



UNIVERSITY OF NAIROBI

FACULTY OF ARTS

INFORMATION TO NEW STUDENTS AND JOINING INSTRUCTIONS

(University of Nairobi Parallel Programmes)

1. REGISTRATION AND ORIENTATION

Registration of students will take place as per the attached orientation programme.

2. LETTER OF ACCEPTANCE (PP/1A)

3. NON CCEPTANCE OF OFFER (PP/1B)

If you do not accept the offer of admission, you must complete FORM PP/1B in duplicate and return it to the Academic Registrar.

4. DECLARATION FOR ADMISSION (PP/2)

All candidates accepting an offer of admission must undertake to complete the course they have

Form PP/1A to be completed in triplicate and returned during registration.

Every student must sign the declaration FORM PP/2, signifying that they have understood the content and meaning of the Rules and Regulations Governing the Organization. Conduct and Discipline of students. The signed declaration must be submitted during registration.

Students are expected to adhere at all time to the parameters of discipline as spelt out in the declaration.

5. THE BOND (PP/3)

Attached to the declaration form is a BOND governing admission, re-admission and studentship. Students are expected to familiarize themselves with the conditions spelt out in the BOND and to have it executed as required. The executed BOND must be returned to the University on registration day.

6. FEES SCHEDULE (PP/4)

Students are advised to familiarize themselves with information provided in FORM PP/4 regarding fees and to take necessary arrangements to pay on or before the registration day.

7. SPONSORSHIP FORM (PP/5)

All students who will be sponsored by their parents/guardians or any other sponsors other than themselves should have FORM PP/5 completed as soon as they receive the offer of admission.

8. MEDICAL FORM (J1/3)

Form J1/3 to be completed and returned during registration. Students are required to complete part one of this form. Part II should be completed with the help of the doctor but signed by the student.

9. FOREIGN STUDENTS

Foreign students are advised to ensure that they have passports that are valid for the duration of their stay in Kenya. They should also make the necessary arrangements to get requisite re-entry permits in the event that they have to travel during the course of their studies. It is the duty of the students to ensure that the relevant immigration formalities (such as the acquisition and renewal of Pupil's Pass) are complied with as per the statutory requirements. Any foreign student who encounters difficulty in processing the Pupil's Pass may consult the Academic Registrar's Office for assistance.

UNIVERSITY OF NAIROBI

LETTER OF ACCEPTANCE BY THE APPLICANT.

SECTION A: To be completed in triplicate (three original forms) by those **ACCEPTING** the offer

Dear Sir,

Applicant's Name

(Surname)

(Other names)

Application Ref. No.

With reference to your letter offering me a place in the faculty/Institute of
for a course leading to under the University of
Nairobi parallel programmes, this is to confirm that **I DO ACCEPT** the offer, and I undertake to
pay the prescribed fees and abide by the rules and regulations governing the organization, conduct
and discipline of the students of the University of Nairobi.

FULL NAME

ID. NO. /PASSPORT NO.....

UNIVERSITY REGISTRATION NO.....

SIGNATURE **DATE**

UNIVERSITY OF NAIROBI

NON-ACCEPTANCE/DEFERMENT FORM

(To be completed in duplicate by those **NOT ACCEPTING** the offer or **DEFFERING ADMISSION**)

Applicant's Name

Surname

Other Names

Application Ref. Number: _____

With reference to your letter of offering me a place in the Faculty/Institute of

For a course leading to

.....

Under the University of Nairobi parallel Programmes, this is to inform you that **I WILL NOT ACCEPT** the offer/wish to defer admission due to the following reasons:

*Delete whichever is not applicable

<i>Reason</i>	<i>Mark X where applicable</i>
Family/social problems	
Heath	
Lack of funds	
Any other reason(s) (please specify)	

Do you wish to defer your admission?

(Yes/No) _____

If Yes, up to where?

N.B: THOSE DEFERRING THEIR ADMISSION FOR A PERIOD LONGER THAN TWO YEARS WILL BE REQUIRED TO APPLY AFRESH.

