



WI-1-1-004

TECHNICAL UNIVERSITY OF MOMBASA

A Centre of Excellence

ACADEMIC POLICY MANUAL



TUM IS ISO 9001: 2015 CERTIFIED

TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS	vi
DEFINITIONS	vii
PREFACE	x
FOREWORD	xi
ACKNOWLEDGEMENT	xii
1.0 INTRODUCTION	1
1.1 Vision	1
1.2 Mission.....	1
1.3 Core Values	2
1.4 Motto	3
2.0 POLICY STATEMENT AND GUIDING PRINCIPLES	4
2.1 Policy Statement	4
2.2 Guiding Principles	4
2.2.1 Equity.....	4
2.2.2 Externality	4
2.2.3 Enhancement	5
2.3. Legislative and Administrative Requirements	5
2.4 Objectives.....	6
3.0 LEARNING MODES	7
3.1 Full-time.....	7
3.2 Part-time	7
3.3 Open, Distance and e-Learning.....	8
3.4 Institutional Based/Holiday Based	8
4.0 ENTRY REQUIREMENTS, ADMISSIONS, TRANSFERS, EXEMPTIONS AND COURSE DURATION	10
4.1 Admissions Policy	10
4.2 Minimum Entry Requirements	11
4.2.1 Doctorate Degree/KNQF Level 10.....	11
4.2.2 Master’s Degree/KNQF Level 9	12
4.2.3 Postgraduate Diploma Programmes/KNQF Level 8	13

4.2.4	Bachelor's Degree/KNQF Level 7	13
4.2.5	Higher Diploma	14
4.2.6	Diploma/KNQF Level 6	15
4.2.7	Certificate/KNQF level 5.....	16
4.2.8	Artisan Certificate/National Vocational Certificate/ KNQF level 4	16
4.2.9	National Skills Certificate/ Short Courses/KNQF level 3.....	17
4.3	General Admission Requirements	17
4.4	University Calendar	19
4.5	Application and Registration Procedures.....	20
4.6	Registration Requirements for New Students	20
4.7	Programme Registration for Continuing Students	21
4.7.1	Programme Registration	21
4.7.2	Registration Number	22
4.7.3	Name of Student	23
4.7.4	Deferred Registration	23
4.8	Attendance of Lectures.....	23
4.9	Academic Leave.....	24
4.10	Re-admission.....	25
4.11	Exemption for Mid- Entry Candidates.....	25
4.12	Inter/Intra-University Transfer.....	26
4.13	Duration of Study	28
5.0	PROGRAMMES	29
5.1	PhD Programmes	29
5.2	Masters Programmes	29
5.3	Undergraduate Degree	30
5.4	Diploma	30
5.5	Certificate Courses	31
5.6	Short Programmes.....	31
5.7	Failure to Complete a Programme.....	31
6.0	EXAMINATIONS	32
6.1	Examinations Security	32

6.2	Conduct during Examinations	33
6.2.1	Ordinary University Examinations	33
6.2.2	Continuous Assessment Tests (CATs)	33
6.2.3	Examination Duration	34
6.2.4	Grading of Exams	34
6.3	Examination Preparation and Administration	36
6.4	Setting and Moderation.....	37
6.5	Admission to Examinations.....	38
6.6	Invigilation and Marking of Examinations	38
6.7	Postgraduate Course Work Examination Thesis	40
6.8	Examination Processing	40
6.9	Supplementary/Special Examinations	41
6.9.1	Supplementary Examinations	41
6.9.2	Special Examinations.....	41
6.10	Student Progression	42
6.11	Discontinuation.....	43
6.12	Misconduct during Examinations.....	43
6.13	Transcripts	44
6.14	Appeal for Re-assessment	45
6.15	Grounds for Appeal	45
6.16	Procedure for Appeal.....	46
6.17	Disposal and Retention of Examination Material.....	47
7.0	CLASSIFICATION AND AWARD/CONFERMENT OF CERTIFICATES.....	48
7.1	Requirements for Award/Conferment.....	48
7.2	Classification of Bachelor’s Degree.....	48
7.3	Classification of Diploma and Certificate.....	50
8.0	CONTACT HOURS, COURSE UNITS AND WORKLOAD	51
8.1	Contact Hours.....	51
8.2	Course Units outside the School	51
8.3	Classification of Course Units	51

