



UNIVERSITY OF NAIROBI MOMBASA CAMPUS

STUDENT INFORMATION HANDBOOK 2015/2016

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PREFACE

The students Information handbook has been prepared to guide and facilitate orientation of students at the Mombasa Campus. The handbook covers areas of interest to new students and for reference by the older groups of students. It contains messages from the director and the school coordinators as well as the dean of students. It also provides information on common courses, crucial information on the Student Management Information System and Student Portal, Library System and Bookshop. Also covered is information on Student Welfare services available under the Assistant Dean of Students Office, University Health Services (Clinic) and Sports and Games Department. The final section details rules and regulations governing conduct of students including and Student Government and Professional Associations. Important telephone numbers have been included in the appendices.

This handbook is expected to be useful to new students during the orientation as well as for the continuing students as a reference.

Please do not hesitate to call on the relevant staff for assistance and more information.

**Dr. Jackson K. Maalu
Director, Mombasa Campus**

1. HISTORY AND SETTINGS

As an institution of higher learning, the University of Nairobi has contributed greatly to the development of Kenya. The university, in turn has benefited much from its location, in the country's capital, Nairobi. As well as from the efforts of the nation's diverse population. Below are some highlights of the University development, as well as factual information on its setting.

History

The University of Nairobi owes its origin on several developments in higher education within the country and the region. The idea of an institution for higher learning in Kenya goes back to 1947 when the Kenyan Government drew up a plan for the establishment of a technical and commercial institute in Nairobi. By 1949, this plan had grown into an East African concept aimed at providing higher technical education for the region. In September 1951, a Royal Charter was issued to the Royal Technical college of East African and the foundation stone of the college was laid in April 1952.

During the same period, the Asian Community of East Africa was also planning to build a college for Arts, Science and Commerce as a memorial to Mahatma Gandhi. To avoid duplication of efforts, Gandhi Memorial Academy Society agreed to merge interests with those of the East African Governments. Thus, the Gandhi Memorial Academy was incorporated into the Royal Technical College of East Africa in April 1954, and the college proceeded to open its doors to the first intake of students in April 1956.

Soon after the arrival of students at the college, the pattern of higher education in the African Great Lakes came under scrutiny. Through the recommendation of a working party formed in 1958, chaired by the Vice-Chancellor of the University of London, Sir John Lockwood, the Royal Technical College of East Africa was transformed. On 25 June 1961, the college became the second university college in East Africa, under the name "Royal College Nairobi."

The Royal College Nairobi was renamed "University College, Nairobi" on 20 May 1964. On the attainment of "University College" status, the institution prepared students for bachelor's degrees awarded by the University of London, while also continuing to offer college diploma programmes. The University College Nairobi provided educational opportunities in this capacity until 1966 when it began preparing students exclusively for degrees of the University of East Africa, with the exception of the Department of Domestic Science. With effect from July 1, 1970, the University of East Africa was dissolved and the three African Great Lakes countries set up their national universities. This development saw the birth of the University of Nairobi set up by an [Act of Parliament](#)

Since 1970, the University of Nairobi has seen many innovations, which have contributed to its development and that of the nation. It has grown from a faculty based university serving a student population of 2,768 (2,584 undergraduate and 184 postgraduate students) to a college

based university serving 22,000 students in the 2001/02 academic year (about 17,200 undergraduate and 4,400 postgraduate students) To attain this level of education, progress has been no small feat. Recent years have witnessed the following.

- Mushrooming of academic programmes in the 1970s;
- Establishment of Campus Colleges in 1985;
- First double intake in 1986;
- Property acquisition resulting in Lower Kabete and Parklands Campus in 1988; and
- Intake of the first students undertaking the university component of the 8-4-4 education system in 1990
- Introduction of module II and part-time programmes.

Truly, the University's development has been as broad as its current scope is wide. From a humble beginning as a technical college to the status of a major international teaching and research institution, the University of Nairobi has produced more trained human resources than any other institution of higher learning in Kenya, with over 40,000 graduates to its credit.

The Chancellor

Previously the chancellor of the University was the President of the Republic. In June as provided for in the University Statutes, the President saw it fit to appoint some other person there to. As the head of the University, the Chancellor confers degrees and grants diploma, directs inspection into University Council when necessary.

The Vice-Chancellor

The Vice-Chancellor is the academic and administration of the University. The Vice-Chancellor is appointed by the Chancellor after consultation with the University Council.

