

# **UNIVERSITY OF NAIROBI**

## **PROPOSED GUIDELINES ON STUDENT PROGRESSION**

### **1. INTRODUCTION**

#### **1.1 Preamble**

Academic progression is a critical process of studentship. It refers to the process of the student advancing from one level/stage to another during the course of study in a particular degree programme. It entails maintaining a satisfactory level of academic achievement in each of the teaching and learning periods and for the overall course, by satisfying the board of examiners and Senate. It is important for students to achieve and maintain satisfactory academic progression to sustain their studentship. Such progression indicates that the student is achieving the required learning objectives for each stage of the course.

#### **1.2 Background**

Teaching and learning expectations are sequenced across multiple stages and levels/years of study. These vary from one programme/course to another. In general, the transition of students from one level to another should be based on clearly stipulated and understood frameworks. These frameworks are specified in the examination regulations of every programme and are consistent with CUE guidelines. Their enforcement is vested in Heads of Departments, Deans/Directors, College Principals and Senate as specified in the University of Nairobi Statutes XIX and XIV on functions of Department, School and College Academic Boards; and the University Charter, 2013 section 19(3), for Senate.

#### **1.3 Rationale**

The University offers a wide and diverse range of academic programmes with varying course regulations and requirements. The diversity makes these requirements amenable to misunderstanding, misinterpretation and disparity in application leading to inconsistent

recommendations for student progression. There is, therefore, need for a uniform framework to ensure consistency in application of the regulations.

#### **1.4 Purpose, Commitment and Objectives**

The purpose of the guidelines is to provide a framework for management of student progression throughout their studentship in the university and facilitating completion of their courses within the stipulated periods. The University of Nairobi is committed to supporting progression of students through appropriate teaching, training, mentoring and provision of appropriate remedial action to all deserving students throughout their studentship.

The objectives of the guidelines are to:

- a) Ensure consistent application of course and programme regulations and requirements for students to make satisfactory academic progress to complete their course.
- b) Ensure accurate documentation and tracking of individual student academic progress throughout the teaching and learning process.
- c) Facilitate timely identification of students who require intervention.

#### **1.5 Scope and Application**

The guidelines shall apply to all students registered in all programmes and/or levels; for study in all teaching units by all staff involved in teaching and learning at the University of Nairobi.

#### **1.6 References and Complementary Policies**

This guidelines should be read, and applied concurrently with complementary policies and Regulations such as:

- a) Examinations Policy
- b) Academic Integrity Policy
- c) Admissions Policy
- d) Student handbook

- e) Regulations for Individual Programmes
- f) QMS Procedures for teaching & Learning.

In its Interpretation and application, reference should be made to the following:

- a) Constitution of Kenya, 2010
- b) Universities Act, 2016
- c) Universities Regulations, 2014
- d) Commission for University Education Standards and Guidelines, 2014
- e) University of Nairobi Statutes, 2013.
- f) Any other applicable Laws.

## **2. PRINCIPLES AND ISSUES**

The guidelines are based on the principles of Fairness and Objectivity; Timeliness; Accuracy, Confidentiality and Personal Responsibility. The University shall be fair in its management of student progression by objectively applying the approved rules, regulations and procedures. All the processes and procedures shall be undertaken within the stipulated time frames as stated in the Service Charter in a manner that does not disadvantage student progression.

In the process, the University shall endeavour to generate, preserve and communicate accurate information and data about student performance and achievement at all times.

Appropriate confidentiality of data relevant for student progression shall be upheld. All individuals concerned, including the students shall take personal responsibility for their actions regarding progression of the students.

The University has identified the following broad issues which form the basis of the guidelines: Duration of the studentship; Vertical Transition; Interruption; Intercalation; Academic support; Monitoring, Tracking and Reporting; Termination and De-registration; Approval; Documentation, Communication and Records.

## 2.1 Duration of Studentship

2.1.1 The duration of studentship shall be as prescribed for individual programmes. Students may stay be for a maximum of double the prescribed number of semesters as tabulated below.

SN	Programme Level	Duration (Semesters)	
		Minimum	Maximum
1.	Certificate	1	2
2.	Diploma	4	8
3.	Bachelors	8	16
4.	Postgraduate Diploma	2	4
5.	Masters	4	8
6.	Fellowships	4	8
7.	Doctorate	6	12

***NB: The durations in the table are subject to appropriate adjustments for programmes which are not semesterized, and those which take longer or shorter than the standard duration.***

2.1.2 The period of Studentship shall commence when the student first registers and pays the  
the  
requisite fees for the first semester of the first year.

2.1.3 During the Period, the Student shall be required to register for each semester of study.

2.1.4 The University shall allow **extension** of course duration by a period not exceeding two (2) semesters in the whole course duration.

## 2.2 Eligibility of Vertical Transition

The university expects registered students to meet all the prescribed requirements of class attendance, contact hours and assessment for their respective programmes before proceeding to subsequent levels and eventually being awarded degrees within the stipulated duration. Special attention shall be paid to examinations and fees payments.

**a) Examinations:** A student shall transition to the next level/year of study only after passing all the prescribed examinations for the preceding level/year of study for which he/she was registered. Students who do not qualify for vertical transition the first time may be accorded a chance for supplementary /special examination OR to repeat the course in accordance with Programme Regulations.

**b) Fees Payments:** Students shall only progress to the next level/year of study after payment of all the prescribed fees due for the preceding level of study in accordance with the prevailing Fees payments policy and statute.

