



**FACULTY OF EDUCATION**

**DEPARTMENT OF EDUCATIONAL MANAGEMENT, POLICY AND CURRICULUM STUDIES**

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| **SERVICE** | **REQUIREMENTS** | **COST** | **TIMELINE** |
| **Issuance of** | **Meeting University Admission requirements** | **Nil** | **Eight (8) weeks prior to reporting date** |
| **Orientation of First year students** | **Meeting University requirements for orientation of First year students** | **Nil** | **One (1) week after reporting date** |
| **Issuance of guidelines on: Academic Programmes**  **and Regulations Governing Conduct and Discipline of Students** | **After Admission to the University** | **Nil** | **Upon Registration** |
| **Conducting of Lectures and other learning activities** | **Prompt payment of fees and other charges** | **As detailed in the admission letter** | **Fully and on time as per approved schedules** |
| **Supervision of Masters**  **projects/Doctoral Dissertations or Thesis** | **Completion and forwarding of Masters Project, Doctoral Dissertation/Thesis** | **Nil** | **Ongoing supervision feedback to students within two (2) weeks after receiving the students’ work** |
| **Consolidated mark sheets** | **Timely marking of examinations** | **Nil** | **Four (4) weeks following the end of examinations** |
| **Disciplinary cases for students and staff** | **Preparation of charges** | **Nil** | **To be completed within a period of 30 working days** |
| **Library Hill** | **Student ID for access** | **Nil** | **To be open from 8.00**  **a.m. to 10.00 p.m. on week days and 8.00**  **a.m. to 5.00 p.m. on Saturdays, and from**  **10.00 a.m. to 4.00 p.m. on Sundays** |
| **Clearance of students** | **Students to be fully cleared by all their respective departments** | **Any liability to be paid as per specified cost** | **To be finalized within two (2) days** |
| **Graduation ceremony** | **Successful completion of studies** | **Ksh. 3000/=** | **To be held in September annually at a date to be given by the University** |
| **Staff performance appraisal** | **Filling the appraisal form and having served in a particular position for at least six months of the appraisal period** | **Nil** | **To be conducted between July and June of every Academic year** |
| **Procurement of goods and services** | **Getting the due approvals, providing proper specifications and filling the necessary documents** | **Nil** | **To be done within eight (8) weeks** |
| **Responding to inquiries** | **Communication to be received and responded to promptly** | **Nil** | **Within 7 working days** |

**CHAIRMAN, DEPARTMENT OF EDUCATIONAL MANAGEMENT, POLICY AND CURRICULUM STUDIES.**

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