The University Council

The University Council is responsible for the administration of the University, its is the supreme policy-making body which among other things, provides for the welfare of the students and after consultation with the senate, makes regulations governing the conduct and discipline of the students of the University.

The Senate

Senate, under the chairmanship of the Vice-Chancellor, is the supreme academic body of the University responsible for considering and recommending regulations regarding admissions, curriculum, examinations, discipline and welfare of students.

The senate is a forum of managers of Faculties, Institutes, Schools and Centers of the University to exchange ideals and views on matters of concern to the University in General and to their units in particular. In addition it also offers a platform for the students though there representatives to give their views and suggestions, to participate in deliberation on issues touching on their final welfare especially in the realm of academics.

Colleges

Under the university act 1985 Act of Parliament six colleges were established within the university. There are the College of Education and External studies, (CEES), the college of Architecture and Engineering (CAE), the college of Biological and Physical Sciences (CBPS), the College of Health Sciences (CHS), the college of Agriculture and Veterinary Sciences (CAVS) and the college of Humanities and Social Sciences (CHSS)

College of Humanities and Social Sciences

The college of Humanities and Social Sciences is located in main campus. It is comprised of one faculty, four institutes and three schools. These include the following:-

- Faculty of Arts
- Institute of Development studies
- Institute of African studies
- Population studies and Research Institute
- Institute of Diplomacy and International studies
- School of Business (Lower Kabete Campus, Mombasa Campus and Kisumu campus)
- School of Law (Parklands Campus)
- School of Journalism

The college is currently on the necessary details for proposed Faculty of Public Administration and Social Sciences (to be located at the Lower Kabete Campus)

2. MOMBASA CAMPUS

Campus Vision

World class Campus committed to scholarly excellence

Campus Mission

To provide quality university education and training and to embody the aspirations of the Kenyan people and the global community through creation, preservation, integration, transmission and utilization of knowledge.

Core Values

- Freedom of thought and expression;
- Innovativeness and creativity;
- Good corporate governance;
- Team spirit and teamwork;
- Professionalism;
- Quality customer service;
- Responsible corporate citizenship and strong social responsibility;
- Respect for and conservation of the environment.

Strategic Objectives

- To manage the University efficiently;

- To efficiently offer quality academic programmes;
- To contribute to scientific and technological innovations;
- To enhance the competitiveness of the University.

These statements are drawn from the corporate vision, mission, values and objectives as in the University Strategic Plan.

3. MESSAGE FROM THE CAMPUS DIRECTOR



Dr. Jackson Maalu

Mombasa Campus is located within the busy Mombasa central business district (CBD) off Moi Avenue opposite the Kenya Red Cross offices about two kilometers from the Port of Mombasa. The Campus hosts programmes drawn the School of Business, School of Law, School of Continuing and Distance Education and the Faculty of Arts.

Currently the Campus' total student population is slightly over three thousand (3000) spread across six graduate and postgraduate programmes. The Bachelor of Commerce offers eight distinct options addressing critical unique needs of our society. The Master of Business Administration (MBA) a nationally acclaimed programme developing management professionals in all areas irrespective of technical specialization. The MBA programme complements technical knowledge with simulated managerial experiences and knowledge to make effective managers for the dynamic organizational environment. The Bachelor of Laws of the University of Nairobi is world renowned and boasts of alumni who are moving mountains in the legal circles in Kenya and globally. The programme is offered in Mombasa Campus to provide the people within the coastal area of Kenya the much needed opportunity to train and join the esteemed profession. The Bachelor of Project Planning and Management and the Master of Project Planning and Management are offered by the School of Continuing and Distance Education through their Extra Mural Center. The Extra Mural Center offers various diplomas and certificate courses as well as coordinates the distance learning programmes in the coast region.

The Campus has invested in state of the art teaching and learning facilities at Uni Plaza. The library has a collection of over 10,000 books, periodicals and other academic material in diverse subjects. The users also enjoy full access to the immense electronic resources that the University has invested in to facilitate teaching, learning and research. The library is fully connected to the internet through a wireless (Wi-Fi) as well as numerous data points. This capacity is continually being upgraded with the current sitting capacity set to be increased with the completion of

renovations on the ground floor space. The ICT facilities comprise of two fully equipped laboratories as well as unlimited Wi-Fi and data points on the second floor lobby.

Mombasa Campus is committed to offering world class services to the staff, students and stakeholders in line with the University vision. Once again, welcome and sample our services.

4. ORGANIZATION STRUCTURE OF MOMBASA CAMPUS

Organizational Structure

The campus is headed by a Director who reports to the Vice Chancellor through the Principals of the Colleges that offer programmes in the Campus.