Name _____

Signature _____ Date _____

UNIVERSITY OF NAIROBI
DECLARATION FOR ADMISSION

(To be completed in Triplicate)

I Holder of National Identity Card/Passport No..... and University Student registration No..... having been notified of my admission to the Faculty/Institute of to a course leading to Under the University of Nairobi parallel programmes DO HEREBY bind myself solemnly and undertake to comply with the following conditions:

1. That throughout my academic pursuit and stay in the University, I will as other citizens of the country conduct myself in accordance with the provisions of the Laws of Kenya.
2. That I will diligently apply myself to my prescribed course of study within the University in accordance with the relevant statutes, rules, syllabi and practices of the University.
3. That I undertake to attend all scheduled lectures, tutorials, seminars, practicals and all other instructional activities that will be required of me by the University authorities during my academic pursuit in the University, and also undertake to use the library and other facilities responsibly.
4. That I acknowledge and duly submit myself to other disciplinary authorities of the University as defined in the Rules and Regulations Governing the Organization and Conduct of students of the University. In particular:
 - a) Bind myself to refrain from engaging in any unlawful activities that may be deemed to be prejudicial to the interest of the University and other students and in particular I will abstain from inciting, obstructing or in any manner stopping any other students from attending lecture or obstructing a member of the University from giving lectures or such other instructions.
 - b) Undertake not to convene or join any unauthorized and/or unlawful demonstrations, processions, gatherings and activities or in any way to be a party to any activities deemed prejudicial to the good order and running of the University.
 - c) Undertake at all times to conduct myself in such a manner as to uphold the dignity of the University and not to permit anyone to influence me to commit my breach of rules, regulation or practices of the university ;and
 - d) Undertake to conduct myself at all times, within and outside the precincts of the University, in a responsible and socially acceptable manner which upholds the dignity of and public confidence in the University.
5. That I bind myself by this instrument fully conscious that should I be found in breach of any of the above conditions, or should I in any way conduct myself in a manner prejudicial to the university, other students, other students members of University or members of the public, I shall be subject to disciplinary action as set out by the university; and
6. That I unconditionally execute the relevant BOND governing students Admission, Re-admissions and studentship, as required of me by the University.

Dated this day of 20.....

Signed

Witnessed to the above signature Signed

Parent/Guardian/Sponsor

Dean of the Faculty

UNIVERSITY OF NAIROBI

BOND

GOVERNING STUDENT’S ADMISSION, RE-ADMISSION INTO, AND STUDENTSHIP UNDER THE PARALLEL PROGRAMMES.

1. THIS BOND is made by the University Council and Senate (hereinafter referred to as “The Enacting authority”) and forms part of the binding terms and conditions upon which anyone may be admitted, re-admitted into, or permitted to remain in studentship in the University under the parallel programmes.
2. THIS BOND shall be considered ready for execution as from January 1, 1998 and once executed shall remain in force in its present form for all students governing their admission, re-admission and studentship throughout their tenure of studentship, subject to each special decision as the enacting authority may vary the bond’s content, in such manner as the Enacting Authority may deem fit.
3. THIS BOND shall bind jointly and severally as persons being admitted or re-admitted into or allowed to remain in studentship in the University, and their parents/guardians/sponsors and Enacting Authority and an appropriate undertaking in the form prescribed in THIS BOND shall be made by both the person admitted into, or allowed to remain in studentship in the University and the parent/Guardian/sponsor of the person in the presence of a judge, a Magistrate or a Commissioner for Oaths.
4. THIS BOND shall bind the parents/Guardians/sponsors of all students being admitted or re-admitted into, or allowed to remain in studentship in the University to pay to the University at the beginning of each semester, or at such other time as the University senate may prescribe and communicate to the persons in question, a fee ofper course unit/semester/quarter and other charges as indicated in the fees schedule, or such other fees as the university senate may determine from time to time.
5. By THIS BOND the parents/Guardians/sponsors undertakes to pay the required fee and the applicant undertakes to ensure the fee is duly paid and delivered timeously as required in the terms of paragraph 4 thereof.

THIS BOND IS EXECUTED at

This day of 20.....