8.3.1	University Course Units:.....	51
8.3.2	School Course Units:.....	52
8.4	Academic Staff	53
8.5	Work Load for Teaching Staff	55
8.5.1	Degree Programmes	55
8.5.2	Diploma and Certificate level Programmes.....	56
8.6	Workload for Deans and Directors.....	56
8.7	Workload for Chairpersons of Departments and Deputy Directors	57
8.8	Workload for Departmental Examination/Timetabling Coordinators.....	57
8.9	Workload for Part-Timers	57
8.10	Workload for Technicians / Technologists and Non-Teaching Staff	57
8.11	Workload for Staff on Scholarship and Study Leave	58
8.12	Workload for Staff Undertaking Funded Research.....	58
8.13	Class Size	58
9.0	CURRICULUM CYCLE IMPLEMENTATION, EVALUATION, RECOGNITION AND INSTRUCTION PLAN.....	60
9.1	Curriculum Cycle	60
9.2	Curriculum Implementation.....	61
9.3	Curriculum Evaluation.....	62
9.4	Programme Recognition.....	62
9.5	Instructional Plans and Records.....	62
10.0	COURSE CODING	63
11.0	QUALITY ASSURANCE.....	65
11.1	General Concept and Objectives	65
11.2	Governance and Management System.....	65
11.3	Responsibilities of the Directorate of Quality Assurance (DQA).....	66
11.4	Quality on Infrastructure	67
11.5	Quality on Academic and Support Staff	67
11.6	Student Support Services	68
11.7	Teaching, Learning and Assessment	69
11.8	Partnership, Research and Innovation (PRI) Activities	69

11.9 Academic Honesty70
11.10 Dealing with Academic Misconduct71

ABBREVIATIONS AND ACRONYMS

CBET	Competence-Based Education and Training Mode
CIPS	Chartered Institute of Purchasing and Supplies
CPA	Certified Public Accountants
CPS	Certified Public Secretaries
CUE	Commission for University Education
DQA	Directorate of Quality Assurance
GPA	Grade Point Average
ICT	Information and Communication Technology
KACE	Kenya Advanced Certificate of Education
KASNEB	Kenya Accountants and Secretaries National Examinations Board.
KCE	Kenya Certificate of Education
KCSE	Kenya Certificate of Secondary Education
KNEC	Kenya National Examinations Council
KNQF	Kenya National Qualifications Framework
KUCCPS	Kenya Universities and Colleges Central Placement Service
NSC	National Skills Certificate
NVC	National Vocational Certificate
ODeL	Open, Distance and e-Learning
PRI	Partnership, Research and Innovation
QAA	Quality Assurance Audit
SGS	School of Graduate Studies
SoODeL	School of Open, Distance, and e-Learning
TUM	Technical University Mombasa
TVET	Technical and Vocational Education and Training

DEFINITIONS

“**Academic Calendar**” is the schedule of events that take place within an academic year.

“**Academic Leave**” is Leave granted to a student who for reasons beyond control applies to be exempted from/suspend a course up to one academic year. This exemption is renewable only once.

“**Academic Unit**” is a section of an academic course focusing on a selected theme, spread over 45 one-hour lectures in a semester. For this purpose, one lecture hour is equivalent to one contact hour for theory subjects, two hours for tutorials or three hours for practical lessons.

“**Academic Year**” is a period consisting of two semesters and shall normally begin in September of every year. However, some programmes may be allowed to start at any other time with the approval of the Senate.

“**Admission**” is the accepting of a student to join the University for a Particular Programme.

“**Applicant**” a person who has applied for a course of study at TUM

“**Award**” the decision to give respective Certificates/Diplomas on successful completion of a course.

“**Bona fide Student**” is a student who is registered or enrolled for study in any field listed in TUM calendar; has paid the required University fees, in addition to fulfilling the two thirds ($\frac{2}{3}$) attendance of contact hours, practical and excursions for each unit. Excursions do not apply to students on Distance and e-Learning.

“**Campus**” means an extension of the University set up by its Statutes

“**Certificate**” means an award or document given to an individual upon successful completion of a programme or course of study

“**Charter**” means a University Charter of the Technical University of Mombasa

“**Common units**” are course units offered across programmes in various Departments

“**Constituent College**” means a Constituent College of the University established under section eight (8) of the charter

“**Conferment**” means the awarding of Degrees or a particular honour or right to somebody by the University

“**Core unit**” are key course unit offered in a programme

“**Chief Invigilator**” a lecturer who is in charge of invigilation of a course unit.

“**Chief examination officer**” a person responsible for all the examination activities in the department.

“**Degree**” means the designation of Bachelor, Master or Doctor granted after successful completion of a programme of study

“**Deferment**” means to postpone registration to the next admission period subject to availability of the programme and prevailing requirements.

“**Department**” means an academic administrative unit within a School of the University as established under the Statutes

“**Diploma**” means a designation awarded upon successful completion of Diploma, Higher Diploma or Postgraduate Diploma programme of study

“**Directors**” means the person appointed by the Vice-Chancellor to be a Director of the Institute/Centre/Directorate of the University

“**Deregister**” means to remove the name of a student from the class in which he/she is currently placed to be moved into a different class register upon clearing issues that necessitated the removal.

“**Dissertation**” is an original research document submitted in support of candidature for a given postgraduate degree or professional qualification presenting the author's research and findings examined internally.