Each of the Schools has a Coordinator or Associate Dean who oversee the running of the academic activities. The mandate of the Director is to oversee the overall management of the Campus.

There is a Campus management committee which consists of the director, Coordinators/associate dean and heads of sections. The committee is responsible for the implementation of the various aspects of the mandate of the Campus.

<i>Director- Mombasa Campus -</i>	<i>Dr. Jackson Maalu</i>
<i>Associate Dean, School of Law</i>	<i>Dr. Sarah Kinyanjui</i>
<i>Coordinator, School of Continuing & Distance Education</i>	<i>Mr. Johnbosco Kisimbi</i>
<i>Assistant Coordinator, School of Business</i>	<i>Dr. Joseph Aranga</i>
<i>Assistant Dean of Students</i>	<i>Ms Catherine Gatwiri</i>
<i>Campus Security Chief</i>	<i>Mr. Stanley Mukunza</i>
<i>Senior Librarian</i>	<i>Mr. James Akanga</i>
<i>Assistant Maintenance Officer</i>	<i>Mr. James Irungu</i>
<i>Senior ICT Officer</i>	<i>Mr. Simon Mwangi</i>
<i>Administrative Assistance, School of Business</i>	<i>Mr. Zephania Nyagwoka</i>
<i>Administrative Assistant, Director's office</i>	<i>Ms Fedema Mwikali</i>
<i>Administrative Assistance, School of Law</i>	<i>Mr. Ambrose Ngari</i>
<i>Center Administrator, SOCDE</i>	<i>Ms Caroline Mwachia</i>
<i>Clinic in-charge</i>	<i>Mr. Michael Mwenda</i>
<i>Bookstore manager</i>	<i>Mr. Morris Andati</i>
<i>Uni Plaza Caretaker</i>	<i>Mr. Stephen Kamau</i>
<i>Games Tutor</i>	<i>Mr. Daniel Mawathe</i>
<i>Registry Supervisor</i>	<i>Fatma Kasyoka</i>
<i>Faculty of Arts in charge</i>	<i>Eve Kiambi</i>
<i>Supervisor Students Welfare Association</i>	<i>Munga</i>

5. MESSAGE FROM COORDINATOR, SCHOOL OF BUSINESS

Welcome to the School of Business, Mombasa Campus. The School presence in Mombasa dates back to 2004, when it launched self sponsored programmes in operating from Bandari College. Their first batches of students numbering 175 were admitted and started their classes in November of that year. To date the school has grown significantly to a student population of slightly over two thousand (2000). In order to ensure world class delivery, the programs are run by renowned scholars drawn from the Mombasa team of lecturers and their counterparts from the School of Business in Nairobi.

The school is charged with the responsibility of teaching and examination of both the Bachelor of Commerce and Master of Business Administration degree courses. For each of the programmes there are three (3) intakes in a year in January, May and September. For the convenience of prospective and continuing students the school offers a flexible arrangement consisting of both day and evening modes of study. Students are encouraged to pick courses from both modes based on what fits their schedules best.

The school continues to meet the demand of training Human Resources within the coastal region in the broad areas of Business Management. In 2015, the School introduced Doctor of Philosophy in Business Administration program in the Campus.

The School has a strong staff compliment of 30 consisting of professors, senior lecturers, lecturers and tutorial fellows. The School in consultation with stakeholders is planning to introduce more market oriented programmes for this location especially in the area of maritime and logistics management.

6. MESSAGE FROM ASSOCIATE DEAN, SCHOOL OF LAW,



Dr. Sarah Kinyanjui

The School of Law, University of Nairobi is the pioneer law faculty in Kenya. Established in 1970, the Faculty of Law has developed into a leading School of Law whose programmes are offered in three Campuses: Parklands, Mombasa and Kisumu.

The School of Law, Mombasa Campus was established in 2008. The School strives to provide the students with a good foundation in law courses and to develop critical skills that they require

to excel as lawyers. With a strong team of academics who are experts in different areas of law, the students have a great support system and enjoy a great learning environment. The School has carved out its niche in Maritime Law, Islamic Law, and International Transnational Crime Law.

A distinctive feature of the School is its proactive engagement with practitioners and institutions related to the legal field. The students are thus exposed early to the "law in action" which gives them a good grasp of the law and introduces them to the varied career options available to lawyers. Striving to provide an all rounded education, students are encouraged to engage in constructive extra curricula activities and contribute to the community. The School has a strong public interest programme which is affiliated to local institutions through which students offer pro bono services to the community.

