17th January and 12th March 2011.

Module II and III examinations were held between 4th April and 10th May 2011.

The 2nd Semester examinations for Module I and a few Module II and III were held between 23rd May and 8th July 2011.

During this period, the Examination Center issued a total of 4,823 academic transcripts of which 4,521 were issued within one day way above the 7 days stipulated in the service charter.

(ii) **University's Graduation Ceremonies – 2011**

(a) The University held its 45th graduation ceremony on 9th September, 2011. A total of 4,475 graduands graduated.

(b) The University held its 46th graduation ceremony on December 2, 2011. A total of 5,672 graduands graduated.

The Guest of Honour was Dr. Joseph B. Wanjui, Chancellor of University of Nairobi.

(iii) **Collection of Certificates**

(a) The Examination Section issued certificates for the 44th graduation ceremony between 1st February and 31st March 2011.

(b) The certificates for the 45th graduation ceremony of September 2011 were ready by 10th October 2011. A total of 3,817 certificates have been issued to the graduates.

(c) The certificates for the 46th graduation ceremony of December 2011 were ready by 16th January 2012. A total of 4,675 certificates have been issued to the graduates.

(iv) **Issue of Transcripts**

During this period, the Center issued a total of 13,776 academic transcripts of majority of which were issued within one day way above the 7 days stipulated in the service charter.

(v) **Examination Disciplinary/Appeal Cases**

Within this period, the Center was able to complete a total of 69 examination disciplinary/appeal cases and communicate the results to the affected students within an average of 8 days from the date of the Senate recommendation

(b) **SENATE APPROVED PROGRAMMES**

Senate approved the following academic programmes:

Special Senate – 3rd February 2011

- Bachelor of Science in Computer Science

180th Senate – 11th May 2011

- Bachelor of Science in Leather Science and Technology
- Bachelor of Science in Fisheries and Aquaculture Management.
- Bachelor of Science I Marine Biodiversity Conservation and Fisheries Management.

Resumed 180th Senate – 18th May 2011

- Certificate in Meat Hygiene and Quality Assurance.
- Master of Science in Parasitology
- Master of Science in Entomology

182nd Senate 3rd November 2011

(i) Southern Eastern University College(SEUCO) Programmes(University of Nairobi programmes)

School of Education

- Diploma (ECE)
- B.Ed.(Science)
- B.Ed(ECE)
- Master of Education(ECE)
- Master of Education(Comparative Education)
- Master of Education(Curriculum Studies)
- Master of Education(Economics of Education)
- Master of Education(Educational Administration)
- Master of Education(Educational Planning)
- Master of Education(History of Education)
- Master of Education(Sociology of Education)
- Master of Education(Educational Psychology)
- Master of Education(Measurements and Evaluation)
- Postgraduate Diploma in Education

Faculty of Veterinary Medicine

- Master of Science(Comparative Animals Physiology)
- Master of Science (Reproductive Biology)

(ii) Kenya Polytechnic University College (KPUC)Programmes

- Bachelor of Philosophy in Technology (Construction Management).

Resumed 182nd Senate 3rd November 2011

(i) University of Nairobi Programmes

- Revised Regulations and Syllabus for the Bachelor of Science in Food Science and Technology
- Master of Science in Climate Change.
- Master of Pharmacy in Industrial Pharmacy.

(ii) Kenya Polytechnic University College (KPUC) Programmes

- Bachelor of Philosophy in Technology (Surveying Technology).
- Bachelor of Philosophy in Technology (Geoinformation Technology).

5. UNIVERSITIES EXHIBITION

The Academic Division coordinated the participation of the University of Nairobi at the 9th Exhibition of Kenyan Universities held at Golf Hotel, Kakamega between 17th and 19th March 2011.

The forum provided a good opportunity for the University of Nairobi to market its programmes in Western Kenya. The demand for more University of Nairobi programmes in the region has gone up.

6. UNIVERSITY OF NAIROBI OPEN DAY

The Academic Division also coordinated the University of Nairobi Open day which was held between 1st and 2nd April, 2011 at the Main Campus

The Guest of Honour was Mr. Adan Mohamed, Managing Director and Head of East and West Africa, Barclays Bank of Kenya. The event attracted thousands of students from High Schools, parents and members of the public.

7. INSTITUTE FOR CLIMATE CHANGE AND ADOPTATION

Senate approved the establishment of the Institute for Climate Change and Adaptation.

8. **CHALLENGES**

- (i) Lack of storage facilities for bulky records and documents.
- (ii) Schools/Faculties/Institutes do not strictly adhere to the Senate approved Admission and Examination Schedules.
- (iii) Some Sections in the Division do not have adequate personnel.
- (iv) Academic staff do not submit examinations scripts for typing on time.
- (v) Most Schools/Faculties/Institutes have not submitted Semester Schedules for Module II programmes.
- (vi) Despite a three month notice for application, quite a number of members of staff are still appealing to be allowed to apply for Staff Education Support Fund after the set dateline.

9. **FUTURE PROJECTION**

The Academic Division seeks to foster closer working relationships with the industry, increase the number of foreign undergraduate students and improve on the University's visibility worldwide.

To this end, the Division will hold discussions and invite comments from Chief Executive Offices and experts on various academic programmes management issues and participate in strategic Careers and Exhibition forums to market our programmes.

Compiled by

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