“**Electives**” course units that add value to areas of specialization in a programme

“**Examination**” is a formal formative or summative assessment undertaken individually and under invigilation to verify the level of competence acquired by a student in a course unit.

“**Institute**” means an institution of the University established by the Statutes

“**Leave of absence**” means permission accorded to a student to defer learning for a specified period; due to circumstances beyond his/her control

“Lecturer” means an academic staff member who is officially appointed by the University to teach, train and undertake research

“Options” are areas of specialization of a programme

“Programme” is an integrated course of academic studies or curriculum.

“Programme Cycle” The entire duration of an academic programme.

“Retake” “in a retake, the student repeats a course unit(s) in which he/she fails to satisfy the examiners in supplementary examinations; by going back to class and retaking the course unit (s) all over again and then retaking the examination at the end of the course in ordinary examinations. These are marked out of 100% like ordinary examinations.

“School” is a group of academic departments which specialize disciplines of the University as established under the Statutes

“Semester” is a period of study consisting of sixteen (16) to nineteen (19) weeks depending on the programme or its equivalent in contact hours as defined by the Senate or Academic Board.

“Senate” means University Senate of Technical University of Mombasa.

“Statutes” means the statutes of Technical University of Mombasa.

“Student” means a person registered by the University during a current academic year as approved by the University Senate or Academic Board.

“Student Association” means an association of students recognized by the Council as being an organization representative of the students of the University and as provided for by the Statutes.

“Thesis” is an original research document submitted in support of candidature for a given postgraduate degree or professional qualification presenting the author's research and findings, which is examined both internally and externally.

“University College” means a College of the University established under section seven of the University charter

“University Units” are course units offered to all students registered in the University

“University” This term shall be used to refer to Technical University of Mombasa.

PREFACE

Welcome to Technical University of Mombasa. Awarded its charter on 30th of January 2013 under the Universities ACT 2012, we were challenged to rethink the way a University should operate. We have answered that call by putting the necessary structures to enable us to achieve our Mission and Vision. We are committed to providing our students with access to degrees that will prepare them to succeed in the workplace.

Earning a college degree requires a great deal of work. Our courses, taught by qualified faculty, are rigorous and our students can expect to be challenged to reach their full potential. Our highest priority is to help students reach their educational goals.

This Academic Policy Manual is a compilation of the policies and procedures of the University as they affect faculty members. These policies and procedures are reviewed periodically and are subject to revision by actions of the University, its Council, and the University Senate.

We hope that you will find this handbook to be a useful reference as you fulfil your role as a member of Technical University of Mombasa.

Dr Robert Arunga
Chairman of Council

FOREWORD

This Academic Policy Manual is a statement of University policies and regulations, as well as expected standards of the faculty staff and student conduct applicable to the day to day running of our curricula. Academic units and administrative offices may have additional policies and guidelines that may provide more detailed information.

The purpose of this revised academic manual is to provide a broad description of Technical University of Mombasa, its nature, and the pivotal role of the faculty in TUM, other professionals, and administration in relation to the University community's many activities. Unless otherwise specifically noted, the contents of this manual will be considered standard policy by the Senate and the Council. Procedures and regulations, along with privileges and responsibilities, are presented for ready reference.

The academic policies included herein have been developed to support, and maintain consistency within, the hierarchy of regulations, standards, and guidelines that govern the academic component of TUM. They interpret or support this hierarchy and/or specify the manner in which a higher-level policy is to be implemented. They also span multiple units within the organization of Academic Divisions, as opposed to those within individual units. The specific policies of higher-level entities are not included here.

It is our hope that this policy shall enable all the members of the University to function as a community and respond to situations that threaten or violate TUM fraternity. The contents of this Manual are reviewed from time to time by the Office of Vice-Chancellor, appropriate committees of the Senate and updated as needed by the University Academic Policy Committee.

Prof. Laila U. Abubakar

Vice-Chancellor

ACKNOWLEDGEMENT

Technical University of Mombasa is committed to becoming a World Class University of Engineering, Science and Technology. TUM acknowledges the importance of developing relevant policy tools to help in achieving its Mission and Vision. This Policy is an example of the many such policies we have put in place to manage our affairs in our efforts to meet our goals – knowledge transfer, research, development and innovation.

The review of this Policy is a product of many hours of painstaking service offered by TUM staff and other stakeholders; without whom it would not have been produced. It is to this group of special people I wish to convey our gratitude and appreciation for a sterling job done. First, the University management gives special thanks to members of TUM Council Members for their support in ideas, suggestions, critique, and final approval of this policy.