The School operates as a part and parcel of the Umbrella School of Law of the University of Nairobi and has aligned its programmes to the School of Law's vision of being "a world-class Law School committed to the promotion of academic achievement and excellence in research".

Welcome.

7. MESSAGE FROM THE COORDINATOR SCHOOL OF CONTINUING AND DISTANCE EDUCATION MOMBASA



Mr. Johnbosco Kisimbii

The Department of Extra Mural Studies is one of the oldest departments in the University of Nairobi. It started its extra-mural activities in Kenya in the 1950s, and has since continued to enhance its activities by expanding its range of programmes and geographical spread.

The Department endeavors to take University education to the people by extra-mural and distance methods. As the name suggests the department offers courses outside the "traditional" walls of the University by taking courses to the people's "doorsteps". To achieve this, the Mombasa Campus Unit has established a sub-centre in Malindi – National Bank of Kenya Building, where certificates, diplomas, degree and master courses will be offered.

The Mombasa Campus unit offers courses in certificates, diplomas, degree and postgraduate level in various academic disciplines. The Department aims at being a leading centre of excellence in the provision of quality and diverse academic programmes and students support services that meet the unique needs of learners. for the distance learners, we have a well

established unit that offers information and modules for the learners and frequently meet learners in Kwale, Kilifi, Voi, Kibwezi, Lamu and Mombasa

Once again, I welcome you to the SOCDE in Mombasa Campus.

Thank you.

8. FACULTY OF ARTS

The Faculty operates as part and parcel of the larger Faculty of Arts of the University of Nairobi. The Faculty of Arts, University of Nairobi, is the largest Faculty in the country in terms of student enrolment and academic members of staff. The Faculty is also one of the most diverse of the faculties of the University in terms of the programmes offered.

In order to ensure world class delivery, the programmes are run by renowned scholars drawn from the Mombasa team of lecturers and their counterparts from the Faculty in Nairobi.

The Mombasa Campus unit offers a Bachelor of Arts Degree in these programmes:

- Psychology
- Sociology
- Political science & Public administration
- Language & Communication

For each of the programmes, there are three (3) intakes in a year in January, May and September.

9. COMMON UNDERGRADUATE COURSES

Currently, there are ten common undergraduate courses that have been approved by the Senate. The table indicates the course code, title, the department that houses the course, the coordinator of the course, and on which campus the student can trace that coordinator.

CODE	COURSE TITLE	HOUSING DEPARTMENT	COORDINATOR	BASE
CCS 001	Communication Skills	Communication Skills studies	Mrs. Mary Okebe	Main campus
CCS 002	Fundamentals of development	Institute of Development Studies	Mr. John Njoka	Main campus
CCS 003	Human Health	School of Public Health	To be appointed	College of Health

				Sciences, KNH campus
CCS 004	Law in Society	School of Law	To be appointed	Parklands campus
CCS 005	Environmental Science	School of Physical Sciences	Dr. J.N.Mutemi	Chiromo campus
CCS 006	Chemistry and Its Applications	Department of Chemistry	Dr. J.M.Wanjohi	Chiromo campus
CCS 007	Science and Technology	Department of Food Technology and Nutrition	Prof. Michael W. Okoth	Upper Kabete campus
CCS 008	Elements of Philosophy	Department of Philosophy & Religious Studies	Dr. J.B. Ndohvu	Main campus
CCS 009	Elements of Economics	School of Economics	Dr. Kennedy Osoro	Main campus
CCS 010	HIV&AIDS	School of Public Health	Dr. Kellen N. Kimani	School of Public Health, KNH campus

10. STUDENT MANAGEMENT INFORMATION SYSTEM (STUDENT PORTAL)

<http://smis.uonbi.ac.ke>

The Student portal gives students accessibility to information online. This information include: access to fees statements, Notices, Exam Results and Continuous Assessment Test Results, Timetables, Enquiries on pending results and Enquiries on Student Identity Cards.

i. Log In

To log in to the SMIS Portal enter: Registration Number as a User Name, Password: (should be your National Identity Number or Passport Number, as detailed in the Student Online Registration form which you fill and forward to your School/Faculty).

ii. Portal Home

This gives the student the following provisions:

- a) Change of Password

- b) Request for a Student ID. A student should request for student Identity card by clicking on the link '**Student ID**' to either request for a new ID, a re-issue or a replacement or to find out the status of their ID process.
- c) Notices – Students are able to get notices from lecturers, departments or their School/Faculty.

iii. Fees Statement

This enables the student to view the payments they have made since the commencement of studies. The distribution of the fees payment is available on the link '**Detailed Statement**'.

iv. Timetables

This section enables one to view all the courses being taught in the current semester, as well as the venues and their timing. Once a student registers for courses, they can select '**My Timetable**' to view only the courses they have registered.

