



**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.



KENYATTA UNIVERSITY

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

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 Such permission may be refused or withdrawn without assigning any reason thereof.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

(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's 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:** _____

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STUDENT'

10. Full name and Address of the Mother:

15. K. C. S. E or Equivalent Results

Subject	Grade	Subject	Grade
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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 use, reproduce and publish said images and video 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)

THE FORM SHOULD BE FILLED OUT AND BROUGHT ON REGISTRATION DAY