Second, I wish also to give special thanks to the team that was involved in the review of this policy. Their commitment, time, ideas and passion have finally produced this Revised Policy, and to that the University Management is grateful. Special thanks go to:

	Name	Designation
i)	Prof. Laila U. Abubakar	Vice-Chancellor /Chairperson
ii)	Prof. Peter B. Gichangi	Deputy Vice-Chancellor, ARE
iii)	Dr Carren Okeri	Director, Quality Assurance
iv)	Dr Wahida Bana	Deputy Director, Quality Assurance
v)	Dr Cromwell Kibiti	Deputy Director, Quality Management Systems
vi)	Dr Jean Uzel	Dean, School of Business
vii)	Dr Rahma Udu	Dean School of Applied and Health Science

- | | | |
|--------|-------------------------|--|
| viii) | Prof. Hussein A. Mahmud | Dean, School of Humanities and Social Sciences |
| ix) | Dr Suleiman Mzee | Director, School of Graduate Studies |
| x) | Dr Mgalla Mvurya | Director, Information, Communication & Informatics |
| xi) | Dr Michael Saulo | Registrar Partnership Research and Innovation |
| xii) | Mr Benard Nyakundi | Ag. Dean, School of Engineering and Technology |
| xiii) | Ms Serah Okumu | Deputy Chief Legal Officer |
| xiv) | Dr Lawrence Mukhongo | Director, TVET |
| xv) | Mr Joel Awino | Dean of Students |
| xvi) | Mr Charles Majani | Dept. Electrical and Electronic Engineering |
| xvii) | Ms Serah Welime | Deputy Registrar Academic Affairs |
| xviii) | Dr Jane Kyalo | Assistant Registrar, Liaisons and Linkage |
| xix) | Ms Mary Mwaka | Admin Assistant, Directorate Quality Assurance |

I commend the effort and commitment of the University Senate towards the realization of this policy document.

Prof. Peter B. Gichangi
Deputy Vice-Chancellor (ARE)

1.0 INTRODUCTION

Technical University of Mombasa is a public Technical University established under the Universities Act 2012 and the Technical University of Mombasa Charter issued in 2013. The University is under the Ministry of Education and is managed by the University Council.

The University offers training in the fields of Applied and Health Sciences, Business, Social Sciences, Engineering and Technology, and Computing. The programmes are at the levels of Certificate, Diploma, Higher Diploma, Undergraduate and Postgraduate. Through its programmes, the University is contributing to the attainment of the nation's Human Resource and research. TUM maintains close linkages with public and private sectors, learning institutions and the immediate community to ensure the continued relevance of its programmes to the nation's socio-economic and development needs.

This policy is guided by the following:

1.1 Vision

A Technical University of Global Excellence in Advancing Knowledge, Science and Technology

1.2 Mission

To advance knowledge and its practical application through teaching, research and innovation to serve both industry and the community.

1.3 Core Values

The Council, Senate, Management, staff and students of TUM will endeavour to institutionalize and inculcate values fostering a strong corporate culture while promoting quality service delivery, cohesion in our diverse community and achieving the targeted goals. These will be realized by espousing the following values:

- i) *Excellence.* We strive for excellence in quality teaching, learning and research, and customer focus by continuously assessing ourselves, applying our own and international benchmarks.
- ii) *Integrity and Professionalism.* We expect high standards of integrity, ethics and respect from one another across the institution and honour collegiality and a climate of critical professionalism among staff and students.
- iii) *Equity.* We are committed to equity, diversity and fairness, and seek to nurture and build on our diverse cultural heritage
- iv) *Teamwork.* We place a high premium on teamwork and shared responsibility working with each other and with external groups in ways that are mutually beneficial.
- v) *Creativity, innovativeness and environmental sustainability.* We embrace innovative problem solving and promote creative value-based solutions. We cultivate a socially secure, responsive and sustainable green environment.

1.4 Motto

Jiddu Tajidu (Endeavour and Achieve)

2.0 POLICY STATEMENT AND GUIDING PRINCIPLES

2.1 Policy Statement

- i) The University is committed to making available post-secondary school education to all who merit without restriction owing to age, gender, ethnicity, disability, race, or religion;
- ii) The University envisages achieving academic excellence through the creation and maintenance of an environment that promotes quality and adequate training and efficient utilization of resources;
- iii) The University shall embrace the principles and practices of good governance;
- iv) The University shall endeavour to reinforce national and international standards to facilitate recognition and demand for its programmes.

2.2 Guiding Principles

This policy is guided by the following principles in its bid to achieve its Vision, Mission and Values as guided by the following principles:

2.2.1 Equity

The University endeavours to enable access to structured and specialized education and training for all through equal opportunity.

2.2.2 Externality

Involvement of independent external peers is fundamental to our approach to programme approval, programme re-approval and the summative

assessment of students. Academic standards shall be set according to external benchmarks which include:

- i) Quality Assurance Audit (QAA);
- ii) External examiners, reviewers and advisers;
- iii) External statistical comparators and benchmarks;
- iv) Views of industry and the community.

