



**UNIVERSITY OF KABIANGA**  
**ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM**  
**ADMISSION DOCUMENTED INFORMATION**  
**REF: UoK/PM/MR/007**

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## **PROCEDURE NUMBER 1: REGISTRATION OF CONTINUING STUDENTS**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

To ensure effectiveness, timeliness and consistency in registration of students

#### **1.2 SCOPE**

Applies to registration of continuing students in the University

#### **1.3 REFERENCES**

- a) Documented information – **UoK/QM/MR/002.**
- b) Universities Act 2012
- c) UoK Statutes (2013)
- d) Students Rules and Regulations (2010)

#### **1.4 TERMS AND DEFINITIONS**

- a) Universities Act 2012
- b) DVC(A&SA)– Deputy Vice Chancellor Academic and Student Affairs
- c) DVC ( A&F) – Deputy Vice Chancellor, Administration and Finance
- d) Registrar (A&SA)

#### **1.5 PRINCIPAL RESPONSIBILITY**

DVC (A&SA) shall ensure adherence to this procedure

### **2.0 STEPS**

- 2.1 This procedure shall start at least 2 months to the opening of any semester, with DVC (A&SA) convening academic division meeting as per Academic Almanac to ascertain preparedness of receiving student on reporting back to the University
- 2.2 The meeting shall confirm readiness of the various departments and schools
- 2.3 In the event the University is not ready, the meeting shall instruct the respective department / schools to take action within a determined timeline
- 2.4 On confirmation of readiness, the DVC (A&SA) in liaison with DVC (A&F) shall ensure appropriate arrangements are in place at least 2 weeks to the reporting dates. These arrangements shall include;
  - a) Confirmation of registration personnel
  - b) Confirmation of the teaching timetables
  - c) Confirmation of registration materials

- 2.5 On the reporting date (s) the Registrar (A&SA) shall ensure verification of students through;
- Confirmation of students identification
  - Confirmation of the students particulars in the preceding semester's ERP details
- 2.6 In the event a student is not eligible for registration, the Registrar (A&SA) shall advise accordingly and this process shall not proceed
- 2.8 The finance officer shall confirm fee payment by collecting the banking slip / bankers' cheque and issuance of receipt
- 2.9 The finance officer shall refer cases where the student has not paid the required fee to the DVC (A&SA) for clearance

## **PROCEDURE NUMBER 2: ADMISSION AND REGISTRATION OF NEW STUDENTS**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

To ensure effectiveness, Timeliness and consistency in admission and registration of new students

#### **1.2 SCOPE**

Applies to admission and registration of new students in the University

#### **1.3 REFERENCES**

- Documented information – **UoK/QM/MR/002.**
- Universities Act 2012
- UoK statutes (2013)
- Students Hand Book
- Kenya Universities and Colleges Central Placement Services(kuccps) Document for the Academic Year

#### **1.4 TERMS AND DEFINITIONS**

- DVC (A&SA) – Deputy Vice Chancellor Academics and Student Affairs
- DVC ( A&F) –Deputy Vice Chancellor , Administration and Finance
- KUCCPS-Kenya Universities & Colleges Central Placement Service

#### **1.5 PRINCIPAL RESPONSIBILITY**

DVC (A&SA) shall ensure adherence to this procedure

## **2.0 STEPS**

### **2.1 General**

2.1.1 The University admits two categories of students. These are

- a) Government sponsored
- b) Privately sponsored

2.1.2 Each shall be undertaken as described in the following steps

### **2.2 Government Sponsored**

2.2.1 This shall start with receipt of KUCCPS communication by the DVC (A&SA) requiring declaration of capacity and new programmes

2.2.2 Upon receipt of this communication, the DVC (A&SA) shall direct the Deans of Schools to declare capacities, any new programmes to be offered and relevant subject cluster as per the KUCCPS guidelines

2.2.3 Upon receipt of the schools submission, the DVC (A&SA) shall ensure transmission of the same to KUCCPS.

2.2.4 On receipt of a list of admitted students this procedure shall proceed as per clause 2.4 below.

### **2.3 Privately Sponsored Students**

2.3.1 This shall start with the DVC (A&SA) directing the Deans of Schools to declare capacities for the privately sponsored programmes at least 3 months to intake dates.