I) SIGNATURE OF PARENT/GUARDIAN/SPONSOR

)
)
)

BEFORE ME

.....
(Judge, Magistrate or Commissioner of Oaths)
Signature and Name

II) NAME OF APPLICANT IN FULL)

SIGNATURE OF APPLICANT)

FACULTY)

COURSE)

REGISTRATION NUMBER)

BEFORE ME

.....
(Judge, Magistrate or Commissioner for Oaths)
Signature and stamp

III)

ACADEMIC REGISTRAR
(On behalf of the Enacting Authority)

UNIVERSITY OF NAIROBI

SPONSORSHIP FORM

(To be completed by the Sponsoring authority)

Name of applicant

(Surname)

(Other names)

Course admitted to

SPONSOR'S DETAILS

NAME

TELEPHONE

FAX

E – MAIL

In consideration of your admitting and registering the above named applied for the course of study leading to

Parallel programmes, we undertake to sponsor him/her and pay the prescribed fees and other charges to the maximum of

(In words)

Name

Position

Signature

Date

N.B.All sponsored applicants are requested to get this form signed by their sponsors as soon as they receive their offer.

UNIVERSITY OF NAIROBI

STUDENT ENTRANCE MEDICAL EXAMINATION

REGISTRATION NO

IMPORTANT.

Students are required to complete Part I of this form .Part II should be completed with the help of the doctor but signed by the student. Part II should be completed and signed by the examining doctor. The examination doctor is required to complete the form truthfully. He She should, at the end of part III print his/her name together with his/her Medical practitioners&Dentists Board registration number as queries regarding the student on the completed form may be directed to that doctor if it is deemed necessary. The completed form **MUST** be handled in at the time of registration to the Chief Medical Officer, University of Nairobi Health Services, P.O Box 30197, Nairobi, Kenya.

Students must identify themselves with a student identity card at the University Health Services. Medical services are provided only when students are in session. In-patient services are available at the University sick-bay and KenyattaNational Hospital or services sourced outside these facilities will not be paid for by the University, nor does the student Medical Scheme cover dental, eye treatment, eye glasses, pregnancy, childbirth and their complications.

PART I:

SURNAME OTHER NAMES SEX

DATE OF BIRTHPLACE OF BIRTH

NATIONALITYMARITAL STATUS NO. OF CHILDREN

FACULTY.....

NAME OF PARENT/GUARDIAN/NEXT OF KIN

POSTAL ADDRESS

TELEPHONE NO. (HOME) OFFICE

PART II: (To be completed by the student with the doctor's help)

Have you ever been admitted to the hospital?

If so, when and for what illness?

Have you ever suffered from any of the following?.....

Allergy	Yes/No	Infectious Mononucleosis	Yes/No
Anaemia	Yes/No	Jaundice Hepatitis	Yes/No
Asthma	Yes/No	Peptic Ulcer	Yes/No
Back problem	Yes/No	Mental illness	Yes/No
Bilharzia	Yes/No	Poliomyelitis	Yes/no
Bladder problem	Yes/No	Severe headaches	Yes/No
Chest infection	Yes/No	Surgery	Yes/No
Diabetes mellitus	Yes/No	Thyroid disease	Yes/No

Epilepsy	Yes/No	Tuberculosis	Yes/No
Eye problem	Yes/No	Speech problem	Yes/no
Heart disease	Yes/No	Hearing problem	Yes/No
High blood pressure	Yes/No	Sexually transmitted disease	Yes/No
Blood transfusion	Yes/No	Irregular menstrual periods	Yes/No
Are you on any treatment now?	Yes/No	HIV infection	Yes/No
		AIDS	Yes/No

If the answer to any of the above is YES, please give details

.....

Who's your doctor?

FAMILY MEDICAL HISTORY:

Has any member of your family suffered from any of the following?

Diabetes mellitus	Yes/No	Heart disease	Yes/No
Bronchial asthma	Yes/No	High blood pressure	Yes/no
Mental illness	Yes/No	Sickle cell disease	Yes/No
Tuberculosis	Yes/No		

SIGNATURE **DATE**

AUTHORIZATION STATEMENT

I hereby authorize any doctor, clinic or medical provider, any insurance company, institution any person who has any record or information about me and/ or any of my family members to provide University of Nairobi with complete information including copies of their records with reference to my sickness or accident, any treatment, examination, advice or hospitalization. Any photocopy of this authorization shall be taken as the original copy.

PART III: (To be completed by the Examination Doctor)

Immunization record

Height Weight Any deformity

Visual acuity LE 6 RE 6

Hearing Nose Throat

Lymphatic glands

CARDIOVASCULAR SYSTEM.

Pulse/minute Regular/irregular

Heart sounds Blood pressure

RESPIRATORY SYSTEM:

Chest X- ray
.....