2.2.3 Enhancement

The University shall continuously seek to enhance its mandate in a planned and deliberate manner through the following:

- i) Commitment to pro-active reflection and responsiveness;
- ii) A systematic review of its policies and procedures;
- iii) Partnering with students in the management of the quality of their learning and the opportunities it provides;
- iv) Identifying and disseminating good practice, and
- v) Continuous guidance and training of staff.

2.3. Legislative and Administrative Requirements

The following, but not limited to legal instruments and institutional policies shall apply to this policy:

- i) The Constitution of Kenya, 2010;
- ii) The Universities Act 2012;
- iii) The Technical and Vocational Education Training Act, 2013;

- iv) The Commission for University Education Regulations 2014;
- v) Technical University of Mombasa Charter 2013;
- vi) Technical University of Mombasa Statutes.

2.4 Objectives

The objectives of the Academic Policy are to:

- i) Create and maintain a conducive learning environment;
- ii) Provide a guide for student admission requirements for respective programmes;
- iii) Guide in the management of examinations and certification;
- iv) Regulate and market academic programmes.

3.0 LEARNING MODES

For CUE accredited programmes instructional methods shall be classroom-based through lectures, tutorials, seminars, studios, laboratory and fieldwork, or Open, Distance, and e-Learning. For TVET programmes, learning shall be through Competence-Based Education and Training (CBET).

In both approaches, students may study under full-time, part-time, distance learning and Institutional based (holidays) or open, distance and e-learning mode.

A student may change from one mode to another. Where such desire arises request for change of mode of study shall be submitted to the programme department for approval by the Senate before registration.

3.1 Full-time

In Full-Time (FT) mode a student shall complete the required amount of hours per week during week-days.

3.2 Part-time

In Part-Time mode, a student shall complete the required amount of hours per week during the evening and/or weekends.

3.3 Open, Distance and e-Learning

In Open, Distance and e-Learning (ODEL) mode of study, teaching and learning shall involve separation of teacher and learner in time and/or place; uses multiple media for delivery of instruction; involves two-way communication and occasional face-to-face meeting for tutorials and learner-learner interaction. Students on Open, Distance and e-Learning programme who may wish to change their mode of study to full or part-time shall be required to apply to the Registrar Academic Affairs, and, if approved, shall pay additional fees based on rates existent at the time of application.

3.4 Institutional Based/Holiday Based

The Institutional Based/Holiday Based (IB/HB) model is applicable where a student attends classes in blocks. A block is defined as an intensive period of teaching and learning covering an entire or a specific part of a syllabus. It is designed for candidates who are available during specific periods.

In all modes of study, students shall be guided through the various courses using instructional materials, assignments, continuous assessment, tutorials and examinations organized by the host department. Depending on the programme requirements, laboratory classes shall be carried out either in an external or University laboratories. An extra fee shall be levied on the student to cater for laboratory facilities. Procedures, regulations and other information specific to the Distance and e-Learning Mode shall be

available from the School of Open, Distance and e-Learning (SoODEL) and respective departments.

4.0 ENTRY REQUIREMENTS, ADMISSIONS, TRANSFERS, EXEMPTIONS AND COURSE DURATION

4.1 Admissions Policy

This policy shall cover all postgraduate, undergraduate, diploma, and certificate applications for study at the University. The University aims to attract, select and retain a diverse range of students who meet the minimum entry requirement for admission. To achieve this, the University shall establish:

- i) Minimum admission requirements that seek to ensure that all commencing students have satisfied academic requirement standards that demonstrate the potential for success in their course of study;
- ii) Additional course-specific admission requirements to ensure that commencing students have the appropriate academic knowledge required for success in a particular course of study; and
- iii) Selection processes that ensure admission decisions are transparent, consistent and merit-based, with equity considerations taken into account, where appropriate;
- iv) Admission into the University shall be conducted under the guidance of the Senate. The general admission guidelines prescribed by respective Schools/Institutes shall apply. Admission requirements for Postgraduate Programmes are stipulated in the “Common Regulations and Procedures for Postgraduate Studies”.

4.2 Minimum Entry Requirements

4.2.1 Doctorate Degree/KNQF Level 10

A course leading to the qualification of Doctor of Philosophy (PhD), shall be based on substantial work completed during the course of candidature through coursework and research leading to a significant contribution to the existing body of knowledge in one or more fields of scholarship and may incorporate publications authored by the candidate. All candidates shall undertake their course wholly under the control of the University. Courses leading to the qualification of Doctor of Philosophy must meet the requirements for KNQF Level 10 Doctoral Degree:

- i) The candidate shall hold a Master's Degree in a relevant field of study or equivalent qualification from a recognized University.
- ii) Such a course, unless otherwise stated in the course curriculum documentation, shall comprise programmes of advanced study and research which has been approved by the Board of Graduate Studies and which will include:
 - Meeting a series of progress milestones as described in the School of Graduate Studies Policy – Progression Procedures;
 - An individual program of supervised study in a field of work or learning, that leads to the development of an original contribution to knowledge; and
 - Presentation of a thesis and/or other approved work, embodying the results of the candidate's study and research.