Exam timetable

The exam dates, exam venues and exam time are also displayed in this section. A student can opt to view exam details for the courses he/she registered for using the link '**My Exam Timetable**'.

v. Course Registration

At the beginning of a semester, students need to register for courses that they will take. To register for courses, a student should enter the Course Code e.g. 'CCS001'; then select the Exam Type – whether First Attempt, Res-it, Retake etc., and the Group – Default group is 'Group 1'. One can only register for courses that are available in the timetable.

Provisional and Confirmation of Courses

Once a course is successfully registered, it will appear as Provisional and an invoice will be generated. The student should select the unit(s) and click on the '**Confirm Selected Courses**'. A unit can only be confirmed if payments have been made.

Dropping of units

A student can drop units for various reasons however; a unit can only be dropped if it has not been confirmed. Select/Tick the unit(s) that needs to be dropped and click '**Drop Selected**'.

vi. Results

Results for courses that have been registered can be viewed from this section. Additionally students are also able to get results of their Course Work/CATs here.

vii. Enquiries

Students can make requests to:

- a. Obtain a Provisional Transcript e.g. for employment or attachment purpose. The status of this request will be displayed in this section
- b. Enquire about missing exams or CAT marks- The Course code and the Year when the exam was done need to be specified.

11. CAMPUS FACILITIES AND SERVICES

The Campus has state of the art facilities at Uni Plaza off Moi Avenue, housing a modern library with reading and research materials in both electronic and print form, two computer labs for undergraduate and postgraduate students with a capacity of over eighty users in any one sitting, a moot court and lecture rooms tailored to accommodate various class sizes from 50 to 150 students.

The School of Business has entered into a Memorandum of Understanding with the Kenya Ports Authority to access additional lecture and library facilities at their Bandari College campus. It is in this location that most of the evening lectures for B.Com and MBA take place. Besides the teaching facilities, the Campus provides students and staff support services which include library, security, clinic and maintenance.

11.1 Library Services

University of Nairobi Library fully identifies with the philosophy of the University as spelt out in its mission and vision. Mombasa Library endeavors to empower the University to retain its leadership role as a World Class University by providing current timely and quality information to enhance teaching, research and consultancy programs of the institution.

Currently the library operates on the right wing of the ground floor and the right wing of mezzanine floor. The ground floor contains the books for the School of Business as well as School of Continuing and Distance Education. The mezzanine floor houses books and material for the School of Law. The current library sitting capacity is 320.

a) Functional areas

- i) Information and circulation desk
- ii) Staff working area
- iii) Library cloakroom
- iv) Customer feedback services
- v) Newspaper reading area

The books are described according to AACR2 cataloguing rules and classified according to Library of Congress (LC) and Moys classifications schemes.

Access is through OPAC and through library and shelf guides. Staff available to assist.

b) Library services available

- Book lending
- Electronic resources
- Information literacy
- Current awareness services
- Photocopying services

The library undertakes regular information and literacy competency training including:

- Induction of new students and conducted tour of the library.

- User education sessions (as they come and as need arises)
- E-resources lessons
- Communication skills lessons

We are committed to deliver high quality services to our clientele based on our core values which focus on customer care, professionalism, team work and observation of the rule of law.

Opening Hours

Monday - Friday	8.00 a.m – 8.00 p.m
Saturday	8.00 a.m – 5. P.m
Closed or Sundays and Public Holidays	

11.2 ICT Services

ICT is a service department which was established to support teaching, learning, research and management. To be in harmony with the University's vision of world-class scholarly excellence, the ICT Center has boosted its infrastructure to satisfactorily cater for its growing users through creating hotspots at strategic locations such Lecture rooms, library and ICT. This has immensely improved access to ICT resources and further created an opportunity for creative and innovative use of ICT technology.

ICT offers the following services to its clients:

- User support services
- Repair and Maintenance Services
- Communication & Network Infrastructure services
- MIS services
- ICT security services
- User Training services

11.3 Security Services

The department is responsible for formulating the security policy / strategy and management and co-ordination of the security network in the entire campus.

