



**UNIVERSITY OF NAIROBI**

Document: **PROCEDURE FOR STUDENTS GRADUATION**

College: **CORPORATE**

Doc. No: **UON/OP/09**

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

Rev No:**09**

Issued By: **VICE - CHANCELLOR**

Authorized By: **UNIVERSITY EXECUTIVE BOARD**

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## 0.1 DOCUMENT CHANGES

DATE	CLAUSE	AUTHORIZED BY
May 15, 2008		VC
29/07/2009		VC
14/10/2009	0.1 Document changes	VC
March 21, 2011	0.1 Changed date format 0.2 Document distribution list updated 3. Remove University Calendar, University Service Charter and added Quality Manual	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 7.8 Specifies that the Deputy Registrar Examinations submits approved graduation list to Registrar Planning	VC
March 31, 2015	2 Objective - Deleted the words "The objective is" 3 Scope : included the words "conferred and awarded" 6 (a) Responsibilities - Added the words "confers and awards" 6 (b) Included - "and dissolves" 6 (f) Replaced submit with tables & Principal with Academic Board. 6 (g) Added responsibilities for the Principal 6 (h) Rephrased the responsibility for the Registrar Academic 7. Methods 7.2 Added final year examination results 7.3 Amended for clarity 7.3, 7.4 , 7.5, 7.6, 7.8 & 7.10 - Amended for clarity 7.11 Added the words "confers Degrees" 7.12 Added "the activity of The Vice-Chancellor" 8 Added section on RECORDS 9.1 Process Map - Updated to reflect the above corrections	VC

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August 31, 2016	<p>Changed the Authorising and Issuing Authority</p> <p>Removed Document Distribution List</p> <p>Changed Records to Documented Information</p> <p>Changed Process Maps to Procedure Flowcharts</p> <p>Reformatted</p>	UMB
April 30, 2019	Aligned to the University Strategic Plan 2018 – 2023	UEB

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## 1. PURPOSE

To ensure only qualified students who have satisfied all University requirement graduate.

## 2. OBJECTIVE

Accurate compilation of graduation list in terms of erroneous exclusions/inclusion.

## 3. SCOPE

The process for student graduation begins when the Faculty/School/Institute/Centre Academic Board meets for the purpose of discussing and approving the pass list and ends when the degree is conferred and diploma is awarded by the Chancellor.

## 4. REFERENCES

- a. QMS Manual UON/QMS/QM
- b. Pass lists from Faculties/Schools/Institutes/Centre
- c. Consolidated mark sheets

## 5. DEFINITION OF TERMS AND ACRONYMS

Term	Acronym	Definition
	UON	University of Nairobi
	VC	Vice-chancellor
	MR	Management Representative
	CAVS	College of Agriculture and veterinary Sciences
	CAE	College of Architecture and Engineering
	CHSS	College of Humanities and Social Sciences
	CBPS	College of Biological and Physical Sciences
	CHS	College of Health Sciences
	CEES	College of Education and External Studies
	ODeL	Open, Distance and e-Learning
	SWA	Students Welfare Authority
Graduand		A student who has completed his/her academic programme and has been recommended and approved by Senate to graduate.

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<b>Term</b>	<b>Acronym</b>	<b>Definition</b>
Convocation		The master roll of graduates of the University.
Pass lists		The lists of names of students who have met the criteria for various conferment of degrees and awards of diplomas.

## **6. RESPONSIBILITY**

- 6.1. **Chancellor** – confers degrees and awards diplomas
- 6.2. **Vice-Chancellor** – constitutes and dissolves the congregation
- 6.3. **Deputy Vice-Chancellor (Academic Affairs)** – Master of Ceremony during the graduation day and ensures that this procedure is adhered to
- 6.4. **Principal** – Chairs the College Academic Board and submit pass lists to Senate through the Deputy Registrar Examinations (Operations)
- 6.5. **Deans/Directors** – Chairs the Faculty/School/Institute/Centre Academic Board and table pass lists to College Academic Board
- 6.6. **Principal** – Chairs College Academic Board and submits the examinations results to the Vice-Chancellor for approval on behalf of Senate
- 6.7. **Academic Registrar** – communicates to the graduands the graduation date and requirement
- 6.8. **Planning Registrar** - prepares the graduation booklet.

## **7. METHOD**

- 7.1 The University Senate sets graduation date.
- 7.2 Faculties/Schools/Institute/Centre discusses final year examinations results and recommends the same to be tabled to the College Academic Board.
- 7.3 The Principal forwards the recommended results to the Academic Registrar for further action.
- 7.4 Academic Registrar forwards the final year results to Senate for approval 48 hours upon receipt from College Principal.(**UON/OP/EXM/018**)
- 7.5 Graduands are notified of the graduation date by the Academic Registrar at least 1 month before the graduation date.
- 7.6 Registrar, Academic invites graduands for the ceremony 2 weeks before the graduation date. (**UON/OP/09/GRAD/003**)

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7.7 College Registrar issues clearance certificates to cleared graduands and hires out gowns to them in readiness for the graduation. **(UON/OP/09/GRAD/W1/004)**

7.8 Deputy Registrar Examinations submits approved lists to Planning Registrar for processing of the Graduation Booklet 7 days to graduation.

7.9 Registrar, Planning prepares the Graduation Booklet.

7.10 The Deputy Vice-Chancellor (AA) conducts a graduation rehearsal 1 day before graduation.

7.11 The Vice-Chancellor convenes the graduation ceremony and constitutes the congregation.

7.12 The Chancellor confers degrees and awards diplomas as per statute XXVII of the University of Nairobi.

7.13 The Vice-Chancellor dissolves the congregation as per University of Nairobi statutes.

## **8. DOCUMENTED INFORMATION**

8.1 Relevant documented information shall be maintained

## **9. APPENDIX**

9.1 Procedure Flowchart for Student Graduation

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