4.2.2 Master's Degree/KNQF Level 9

Applicants for admission to candidature for the qualification of Master's Degree shall normally have achieved results acceptable to the University in one (1) or more of the following:

i) A Bachelor Honours Degree with first-class Honours or second class Honours (Upper Division) of Technical University of Mombasa or from any other institution of higher learning recognized by the Commission for University Education (CUE), or a cumulative Grade Point Average (GPA) of 3.00 on a scale of 4.00; or its equivalent in the relevant discipline;

OR

ii) A Second Class Honours (Lower Division) or a cumulative Grade Point Average (GPA) of 2.50 on a scale of 4.00 in the relevant discipline from TUM or any other University recognized by CUE and at least (2) years of relevant working experience since graduation;

OR

iii) A Pass degree in the relevant discipline and a relevant postgraduate diploma from a recognized University; or at least three (3) years of relevant working experience since graduation;

OR

iv) Bachelor's degree with at least 480 credit in the qualification of KNQF level 7 in the relevant study area;

OR

v) Postgraduate Diploma in the relevant discipline.

4.2.3 Postgraduate Diploma Programmes/KNQF Level 8

i) Applicants must hold a Bachelor's degree from Technical University of Mombasa or its equivalent from other institutions recognized by CUE;

OR

ii) Bachelor's degree with 480 credits in a relevant subject area or equivalent prior learning experience.

OR

iii) A qualification in a relevant subject area or 600 credits after KNQF level 2

4.2.4 Bachelor's Degree/KNQF Level 7

Applicants for admission to a Bachelor's course shall normally have achieved defined results acceptable to the University in a Bachelor Degree from TUM or a comparable degree from another university in one of the following:

i) A C+ (plus) grade in the Kenya Certificate of Secondary Education (KCSE) and should meet the cluster subject requirement of the programme;

OR

ii) Advanced Level (A-Level) Certificate with 2 principal passes and 1 subsidiary or its equivalent in relevant subjects;

OR

iii) A Diploma with a Credit Pass;

OR

iv) A Diploma with a pass and a minimum of two years of working experience in the relevant field;

- v) Relevant Higher Diploma;
- OR
- vi) CPA II/CPS II/CIPS II or equivalent;
- vii) The applicant should have attained an aggregate of C- (minus) in KCSE or O-level Division III or completed KNQF 6;
- OR
- viii) Any other qualification and/or exemptions as approved by CUE as equivalent to the above requirements;
- ix) Where applicable, applicants must meet specific guidelines by professional bodies.

4.2.5 Higher Diploma

An applicant for admission to a course leading to the qualification of Higher Diploma will have:

- i) A University degree from TUM or its equivalent from any institution recognised by CUE in a relevant area;
- OR
- ii) Successfully completed a Diploma Certificate/ KNQF level 6 qualification or higher from TUM; any other institution of higher learning recognised by CUE;
- OR
- iii) Hold qualifications approved as equivalent to a Diploma Certificate/ KNQF level 6 qualification or higher from TUM or any other institution recognised by CUE;

OR

- iv) Achieved a level of attainment in an appropriate discipline/s considered by the Faculty in which the applicant seeks to be registered to be acceptable for the purpose of proceeding to a course leading to the qualification of Higher Diploma. In addition, the applicant will have completed such additional requirements as are specified in the entry requirements pertaining to the course to which the student seeks admission.

4.2.6 Diploma/KNQF Level 6

An applicant for admission to a course leading to the qualification of Diploma will have:

- i) Mean grade of KCSE C- (Minus) or KCE (“O” Level) Division III and meet the cluster subject requirement of the programme;

OR

- ii) KACE (“A” Level) 1 Principal and 1 Subsidiary or an equivalent qualification;

OR

- iii) A certificate with a credit pass in the relevant area of study;

OR

- iv) A Certificate with a pass in the relevant area of study with a minimum of two years of work experience in a relevant field;

OR

- v) Any other qualification and/or exemptions as approved by Senate equivalent to the above;

OR

- vi) An equivalent qualification at Level KNQF 5.
- vii) Where applicable, applicants must meet specific guidelines by professional bodies.

4.2.7 Certificate/KNQF level 5

Applicants for admission to the course leading to Certificate/KNQF Level 5 shall possess:

- i) Mean grade of KCSE D (plain), KCE (“O” Level) Div. III or its equivalent;

OR

- ii) Completion of KNQF Level 4;
- iii) Any other qualification and/or exemptions as approved by Senate to be equivalent to the above;
- iv) Where applicable, applicants must meet specific guidelines by professional bodies.