The department has responsibility to do the following;

- Formulating the security policy/strategy of the Campus
- Management and coordination of the security network in the entire Campus in liaison with other UoN officials.
- Taking all necessary steps to detect and prevent crime incidents, and apprehension of offenders.
- Administration of all campus security personnel and matters affecting security
- Ensure that the Vice Chancellor, Director, Mombasa Campus, Associate Dean SOL and Resident Lecturer are fully informed of matters relating to crime, security and incidents.
- Directing inquiries into matters of criminal nature, and maintaining contacts with external security forces in matters relating to crime and other incidents.
- Maintaining close contacts with other sections of the Campus, good industrial relations within the security team, and with other employees of the UoN, Mombasa campus.

- Maintenance of good public order in the entire Campus
- To identify and ensure the training needs of security team are addressed, including ensuring the team is well drilled and fit to conduct tasks assigned to them.
- Investigation into traffic/occupational accidents occurring within the Campus.
- Investigation of misuse or loss of UoN property or facilities
- Manage personnel affairs for all security staff in the Campus in liaison with the Director, Mombasa Campus

11.4 Sports and Games

The Department of Sports and Games, Mombasa Campus is located at Uni Plaza, 7th floor and is headed by a Games Assistant. The responsibility of the Games Assistant is to coach, manage and supervise students' sports activities both in training sessions and during competitive tournaments with other tertiary institutions.

The Department of Sports and Games offers a wide variety of sports /games which are categorized as either outdoor or indoor. Outdoor games include Rugby, Basketball, Soccer, Volleyball, Field Athletics, Netball and swimming. Indoor Games are Badminton, Scrabble, Chess and Table tennis.

The Department of sports and Games encourages all students to participate in sports so as to experience the benefits accruing from such participation including, mental, physical, social and emotional wellbeing

11.5 University Health Services (Clinic)

All students are eligible and are required to register as members of the University health Scheme. To be a member of the student health scheme, the following requirements must be fulfilled:- Payment of prescribed medical fees and submission of fully filled JI/3 forms signed by the student and a registered Medical Practitioner at the time of registration to the Clinical Officer.

The Campus health Services will provide basic medical services only while the student is in session. The services include:

- Consultancy on general medical care and mental health-offered at main students Health Clinic
- Pharmacy services
- VCT Comprehensive services
- Counseling services

Clinic operates from 8.00 am to 7.00 pm from Monday to Friday and 9.00 am to 1.00 pm on Saturday. It is closed on Sundays and public holidays

Opening hours: 10:00 a.m – 7:00 p.m

11.6 Students Welfare Authority (Cafeteria)

The SWA in Mombasa offers the cafeteria services located at the rear of the Uni Plaza. Snacks and meals are offered at affordable prices.

It opens from 8:00 a.m. to 6:00 p.m. week days and from 9:00 a.m. to 1:00 p.m. on Saturdays. It is closed on Sundays and public holidays.

11.7 Estates Department

The above office is located in Uni Plaza-7th floor and is headed by Mr. Stephen Kamau Ng'ang'a who is the Caretaker of Uni Plaza.

The main functions of the office are as below:

- To efficiently and effectively manage University resources i.e. overall management of University land, building , houses etc. pursue acquisition of titles to the University land including lease extensions, payment of land taxes, valuation of University properties and proper maintenance, supply and servicing of utilities
- To ensure financial sustainability by maximizing returns from the University assets i.e. rent collection from commercial properties on time to avoid arrears, reduction of voids on commercial properties to avoid loss of returns, debt reduction by paying rates and ground rates to avoid loss of returns, recover rent arrears and secure water meters
- To promote the image of the University both locally and internationally by ensuring the following:
 - a) A clean environment by ensuring the outsourced cleaning service providers are diligent and offer service to our satisfaction.
 - b) Sufficient waste disposal by ensuring all waste materials including garbage and sanitary waste are collected and disposed timely by the outsourced service providers.
 - c) Utility bills are paid on time
 - d) The University signs are clearly marked and strategically placed

11.8 Construction and Maintenance

Construction and maintenance section has the responsibility of developing and expanding physical facilities for the campus and maintaining these facilities through routine maintenance work. The office is located at the basement of the Uni Plaza Building in Mombasa Island.

Under the Assistant Maintenance Officer, this section is charged with responsibility of maintaining all campus physical facilities such as teaching and learning facilities (includes; theatres, lecture halls, tutorial rooms, seminar rooms, offices, clinic, moot court, cafeteria etc.