ALIMENTARY SYSTEM:

Teeth Tongue Abdominal

GENITO-URINARY SYSTEM:

Urethra discharge L.M.P Uterus

Urine S.G Albumin Sugar

Deposit

HIV test

COMMENTS BY THE EXAMINING DOCTOR:

.....
.....

DOCTOR'S NAME (printed) SIGNATURE

MEDICAL PRACTITIONERS & DENTISTS BOARD REG. NO. DATE

PART IV:

COMMENTS BY THE UNIVERSITY CHIEF MEDICAL OFFICER:

Special remarks
.....

Does the student require any special medical needs?

.....

CHIEF MEDICAL OFFICER

UNIVERSITY HEALTH SERVICES

DATE

UNIVERSITY OF NAIROBI

FACULTY OF ARTS

FEE STRUCTURE FOR CERTIFICATE, ORDINARY DIPLOMA AND DEGREE PROGRAMMES [2014-2015] COST PER SEMESTER (KSHS.) [This Depends on the Number of Units Taken]

No. Of Units	Tuition per unit	Exams (Annually)	Other Charges*	Total
1	10000	5000	15500	30500
2	20000	5000	15500	40500
3	30000	5000	15500	50500
4	40000	5000	15500	60500

Note: Add Kshs 5000/= one-time refundable caution money. Non-Kenyans, add 25% to each item.

***Other charges per semester:** Registration (1000/-), Medical emergency cover (5,000/= Annually), Annual ID (500/-, paid in the first semester of each academic year), Library (1000/-), Activity (2000/= Annually), Computer Lab (5,000/= Annually), SONU (1000/= Annually).

*** All Certificate Courses (47700/=) each, Bridging in English (26,700/=). Each unit cost is 10,000/=.** Other statutory charges= 7,700/=.

FEE STRUCTURE FOR B.A. MODULE II PROGRAMME COST PER SEMESTER (Kshs.)

No. Of Units	Tuition (7,200/- per unit)	Exams	Other Charges*	Total
2	14400	1000	15500	30900
3	21600	1500	15500	38600
4	28800	2000	15500	46300
5	36000	2500	15500	54000
6	43200	3000	15500	61700
7	50400	3500	15500	69400

Note: Add Kshs 5000/= one-time refundable caution money. Non-Kenyans, add 25% to each item.

***Other charges per semester:** Registration (1000/-), Medical emergency cover (5,000/= Annually), Annual ID (500/-, paid in the first semester of each academic year), Library (1000/-), Activity (2000/= Annually) Computer Lab (5,000/= Annually) SONU (1000/= Annually).

B.A. COST IN THE FIRST SEMESTER (assuming 6 units) = 66,700/=

FEE STRUCTURE FOR B.A. MODULE III (DISTANCE LEARNING) PROGRAMME

COST PER SEMESTER (Kshs.)

No. Of Units	Tuition (6,200/- per unit)	Exams	Other Charges*	Total
2	12400	1000	15500	28900
3	18600	1500	15500	35600
4	24800	2000	15500	42300
5	31000	2500	15500	49000
6	37200	3000	15500	55700
7	43400	3500	15500	62400

Note: Add Kshs 5000/= one-time refundable caution money. Non-Kenyans, add 25% to each item.

***Other charges per semester:** Registration (1000/-), Medical emergency cover (5,000/= Annually), Annual ID (500/-, paid in the first semester of each academic year), Library (1000/-), Activity (2000/= Annually) Computer Lab (5,000/= Annually) SONU (1000/= Annually).

COST IN THE FIRST SEMESTER (assuming 6 units)= 60,700/=

FEE STRUCTURE FOR B.A. IN TRAVEL & TOURISM MANAGEMENT PROGRAMME

COST PER SEMESTER (Kshs.)

No. Of Units	Tuition (12,000/- per unit)	Exams	Other Charges*	Total
2	24000	1000	15500	40500
3	36000	1500	15500	53000
4	48000	2000	15500	65500
5	60000	2500	15500	78000
6	72000	3000	15500	90500
7	84000	3500	15500	103000

Note: Add Kshs 5000/= one-time refundable caution money. Non-Kenyans, add 25% to each item.