4.2.8 Artisan Certificate/National Vocational Certificate/ KNQF level 4

An applicant for admission to a course leading to the qualification of Artisan Certificate/National Vocational Certificate/KNQF Level 4 shall have:

- i) Primary level qualification/Junior secondary qualification/KCSE /KCE (“O” Level) Div. IV;

OR

Page 16

- i) Completion of KNQF level 3.

4.2.9 National Skills Certificate/ Short Courses/KNQF level 3.

An applicant for admission to a course leading to the qualification of National Skills/Short Courses/KNQF Level 3 shall have:

- i) Primary Level Education/Junior secondary education;
- OR
- ii) KNQF level 1 &2 (Level 2 - Secondary Certificate/ National Skills Certificate III (NSC-III)/GTT III/NVC I/Pre-Vocational. Level 1 - Primary certificate/C I/Basic Skills/Skills for life).

4.3 General Admission Requirements

- i) Enrolment in some programs may be regulated by the Kenya Universities and Colleges Central Placement Service (KUCCPS) Board and other regulatory bodies;
- ii) For Programs that are not regulated by KUCCPS Board, the University reserves the right to cancel such a programme where sufficient enrolment is not attained, and/or to restrict enrolment;
- iii) The University will call for applications for enrolment into all programs including those regulated by KUCCPS Board;
- iv) Notwithstanding any provisions of these requirements, an applicant may be required to undergo an interview or sit for an entrance examination;

- v) Candidates who hold post-high school diplomas and certificates from recognized tertiary institutions and wish to upgrade their academic qualifications may be admitted;
- vi) To enhance the provision of learning opportunities, the University may admit individuals who possess exceptional qualifications/skills and display potential for professional growth to enrol in the University for Specialized Programs;
- vii) The University may decline admission/registration to a qualified applicant should there not be appropriate and sufficient personnel or resources to enable the candidate to undertake the program or should there be a limitation imposed on the number of candidates to be registered for that course, or should other restrictions or limitations be applied to the program;
- viii) The University reserves the right to decide which of the programs shall be offered for government and self-sponsored students. Depending on the prevailing situation, both government and self-sponsored students may take their programmes jointly or separately;
- ix) Applicants shall submit to the Admissions office valid testimonials and certificates such as KCSE, Diploma, Degree or Postgraduate certificates before the commencement of classes as required;
- x) Provisional registration shall be extended to applicants who have not yet received their respective certificates/result -slips and shall be valid for a period not exceeding two (2) months. Failure to comply with this requirement will lead to automatic deregistration from the University;

- xi) An applicant shall NOT be admitted to any programme in the University without satisfying the minimum entry requirement of the University;
- xii) Students must also satisfy the School/Institute and departmental requirements before registering for courses in any department;
- xiii) Continuation of registration is subject to compliance with approved conditions imposed at initial registration or thereafter;
- xiv) A student shall not be enrolled in more than one program unless with approval from the Senate;
- xv) An applicant whose qualifications do not meet the minimum requirements, or is serving a suspension, excluded or expelled from an institution shall not be permitted to register on any programme.;
- xvi) Where false document(s) is/are identified during the application, the candidate shall not be admitted to the University and the matter may be reported to the police;
- xvii) Where a student is found to have been admitted based on false documentation, his/her registration shall be nullified forthwith and the matter reported to the police.

4.4 University Calendar

- i) The **Academic Year** shall normally begin in September of each calendar year. The academic year consists of two semesters. Each semester consists of sixteen (16) weeks.
- ii) **Year of Study** is determined by academic level attained by a student in a programme. The level is measured in terms of the cumulative

number of course units completed, irrespective of the calendar duration of stay at the University.

4.5 Application and Registration Procedures

- i) Applicants must fill the application form for admission either electronically or in hard copy and submit it to the Registrar; Academic Affairs. The application form shall be accompanied by all supporting documents showing the applicant's qualification;
- ii) The application form shall be processed upon receipt of stipulated non-refundable application fee.
- iii) After processing the applications, the Registrar; Academic Affairs, Director School of Graduate Studies (SGS) (in case of postgraduate applications) or any other authorized officer shall communicate the decision in writing to all successful applicants.
- iv) The applicant is responsible for the authenticity of any document submitted to secure admission. Should such documents provided at any time be found to be fraudulent, admission will be nullified and/or certificates issued based on such documents shall be withdrawn and cancelled.

4.6 Registration Requirements for New Students

All new students registering for the first time at TUM shall provide the originals and photocopies of the following documents:

- i) Admission Letter;

- ii) Original Certificates, Testimonials and/or Transcripts of previous programmes attended;
- iii) Four (4) coloured passport-size photographs;
- iv) A copy of the Pay-in/Deposit Slip acknowledging payment of all the University fees;
- v) Notwithstanding the above, students must also comply with any other conditions as may be set by the University;
- vi) Students are required to use names which appear on the National Identification Card or an affidavit/ admission letter/ certificate/ birth certificate/passport;
- vii) New students who will not have registered within the first three (3) weeks of the beginning of the Semester shall be deemed to have declined the offer by the University;
- viii) New students who for some reason are unable to register shall be required to apply for deferment of registration through the Registrar, Academic Affairs; before the end of the registration period;
- ix) Special registration shall be given to students on exchange programmes whose requirements shall be as defined by the Senate.