11.9 Dean of Students

University life marks the beginning of one's career and requires one to make mental, physical and emotional adjustment. If you have an urgent need or concern, no matter how large or small, do not hesitate to visit the office of the Assistant Dean of students and Counseling Psychologist located on 3rd floor of Uni Plaza building.

11.10 UNES Bookstore

The book store is located on the ground floor to the left of the reception desk and opposite the entrance to the Library.

It stocks books, stationery and other branded materials for use by students, staff and the community around. It opens from 8:00 a.m to 6:00 p.m. week days and from 9:00 a.m. to 1:00 p.m. on Saturdays. It is closed on Sundays and public holidays.

12. CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and, so far as is applicable, outside University precincts.

12.1 General Conduct:

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and, in particular, shall:-

- (i) Respect and agree to the Administrative and Academic procedures and structures established by the University of Nairobi Act for the control, governance and operations of the University;
- (ii) Respect the rights and privileges of the members of the University Community at all times;

Refrain from any conduct that might bring the University or any section or programme thereof to disrepute or public odium, and carry themselves in all public places or forums with such humility and dignity as befits their status as mature and responsible citizens

12.2 . Academic Conduct:

All students shall apply themselves diligently to the courses of study approved by Senate and for which they are registered and, in particular shall:-

- (i) Except for good cause attend all lectures, tutorials, seminars practicals and other scheduled courses of instructions;
- (ii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University and comply with all other regulations made by Departments, Faculties and Colleges for the proper conduct of specific programmes.

12.3 . Resident Conduct:

All students shall conduct themselves with responsibility and maturity while in Campus and in particular shall strictly observe the following:-

That in addition to any other liability that may attach thereto, students remain accountable to the University in respect of their relationship with members of the general public, and a conduct and utterances in matters that lie in the public domain, whereof:-

- (a) All correspondence to the press or other mass media by students, or officials of College Students' Organizations or of other association of students within the University in their individual capacities shall bear their names and private address.
- (b) All public statements affecting the University which are intended to be issued on behalf of any organization or association of students must receive prior approval of the Vice-Chancellor.
- (c) Invitations to Government Ministries, representatives of foreign Governments or any other public personalities to visit the University in their official capacity shall be channeled through appropriate University authorities.
- (d) Refrain from acts of hooliganism, unruly or rowdy behavior (including fighting), emission of unreasonable or excessive noise, or conduct likely to cause annoyance or disturbance to others, within or outside University precincts;
- (e) Desist from misuse or willful damage to or destruction of University property, in default of which such student or group of students shall bear full responsibility thereof;
- (f) Avoid such drunkenness or drunken behavior as would constitute a disturbance to other students and staff of the University; and
- (g) Desist from abuse of drugs and totally refrain from the use of drugs, the possession of which is prohibited by law.

Any infringement, infraction or persistent disregard or contempt of the Sections I - III above shall constitute a disciplinary offence for which disciplinary action will be taken against a student in accordance with Clause (b) herein.

12.4 . Student Identity Card

After the registration formalities and payment of the identity card charges, every student is issued with a student identity card bearing his/her picture and name, registration number, the course and school faculty registered in and the duration of the course. The identity card allows easy identification of students and gives the student access to various university services (e.g. the Library, and the student clinic). Every student must ensure that they have their student identity card at all time and that the card has the correct information and valid for the duration the student is in university.

A student who loses his/her university identity card will be required to report the loss to a police station and acquire an abstract. They will also be required to report the loss to their offices from

where they get a letter confirming the loss and their students' status. After getting these two documents the student should report to the faculty library for clearance note to indicate the card is not held in the Library. After that the student reports to their respective administrators for a re-issue of the student card upon payment of the relevant fee.

13 STUDENT ORGANIZATIONS

Students are encouraged to participate in extra-curriculum activities while at the University. One such outlet is participation in professional associations and clubs. These associations not only address the professional and personal welfare interests of students, but also they also provide opportunities for performing community service and personal development. The Campus has various students' bodies, which represent students' interests. Through the various representatives, students access all decision-making levels from the Senate, and all the way to Council. The Campus is committed to seeing that students' organizations are able to meet their desired goals and aims. Students Organizations should liaise with Associate Dean, SOL, Coordinators SOB, Faculty of Arts, Coordinator, SOCDE and Assistant Dean of Students for further guidance.