***Other charges per semester:** Registration (1000/-), Medical emergency cover (5,000/= Annually), Annual ID (500/-, paid in the first semester of each academic year), Library (1000/-), Activity (2000/= Annually) Computer Lab (5,000/= Annually) SONU (1000/= Annually), Programme Development Fees (5,000/= Once), Field work fees refundable in fourth year (10,000/= once).

B.A. IN TRAVEL & TOURISM COST IN THE FIRST SEMESTER (assuming 6 units) = 110,500/=

FEE STRUCTURE FOR B.A. IN HOSPITALITY MANAGEMENT PROGRAMME
COST PER SEMESTER (Kshs.)

No. Of Units	Tuition (12,000/- per unit)	Exams	Other Charges*	Total
2	24000	1000	15500	40500
3	36000	1500	15500	53000
4	48000	2000	15500	65500
5	60000	2500	15500	78000
6	72000	3000	15500	90500
7	84000	3500	15500	103000

Note: Add Kshs 5000/= one-time refundable caution money. Non-Kenyans, add 25% to each item.

***Other charges per semester:** Registration (1000/-), Medical emergency cover (5,000/= Annually), Annual ID (500/-, paid in the first semester of each academic year), Library (1000/-), Activity (2000/= Annually) Computer Lab (5,000/= Annually) SONU (1000/= Annually), Programme Development Fees (5,000/= Once), Field work fees refundable in fourth year (10,000/= once), Hospitality Lab fees (4,500/= per unit).

B.A. IN HOSPITALITY MANAGEMENT COST IN THE FIRST SEMESTER (assuming 6 units) = 119,500/=

FEE STRUCTURE FOR M.A. AND POSTGRADUATE DIPLOMA PROGRAMMES
COST PER SEMESTER (Kshs.)

No. Of Units	Tuition (13,500/- per unit)	Exams	Other Charges*	Total
2	27000	2000	16500	45500
3	40500	3000	16500	60000
4	54000	4000	16500	74500

Note: All to add Kshs. 5,000/- one-time refundable caution money. Non-Kenyans, add 25% to each item.

***Other charges per semester:** Registration (1000/-), Medical emergency cover (5,000/= Annually), Annual ID (500/-, paid in the first semester of each academic year), Library (3000/-), Activity (2000/= Annually) Computer Lab (5,000/= Annually).

M.A./PGD COST IN THE FIRST SEMESTER = 79,500/=

NOTE: ALL FEE PAYMENTS SHALL BE BY DIRECT CASH DEPOSIT: AT ANY BARCLAYS BANK COUNTRYWIDE INTO UON/CESSP TUITION FEE COLLECTION A/C NO. 2032771362 PLAZA BRANCH, NAIROBI – CURRENCY KSH.

2. Tuition Fees in Dollars Collection Account

Account No: 2032770625 A/C Name: UON CESSP Dollar Account

Bank: Barclays, Branch: Plaza, Currency: US\$

PP4(Fees Schedule)

PP/5

PP/3

J1/14

IMPORTANT INFORMATION ON THE UNIVERSITY PROCEDURES AND PROCESSES

Deferment of Admissions

An applicant who for any reason is unable to take up the offer of admission will be required to inform the Academic Registrar by either filling in Form J1/JB of the joining instructions or writing directly to the Academic Registrar. This information should reach the Academic Registrar at least one week prior to the date of registration. An applicant will be required to apply to defer admission on an annual basis but after the second year the offer of admission will lapse and the applicant will be required to re-apply afresh for admission. It is important that an applicant who defers admission ensured that he/she receives an official letter of deferment of admission from the Academic Registrar. An applicant who fails to inform the Academic Registrar of his/her deferment of admission will be deemed to have forfeited his/her position and will be de-registered from the course admitted to.

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 faculty, school, institute registered in and 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, the student clinic, the halls of residence etc.). Every student must ensure that they have their student identity card at all times and that the card has the correct information and is valid for the duration the student is in the University.

Temporal Withdrawal

If for any reason a student who is already registered for a particular course has to leave the course for a particular period, the student will be required to apply to the Academic Registrar for temporary withdrawal. All applications for temporary withdrawal must be endorsed by the Dean of the respective Faculty, School/Institute and must state the reasons for and the duration of such withdrawal. Any student who withdraws from a course without seeking appropriate authority will be deemed to have absconded from the course and will therefore be de-registered from the course.