2.3.2 Upon submission, the DVC (A&SA) shall ensure compilation of these needs into a draft advert and tabling of the same before the Committee of Deans for approval

2.3.3 The DVC (A&SA) shall ensure action on any recommendations by the School board in the event of disapproval

2.3.4 On approval, the DVC (A&SA) shall ensure placement of the advert in the media as per communication procedure

2.3.5 The DVC (A&SA) shall in liaison with the schools ensure receipt of applications, vetting and selection of qualified applicants

2.3.6 The DVC (A&SA) shall table a list of selected applicants to the Committee of Deans for consideration and approval

2.3.7 The DVC (A&SA) shall ensure disapproved applicants are not considered for admission

2.3.8 On approval, the DVC (A&SA) procedure shall proceed as per 2.4 below

#### **2.4 Issuance of Admission letters and registration**

2.4.1 Upon step 2.2.4 or 2.3.8 in this procedure, the DVC (A&SA) shall ensure preparation and issuance of admission letters to the successful applicants

2.4.2 On the reporting date (s) the DVC (A&SA) shall in liaison with Registrar (A&SA) ensure verification of students through;

a) Confirmation of students identification

b) Confirmation of the students' particulars which includes original certificates/Original Result Slip, admission letter, duly filled medical form and personal details forms.

2.4.3 In the event a student is not eligible for admission, the Registrar (A&SA) shall advise accordingly and this process shall not proceed.

2.4.5 On confirmation, the Registrar (A&SA) shall confirm in the ERP system students clearance and direct them to the student finance office for fee payment

2.4.6 The finance officer shall confirm fee payment by collecting the banking slip / bankers' cheque and issuance of receipt

2.4.7 The finance officer shall refer cases where the student has not paid the required fee to the DVC (A&SA) for clearance

2.4.8 The student shall be directed to their respective schools to register for courses online.

2.4.9 The Registrar (A&SA) shall ensure preparation and issuance of Identity Cards to new students within four weeks of reporting and this procedure shall be deemed finalized.

## **PROCEDURE NUMBER 3: CLEARANCE/DEFERMENT/WITHDRAWAL OF STUDENTS FROM THE UNIVERSITY**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

To ensure effectiveness, Timeliness and consistency in the clearance/deferment/withdrawal of students .

#### **1.2 SCOPE**

Applies to all students who are exiting the University

#### **1.3 REFERENCES**

- a) Documented information – **UoK/QM/MR/002.**
- b) Universities act 2012
- c) UoK statutes (2013)

#### **1.4 TERMS AND DEFINITIONS**

- a) DVC (A&SA) – Deputy Vice Chancellor Academic and Student Affairs

#### **1.5 PRINCIPAL RESPONSIBILITY**

DVC (A&SA) shall ensure adherence to this procedure

### **2.0 STEPS**

- 2.1 Student exiting from the University on account of transfer, withdrawal or completion shall fill students' clearance form obtainable from Registrar (A&SA) Office. **See 3.1 for sample**(for Undergraduate/Diploma/Certificate) and **3.2** for Post Graduate)
- 2.2 The student shall be certified by the Registrar (A&SA) to have been cleared after receiving authorized signatures from the sections/departments as prescribed in the clearance form.
- 2.3 The Registrar (A&SA) shall keep for reference the certified copies of the students clearance form in the student registry.

3.1 Students' Clearance Form



UNIVERSITY OF KABIANGA

OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC & STUDENT AFFAIRS)

FROM: ADMISSIONS DATE: \_\_\_\_\_

TO: STUDENTS' FINANCE

NAME OF STUDENTS

SURNAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ OTHER NAMES \_\_\_\_\_

REG. NO. \_\_\_\_\_

PLEASE CERTIFY WHETHER THE STUDENT NAMED ABOVE **OWES/DOES NOT OWE** (*DELETE WHERE APPLICABLE*) THE UNIVERSITY AND IS THEREFORE **CLEARED/NOT CLEARED** (*DELETE WHERE APPLICABLE*) TO COLLECT HIS/HER TRANSCRIPTS AND DEGREE CERTIFICATE.

CHECKED BY: \_\_\_\_\_

FOR: FINANCE OFFICER

SIGNATURE: \_\_\_\_\_





**UNIVERSITY OF KABIANGA  
OFFICE OF THE DEPUTY VICE CHANCELLOR  
(ACADEMICS& STUDENT AFFAIRS)**

**STUDENTS' CLEARANCE FORM**

This form has to be handed over to the Academic Registrar(A&SA)'s Office after completion.