### 2.3 Interruption

A Student's progression may be interrupted by withdrawal, deferment, intermission; academic probation and suspension as defined below:

1. **Intermission or Temporary Withdrawal** refers to the process of taking time out, say a semester, from the University to concentrate on **personal matters that may be impacting academic progress, such as financial, medical, family, travel or employment.**
2. **Deferment** is postponing commencement of a semester or a year in a programme to which one is admitted or registered.
3. **Academic probation** refers to a period, say a semester, during which students may take time out to make good their grades before they proceed to the next semester. Such a period may be taken to finish up pre-requisites, supplementary or special exams.
4. **Suspension** is when a student is temporarily denied access to University Services and facilities for a defined period in accordance with the student's code of conduct.

**Such interruption shall not exceed four (4) semesters, and shall not be included in computing duration of studentship.**

## **2.4 Intercalation**

This refers to undertaking a special programme within another, usually longer programme. For example, a Bachelor of science programme may be undertaken within the period of the Bachelor of Medicine & Bachelor of Surgery Programme, after 2<sup>nd</sup> year and before 3<sup>rd</sup> year. The University shall allow students to Intercalate appropriately approved programmes in accordance with the applicable Regulations and procedures, provided they return to; and complete their mainstream programme.

## **2.5 Academic support**

Academic support refers to a broad array of educational strategies including tutorial sessions, remedial teaching, supplementary courses, **experiential** learning sessions, after school programmes, student advisory, guidance & Counselling, academic skilling; learner and **disability support**. Students who need these interventions shall be accorded such Performance Improvement Programmes by academic instructors, Office of Dean of Students, Office of Career Services and University Health Services as appropriate.

## **2.6 Monitoring, Tracking and Reporting**

The Head of Unit (Department, Thematic Areas) **School/Institute/Centre** shall monitor and track the progress of students through regular formative and summative assessments and maintain accurate records of the student's performance. Such progress reports shall be discussed by Department, **Faculty/School/Institute**, College, Academic Boards; approved by Senate and preserved as part of the Student record.

## **2.7 Termination and Deregistration**

- 2.7.1 Student progression may be terminated by expulsion OR discontinuation. A student may be expelled on disciplinary grounds in accordance with the prevailing student code of conduct; or discontinued from the University in accordance with the examination regulations of the respective programmes.

- 2.7.2 Students shall be deregistered upon expiry of studentship, termination, interruption, death, unexplained failure to transit; **OR Inter- and Intra-faculty transfer** provided that accurate records of their progression are maintained.
- 2.7.3 Student shall be allowed to renew their registration after they return from interruption, acceptance after transfer or readmission subject to meeting the regulations of the programme.

## **2.8 Approval of progression**

Progression of students shall be recommended by the Department, School and College Academic Boards for approval by Senate, as provided for by the University Statutes.

## **2.9 Documentation, Communication and Records**

- 2.9.1 Student progression shall be accurately documented by way of admission letters and joining instructions; nominal rolls, class attendance, examination register, provisional result slips, academic transcripts and certificates, graduation booklets, consolidated mark sheets and convocation lists.
- 2.9.2 **Original research data, such as recorded in Research Notebooks shall also be maintained, in the case of Graduate studies undertaken by Research.**
- 2.9.3 The University shall communicate to students all decisions affecting their progression in writing. The information communicated shall be copied to the Academic Registrar and other custodians of Academic records.  
**The information may also be communicated to sponsors, parents and guardians on request.**
- 2.9.4 Such documents and communications shall be maintained by the Department, Faculty/School and the Academic Registrar, as integral components of the student record. They shall be maintained in accordance with the University Records Management Policy.

**3. EFFECTIVE DATE AND TRANSITION**

- 3.1 The effective date for implementation of the guidelines shall be the beginning of 2020/2021 academic year.
- 3.2 Continuing students who may be aggrieved shall be allowed one (10) semester within which to right their progression records, provided that those who do not succeed may undertake academic probation.
- 3.3 Upon the guidelines taking effect, the other frameworks which are not consistent with it shall lapse. Thereafter, any Department, Faculty/School/Institute compelled to use alternative regulation shall seek fresh Senate approval.

**4. MORNITORING AND EVALUATION**

- 4.1 Implementation shall be monitored and tracked continually by Heads of Department and evaluated every semester by Deans/Directors, College Principals and DVC (AA).
- 4.2 Reports shall be deliberated and considered by Departments, Faculties/Schools/Institutes and Colleges.
- 4.3 The guidelines shall be evaluated at the end of every academic year.

**5. RESPONSIBILITY AND IMPLEMENTATION**

- 5.1 Senate shall be responsible for approval of the provisions and recommendations of the guidelines.
- 5.2 The Deputy Vice Chancellor (Academic Affairs) shall hold full responsibility for implementation. The roles of the offices are shown below:

<b>SN</b>	<b>Role</b>	<b>Responsibility</b>
1.	Implementation	Heads of Academic Units
2.	Records and Documents	Heads of Academic Units, Deans / Directors, College Principals, Academic Registrar



3.	Approving organs	School Boards, CABs, UEB, Senate
4.	Reporting	HoDs, Deans/Directors
5.	Monitoring & Evaluation	DVC,AA, College Principals, Deans/ Directors & HODs

## 6. REVIEW

The guidelines shall be reviewed regularly and periodically for continued relevance.