Inter- Faculty Transfer

Inter – Faculty transfers are processed within the first three weeks of the first semester. Students should note that transfers can only be offered if there is a vacant position and if the student meets the requisite admission criteria for the particular course. Students should also note that merit is used as a criteria for transfer and that all applicants to a particular course will be ranked in order of merit and will be allocated the vacant position on merit.

A student wishing to transfer will be required to fill in the inter-faculty transfer application form which is available at the Admission Office (Room 112) upon payment of Ksh.250 at the Student Finance Office (Room G2). The form must be completed and returned within the stipulated time.

Students who will have succeeded in their application for transfer will receive an official letter of transfer from the Academic Registrar and will be expected to report and register in their new courses by the fourth week of the semester at the latest.

It is important for students to note that all inter-faculty transfers are subject to approval by the Dean's Committee and that once the transfers have been approved the exercise is closed and no late applications or appeals will be considered.

Absence due to illness

A student who misses any lectures, practicals, continuous assessments, examinations etc. due to illness, must inform in writing to the lecturer concerned, chairman of Department and the Dean of Faculty of such absence as soon as is feasibly possible.

Nominal Roll

The nominal roll is a record of students registered in each degree programmed every semester/year. It gives important details on the student as well as recording the progress of the student from Semester to Semester (and yearly). It is important for every student to ensure that he/she signs the nominal roll in the Dean's Office of their respective faculty at the beginning of each semester and to ensure that the information given in the nominal roll is correct and up to date.

Loss of identity card

A student who loses his/her 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 faculty offices from where they get a letter confirming the loss and their student status. After getting these two documents the student should report to the faculty library for clearance note to indicate that the card is not held in the library.

After the student reports to the Admissions Office (Main Campus) for a re-issue of the student card upon payment of the relevant fee.

Course/Subject Registration

Every student is required to register for the course/subjects he will undertake by filling in the relevant form at the Dean's office at the beginning of every semester (first three weeks). The student must ensure that the registration is complete by having the form approved and signed by the chairman of Department where the courses are to be offered and the dean of the respective faculty.

When registering for the courses the student will do well to ensure that the correct courses and the course code are used and that the form is returned to the Dean's office promptly.

Examination Processes and Procedures.

- i) **Rules and regulations**
Examinations are very important component of a student's academic life and students are expected to familiarize themselves with examination rules and regulations in the courses they have chosen and that they have fulfilled all the examination requirements in each semester.
- ii) **Registration**
At the start of each semester (within the first three weeks) every student must register for courses and the examinations that they are due to take during the semester by filling in the relevant forms at the Dean's offices. It is important that the students get the right information from their respective faculties on the examinations they are expected to take in each semester.
- iii) **Attendance**
Students should note that they are registered in and to take the requisite continuous assessment tests in those courses in order to be allowed to sit the end of semester examinations.
- iv) **Problems**
A student who experiences a problem, which is likely to affect his/her examination performance (i.e. sickness, bereavement etc.), must report such problems in writing to the chairman of the Department offering the courses the student is taking, and to the dean of the Faculty. Any problem is reported after the examination results are known will not be acceptable for examination appeals.
- v) **Examination Cards**
Every student who is registered for University examination will be issued with an examination card by their respective faculty. This card must be produced at each examination sitting.
- vi) **Lateness**
Lateness for examination venues will not be tolerated and no student will be allowed to enter an examination 30 minutes after the start of an examination, and also no student will be allowed to leave the examination room during the last 30 minutes of the examination.
- vii) **Cheating**
Any student caught cheating in examination e.g. by copying, having or making reference to unauthorized materials, communicating to other students verbally or through other means will be expected from the University, and shall not be eligible for admission to any other programmes of the University. Students are advised to ensure that at no time do they carry unauthorized materials such as notes, books, handbags, mobile phones etc into the examination rooms.
- viii) **Missing an examination**
Missing an examination without Good cause is a serious offence. Misreading of examination timetables is not taken to be a good cause of missing examination and it's therefore, not condonable.
- xi) **Answer Booklets**
Students should not take examination answer booklets from the examination room.

x) Examination Results

Provisional examination results may be obtained from the respective office of the Dean of Faculty.

xi) Academic Transcripts

Academic transcripts are available at the end of each academic year and are issued on application by the Academic Registrar.