**FILL AND DELETE AS APPROPRIATE**

- Part A to be completed by the student
- Part B1 to be completed by the Head of Department
- Part B2 to be completed by the Dean of School
- Part B3 to be completed by the Librarian
- Part B4 to be completed by the Hostel Officer
- Part B5 to be completed by the Games Tutor
- Part B6 to be completed by the Senior Catering officer
- Part B7 to be completed by the Students' Finance Officer
- Part B8 to be completed by the Dean of Students
- Part B9 to be completed by the Admissions Officer
- Part B10 to be completed by the Registrar(A&SA) (A&SA)
- Part C to be completed by the Finance Officer  
(Before processing of the Certificate)

**PART A: BY THE STUDENT**

Name of student \_\_\_\_\_

(Surname) \_\_\_\_\_ (Other names) \_\_\_\_\_

Registration number \_\_\_\_\_

School \_\_\_\_\_

Department \_\_\_\_\_ Room Number \_\_\_\_\_

Hostel \_\_\_\_\_ Part B8 to be completed by  
the Deputy Vice Chancellor (A&SA)

Home address \_\_\_\_\_

**PART B1 HEAD OF DEPARTMENT**

- 1) I certify that all records have been checked and the following items are still in possession:

	VALUE	
	Ksh.	Cts
1		
2		
3		

Total value of outstanding possession Ksh. ....

(ii) There is nothing outstanding against:

Signature of Head of Department \_\_\_\_\_ Date \_\_\_\_\_

Rubber stamp

**PART B 2: DEAN OF SCHOOL**

1) I certify that all records have been checked and the following items are still in possession:

	VALUE	
	Ksh.	Cts
1		
2		
3		

Total value of outstanding possession Ksh. ....

ii) There is nothing outstanding against:  
Dean of School

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Rubber stamp

**PART B3: LIBRARIAN**

1) I certify that all records have been checked and the following items are still in possession;

	VALUE	
	Ksh.	Cts
1		
2		
3		

Total value of outstanding possession Ksh. ....

ii) There is nothing outstanding against:  
Librarian

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Rubber stamp

**PART B4: HOSTEL OFFICER**

1) I certify that all records have been checked and the following items are still in possession:

	VALUE	
	Ksh.	Cts
1		

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2		
3		

Total value of outstanding possession Ksh. ....

ii) There is nothing outstanding against:  
Hostel Officer

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Rubber stamp

**PART B5: GAMES TUTOR**

2) I certify that all records have been checked and the following items are still in possession;

VALUE

	Ksh.	Cts
1		
2		
3		

Total value of outstanding possession Ksh. ....

ii) There is nothing outstanding against:  
Games Tutor

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Rubber stamp

**PART B6: CATERING OFFICER**

3) I certify that all records have been checked and the following items are still in possession:

VALUE

	Ksh.	Cts
1		
2		
3		

Total value of outstanding possession Ksh. ....

ii) There is nothing outstanding against:  
Catering Officer

Date \_\_\_\_\_ Signature \_\_\_\_\_

Rubber stamp

**PART B7: STUDENTS' FINANCE OFFICER**

(Fill and delete where appropriate)

- 4) I certify that all records have been checked and the following items are still in possession/debts are sill owned to Finance Department

	VALUE	
	Ksh.	Cts
1		
2		
3		

Total value of outstanding possession Ksh. ....

- ii) There is nothing outstanding against:

Finance Officer

Date \_\_\_\_\_ Signature \_\_\_\_\_

Rubber stamp

**PART B8: DEAN OF STUDENTS**

- 5) I certify that all records have been checked and the following items are still in possession:

	VALUE	
	Ksh.	Cts
1		
2		
3		

Total value of outstanding possession Ksh. ....

- ii) There is nothing outstanding against:

Dean of Students

Date \_\_\_\_\_ Signature \_\_\_\_\_

Rubber stamp

**PART B9: ADMISSIONS (Surrender of Student's University Identification Card)**

- 6) I certify that all records have been checked and the following items are still in possession:

VALUE

	Ksh.	Cts
1		
2		
3		

Total value of outstanding possession Ksh. ....

ii) There is nothing outstanding against:  
In charge Admissions

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Rubber stamp  
Rubber stamp

**PART C: BY THE FINANCE OFFICER**

- 1) The student owes/ does not owe any outstanding possession of the following department (delete as applicable)
1. Department \_\_\_\_\_
  2. School \_\_\_\_\_
  3. Library \_\_\_\_\_
  4. Hostel \_\_\_\_\_
  5. Catering \_\_\_\_\_
  6. Games \_\_\_\_\_
  7. Farm \_\_\_\_\_
  8. Admissions \_\_\_\_\_

Total \_\_\_\_\_

The payment has been paid

Date \_\_\_\_\_ Receipts No. \_\_\_\_\_

Confirmed By \_\_\_\_\_  
Finance office  
Rubber stamp

**PART D: FOR OFFICIAL USE ONLY**

**COMMENT BY THE REGISTRAR(A&SA)**

(to be filled before the degree certificate)

Date as appropriate

- a. There is no claim against the student
- b. There is a claim which has to be settled by the student, and the chief accountant should confirm as soon as it is paid.
- c. There is no disciplinary case pending.

