



UNIVERSITY OF NAIROBI

Document: **PROCEDURE FOR CLEARANCE OF STUDENTS**

College: **CORPORATE**

Doc. No: **UON/OP/08**

Date of Issue: **APRIL 30, 2019**

Rev No: **08**

Issued By: **VICE- CHANCELLOR**

Authorized By: **UNIVERSITY EXECUTIVE BOARD**

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April 30, 2019

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1.1 DOCUMENT CHANGES

DATE	CLAUSE	AUTHORIZED BY
May 15, 2008		VC
29/07/2009		VC
October 14, 2009	1.1- Document changes	VC
March 21, 2011	0.1 – Changed date format 0.2 - Document distribution list updated 3.0 – Removed University Calendar, University Service Charter, Intention to Clear Form, Blank Clearance Certificate, SMIS and added Quality Manual 3.0 – Removed VC and DVC (AA) and added quality manual 7.1.2 - Added “School”	VC
June 30, 2013	2. Objective added 3. Scope amended to set out the boundaries of the procedure 5. Definition of terms and acronyms reformatted into tabular form	VC
March 31, 2015	8.0 – Added section on RECORDS	VC
August 31, 2016	Changed the Authorising and Issuing Authority Removed Document Distribution List Changed Records to Documented Information Changed Process Maps to Procedure Flowcharts	UMB
April 30, 2019	Rephrased Objectives for clarity Replaced BPS with Graduate School Restated Scope to show all teaching units and that the role of the College Registrar is to issue Clearance Certificates	UEB

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	Modify process flow chart to show that action by College Registrar is to issue clearance certificates changed logo Added footer Changed UMB to UEB	
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1. PURPOSE

To ensure that students clear all their liabilities before they exit the University.

2. OBJECTIVE

To ensure student's exit clearance is undertaken expeditiously in terms of the period between the commencement of clearance and receipt by the Academic Registrar of the clearance status.

3. SCOPE

The clearance process begins when a student submits an intention to commence clearance form to the school/faculty/institute/centre and ends when the College Registrar issues a clearance certificate to the student.

4. REFERENCES

- a) QMS Manual

5. DEFINITION OF TERMS AND ACRONYMS

TERM	ACRONYM	DEFINITION
University Calendar		A document containing statutes that govern and manage the operation of the university
University Service Charter		The University's commitment to quality service and customer satisfaction
Intention to Clear Form		A form listing the stations at which students clear in order to receive the certificate of clearance
	SMIS	Student Management Information System
	UEB	University Executive Board
	GS	Graduate School
	UNES	University of Nairobi Enterprises and Services
	CAVS	College of Agriculture & Veterinary Sciences
	CAE	College of Architecture & Engineering

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	CHSS	College of Humanities & Social Sciences
	CBPS	College of Biological & Physical Sciences
	CHS	College of Health Sciences
	CEES	College of Education & External Studies
	ODeL	Open, Distance and e-Learning
	SWA	Student Welfare Authority

6. RESPONSIBILITY

- 6.1. Finance Officer – checks on full fees payment and collect all liabilities owed to the University through other units.
- 6.2. Librarian – checks on any library material owed.
- 6.3. Academic Registrar – gives general guidelines.
- 6.4. Director, Sports and Games – checks on any equipment owed.
- 6.5. Director, SWA – checks any debts.
- 6.6. Dean of Students – checks any debts owed by student organizations
- 6.7. College Registrar – issues clearance certificate.
- 6.8. Director, Graduate School – clears post graduate students
- 6.9. Deans/Directors of Schools/Institutes/faculties/Centre – checks any debts owed and whether the student has fulfilled academic requirements.

7. METHOD

- 7.1. The student registers his/her intention to clear in his or her respective Faculty/School/Institute/Centre/Department by filling an **Intention to Commence Clearance Form**.
- 7.2. The student submits Intention to Commence Clearance Form to the Dean/Director for activation and commencement of online clearance.
- 7.3. All clearing stations clear students online.
- 7.4. Students collect clearance certificates/liability statements from College Registrar.
- 7.5. Where liability statements are collected, students shall proceed to respective stations for clearance. Once the outstanding liability has been settled, the student shall proceed to the College Registrar to be issued with a clearance certificate.

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8. DOCUMENTED INFORMATION

Relevant documented information shall be maintained

9. APPENDIX

Procedure Flowchart for Students Clearance

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9.1. PROCEDURE FLOWCHART