Registration of Students Organization

The registration and support of student organizations and services is provided by the Office of the Assistant Dean of Students. Students may form associations and clubs, but they should check to see if already an existing organization that meets their needs. Students Organizations are advised to have their calendar of events /activities coordinated by the office of the Assistant Deans of Students. Through these organizations students have been able to participate in community activities, professionally related events, organize fashion shows, Miss/Mr. University Shows, exchange visits with students in other countries, attend international conferences and meetings and generally develop their social, and other skills.

Students Organizations of Nairobi University (SONU)

The Student Organization of Nairobi University (SONU) is well represented in Mombasa Campus. According to their constitution, there shall be a Campus Representative elected by Mombasa Campus students to represent their interests in the SONU Executive Council. The campus students are therefore fully integrated in the student management system of the University. The Campus has a Campus and Deputy Campus Representative, Congress Man and Woman, and Faculty Representatives each from the Schools of Business, Law and Continuing and Distance Education (SCDE). The campus management works closely with the elected SONU Campus Representative and other elected officials in addressing students' welfare and services within the campus.

Other clubs

- Muslim Students Association of the University of Nairobi
- Finance Students Association – Mombasa Campus chapter

- Kenya Law Students Society
- REDCROSS club
- Environment Club

14 IMPORTANT EXTRACTS FROM THE UNIVERISTY STATUTE

Statute XXIV

University Examinations

1. University Examinations shall be conducted under the control of the Senate.
2. There shall be internal and external examiners forthe University Examinations appointed by the Senate upon the recommendations of the College Academic Boards, who shall prepare examinations papers where appropriate and examine students in the papers assigned to them by the Faculty, Institute or School.
3. External examiners shall be appointed from outside the University.
4. In the case of reexamination, at a special examination of candidates who have failed in the ordinary University examination, a moderator may be appointed from within or outside the University provided he has had no part in teaching the candidate in the subject of the paper under examination.
5. Every candidate for a University examination shall pay to the University, in respect of such examination, such fees as the Council shall time to time, prescribe.

Statute XXIX

Fees

1. All students admitted to the University for any degree, diploma, certificate or other award of the University shall pay the University such Registration Fees, Tuition Fees and other fees and charges as Council may from time to time determine.
2. All fees and other charges due shall be paid at the commencement of the semester they are due and in any case not beyond the third week of the semester. No students shall be allowed into lectures; examination rooms or participates in activities which have not been fully paid for.
3. The University shall withhold any and all services, examination results, conferment of any degree, certificate or award until all outstanding fees are settled and further reserve the right to institute other legal recovery proceedings against students with outstanding fees and also surcharge an interest at a rate to be determined by Council from time to time.

13. FEES PAYMENT

How do I pay tuition fee?

Answer: Tuition fees is payable to the following accounts:

Bank details for students paying fees in Kenya shillings (Self sponsored students only)

Bank: Barclays
Branch: Plaza
Account No: 2032771362
Account Name: UON CESSP Collection Account
Currency: KSH

Tuition Fees in Dollars Collection Account

Bank: Barclays
Branch: Barclays Plaza
Account No: 2032770625
Account Name: UON CESSP Dollar Account
Currency: US\$

Any queries regarding fees payment you can use the contacts below:

	Contacts	Telephone Number	Email Address
A)	George Ogari	020 - 2244680 020 - 33318262 Ext. 28366	gogari@uonbi.Aac.ke
B)	Alfred Sendeyo	020 - 2244680 020 - 33318262 Ext. 28366	asendeyo@uonbi.Ac.Ke
C)	CESSP G3 Office	020 - 2244680 020 - 33318262 Ext. 28366	cessp-g3@Uonbi.ac.ke

Note: Please indicate your name, registration number or reference number.

14. CONTACTS WITHIN THE CAMPUS

For any enquiries or need for assistance, you can visit or contact any of the listed whose offices are located in various floor in Uni Plaza as indicated below.

Director, Mombasa Campus

2nd floor next to Wi-Fi area
P. O. Box 83732-80100, Mombasa
Tel: 020-2059161
VOIP: 2201/2202
Email: directormsacampus@uonbi.ac.ke

Associate Dean, SOL, Mombasa

1st floor, North wing
Tel: 0771241363
VOIP: 2204
Email: mombasalaw@uonbi.ac.ke

Assistant Coordinator, SOB, Mombasa

5th floor, Western wing
Tel: 020-8095398
VOIP: 2203
Email: sobmombasa@uonbi.ac.ke

**Coordinator, EMC, Mombasa
2nd Floor, North wing
School of Continuing and Distance Education
Tel: 020-2649890
Email: mombasaemc@uonbi.ac.ke**