Signature \_\_\_\_\_

**(REGISTRAR(A&SA))**

**APPENDIX 3.2**

**UNIVERSITY OF KABIANGA UoK/F/ADM/006  
APPLICATION FORM FOR DEFERMENT OF COURSES AND WITHDRAWAL FROM THE UNIVERSITY**

**PART A (I) DEFERMENT OF COURSES**

1. Mr/Mrs/Miss \_\_\_\_\_ REG. NO. \_\_\_\_\_ Year of study \_\_\_\_\_ Semester \_\_\_\_\_

Wish to apply to be allowed to suspend/defer my courses of study from (Date) \_\_\_\_\_ to \_\_\_\_\_ (Date) on account of the following (delete the inapplicable)

- a) Short course outside the country
- b) Ill health
- c) Family problems
- d) Financial difficulties
- e) Other problems – please specify here below

NAME OF STUDENT \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PART A (II) – WITHDRAWAL FROM THE UNIVERSITY**

I Mr/Mrs/Miss \_\_\_\_\_ REG NO. \_\_\_\_\_ Year of study \_\_\_\_\_

Having considered ALL factors, I have decided to withdraw from the University with effect from (date) \_\_\_\_\_

My main reason of withdrawing are as follows: - (delete the inapplicable)

- a) To go another institution
- b) Inability to cope with course
- c) Financial problems
- d) Personal and other social problems
- e) If non of the above indicate here below

NAME OF STUDENT \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

**(B) DEAN OF THE FACULTY**

I have to date assessed the request for deferment /or withdrawal and I have accepted that the applicant may suspend/withdraw from the course with effect from date \_\_\_\_\_ to resume \_\_\_\_\_ date \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DEAN OF FACULTY OF \_\_\_\_\_

**(C) DEAN OF STUDENTS**

I recommend that the applicant may proceed to suspend from the course with effect from (Date) \_\_\_\_\_ to (date) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
DEAN OF STUDENTS

**(D) REGISTRAR (ACADEMICS & STUDENT AFFAIRS)**

The student has been granted permission to suspend/withdraw from the University

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**APPENDIX 3.3**



UNIVERSITY OF KABIANGA  
ISO 9001:2015 CERTIFIED

**OFFICE OF THE DIRECTOR, BOARD OF GRADUATE STUDIES**  
**STUDENT CLEARANCE FORM**

The student named below has completed all the requirements for his/ her Masters / PhD Degree of the University and needs to clear before leaving. Do clear the student from your Department and sign the form.

<b>Name:</b> ..... <b>Department :</b> ..... <b>Phone :</b> ..... <b>Signature :</b> .....	<b>Reg. No.</b> ..... <b>School:</b> ..... <b>E-mail :</b> ..... <b>Date :</b> .....
1. <b>Department of</b> ..... <b>Name:</b> ..... <b>Signature:</b> .....	<b>Cleared / not cleared</b> <b>Date:</b> .....
2. <b>School:</b> ..... ..... <b>Name:</b> ..... <b>Signature:</b> .....	<b>Cleared / not cleared</b> <b>Date:</b> .....
3. <b>Main Library</b> <b>Name:</b> ..... <b>Signature:</b> .....	<b>Cleared / not cleared</b> <b>Date:</b> .....
4. <b>Library Kericho Town Campus</b> <b>Name:</b> ..... <b>Signature:</b> .....	<b>Cleared / not cleared</b> <b>Date:</b> .....
5. <b>Halls / Accommodation:</b> <b>Name:</b> ..... <b>Signature:</b> .....	<b>Cleared / not cleared</b> <b>Date:</b> .....
6. <b>Finance Officer</b> <b>Name:</b> ..... <b>Signature:</b> .....	

**FOR BOARD OF GRADUATE STUDIES USE:**

**Clearance Accepted/ Rejected :**

**Remarks:**.....

.....

**Name**

**:**.....

**Signature :**.....

**Date:**.....

The student should return the completed form to the Director, Board of Graduate Studies before leaving the University.



**PROCEDURE NUMBER 4: INTRA/INTER SCHOOLS TRANSFERS****1.0 GENERAL****1.1 PURPOSE**

To ensure effectiveness, timeliness and consistency in intra/inter schools transfer of students of the University

**1.2 SCOPE**

Applies to all students who wish to transfer to other programmes within the University

**1.3 REFERENCES**

- a) Documented information – **UoK/QM/MR/002.**
- b) Universities Act 2012
- c) UoK statutes (2013)
- d) KUCCPS cluster document
- e) UoK admission booklet

**1.4 TERMS AND DEFINITIONS**

- a) Universities Act 2012
- b) DVC (A&SA) – Deputy Vice Chancellor Academic and Student Affairs
- c) KUCCPS – Central Admission Board

**1.5 PRINCIPAL RESPONSIBILITY**

DVC (A&SA) shall ensure adherence to this procedure

**2.0 STEPS**

- 2.1 Within the first 2 week of any admission, the Registrar (A&SA) shall issue inter/intra school transfer forms to interested students. **See 4.1 for sample form.**
- 2.2 On receipt of the filled forms the Registrar (A&SA) shall compile and forward the requests to the Committee of Deans for consideration and approval within a week.
- 2.3 In approving the Committee of Deans shall consider;
  - a) KUCCPS cluster criteria
  - b) UoK admission criteria
- 2.4 Capacity of school

- 2.5 In the event that the request is not approved, the Registrar(A&SA) shall communicate the result to the applicant who is given a chance to appeal to the same committee within a week
- 2.6 The Deans Committee shall consider the grounds advanced in the appeal and final approvals
- 2.7 The Registrar(A&SA) shall communicate unsuccessful appeals to the applicants and this marks the end of this process
- 2.8 Upon approval of the transfer / appeal, the Registrar(A&SA) shall communicate to successful applicants and ensure issuance of new admission letters for the respective programmes

**APPENDIX 4.1**

**UoK/F/ADM/003**

**Inter /intra Schools transfer Form**



**UNIVERSITY OF KABIANGA**

**INTER/INTRA-SCHOOL /DEPARTMENTAL TRANSFER FORM**

Please do not ask for a transfer into School/Department that you do not qualify for admission in terms of subject cluster and cut off points.  
This Form should be returned to the Registrar Academics (A & SA) immediately after completion

Name of Candidate: \_\_\_\_\_ Adm No: \_\_\_\_\_

SCHOOL IN WHICH YOU WOULD LIKE TO BE TRANSFERRED TO: \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

**WARNING:**

1. You will be disqualified if you submit application for transfer into more than one course.
2. It is criminal offence which shall lead to disciplinary action and may further lead to criminal proceedings in the court of Law if you give any falsified information of your KCSE Results.

KCSE RESULTS (Attach a copy of Result Slip)

SUBJECT	GRADE	POINTS	REMARKS
			Qualified/Not Qualified

Mean Grade: \_\_\_\_\_ RCP: \_\_\_\_\_ WCP: \_\_\_\_\_

I \_\_\_\_\_ declare that I have read and understood the warning herein and that the information I have given in this Form is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Considered by the School of: \_\_\_\_\_

Signed: \_\_\_\_\_ Approved/Not Approved

Date: \_\_\_\_\_ DEAN SCHOOL \_\_\_\_\_

**OFFICIAL USE ONLY**

Considered by the Deans Committee: Approved/Not Approved  
Signed: \_\_\_\_\_ (CHAIRMAN, DEANS COMMITTEE)

Date: \_\_\_\_\_



**UoK/F/MR/003**

**UNIVERSITY OF KABIANGA  
ANNEX INDICATING CHANGES MADE IN THE PROCEDURES**

Proc. No and clause	Date	Details of changes		Authorization - Officer Authorizing
Clauses as appropriate	23/03/2018	Changes effected		Comment
		ISO 9001:2008 International Standard requirements	ISO 9001:2015 International Standard requirements	Approved

### **Approval**

I \_\_\_\_\_ the Vice Chancellor of UoK, having read and understood the content of the foregoing document, do hereby approve and authorize it for use in UoK Main Campus and its' other Campuses on this \_\_\_\_\_ day of (Month) \_\_\_\_\_ (year) \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_