4.7 Programme Registration for Continuing Students

4.7.1 Programme Registration

At the beginning of every semester, ALL students SHALL be required to:

- i) Register online for course units to be taken in every new semester;

- ii) Register for course units only if s/he is a *bonafide* student of TUM;
- iii) Register for course units within the first two (2) weeks of the semester.
- iv) Late course unit registration for a continuing student due to extenuating circumstances shall be subject to the approval of the Chair of Department and the Dean of School upon production of substantial evidence;
- v) Register for all core, common University and elective course units in their respective programmes as stipulated by the Department;
- vi) Register in accordance with University requirements for the programme to take examinations and obtain certification from the University;
- vii) Take a combination of course units approved by the respective schools. Such combination may be modified only after obtaining the consent of the Dean of School and Chairpersons of the relevant Departments and within the first two (2) weeks of the academic year.

4.7.2 Registration Number

The registration numbers of for ALL student shall take the following form:

CCC/XXXX/YYYY

CCC - These are THREE (3) or FOUR (4) capital letters representing the course name offered in the respective departments.

XXXX - Is the serial number of the student registered. The first number starts from 0001 and the last end in 9999 in each year of registration.

YYYY - Indicates the year within which the student was first registered in the particular programme.

4.7.3 Name of Student

The name of the student shall appear in the documents used to seek admission at TUM, or, where there is conflict, as they are in the National Identity Card/Birth Certificate. The names shall appear in the order in which they appear on official records including final certificates. If a student wishes to change his/her name in the course of his/ her stay at TUM, legal procedures shall be followed and official documents submitted to the Registrar in charge of Academic Affairs before graduation. No change of name, including the order, will be effected after a student graduates from TUM.

4.7.4 Deferred Registration

A student shall be enrolled upon admission. An enrolled student who cannot register immediately may have his/her place reserved. This reservation can be maintained for a maximum of one academic year, after which the Registrar, Academic Affairs, shall remove the name of the student from the list of enrolled students at the University. Such a student may seek fresh admission.

4.8 Attendance of Lectures

- i) Students are expected to attend lectures regularly and do the required assignments, tests and examinations.
- ii) Students shall sign class attendance sheets for all lectures attended.

- iii) A student who is likely to be absent should always give formal notification of absence to the Chairperson of the Department in writing.
- iv) Where a student misses lectures for valid reasons; a lecturer may organise for make-up work/assessment/evaluation exercise for the absence.
- v) Students shall be expected to be seated in the lecture room at least FIVE minutes before the start of the lecture. Where one arrives after the lecturer with valid reasons, permission to attend the lecturer shall be left at the discretion of the lecturer.
- vi) Irregular attendance may lead to student deregistration by the Registrar Academic Affairs upon recommendation by the Senate. Appeals and subsequent reinstatement of such a student will be at the discretion of the Senate.
- vii) Students who are unable to continue their studies owing to extenuating circumstances shall be advised to seek academic leave.

4.9 Academic Leave

- i) A student who wishes to temporarily suspend studies must apply to the Registrar Academic Affairs (RAA) for academic leave, giving reasons for such leave. Once granted, the Academic leave shall be assumed to have taken effect from the beginning of the semester.
- ii) The Academic leave duration will be included in the time allowed for completion of the Certificate/Diploma/Degree programmes.

- iii) A student will not be allowed to take academic leave extending beyond one academic year.

4.10 Re-admission

- i) A student shall be readmitted from academic leave, upon filling re-admission form to the Registrar Academic Affairs.
- ii) A student who has been re-admitted after completing a Semester of an academic year successfully shall be allowed to register in the subsequent semester. The results of the previous examinations taken shall stand.
- iii) A student who was previously suspended may be re-admitted after fulfilling the suspension conditions and University requirements.
- iv) A student re-admitted upon completion of the suspension period shall be allowed to register at the beginning of the semester.

4.11 Exemption for Mid- Entry Candidates

All mid-entry-level Full or Evening classes shall be run in trimester schedule. However, students shall have to proceed to attachment before starting the first semester of their fourth year. The student shall also clear all academic issues before proceeding to the final year of study.

- i) Applicants with a Diploma in relevant disciplines may be considered for exemption in credits equivalent to one academic year. Such students shall join the relevant programme at the start of the second year of study unless otherwise specified by the respective School.

- ii) Applicants admitted with Higher Diploma in relevant disciplines may be considered for exemption from credits equivalent to two academic years. Such applicants shall join the relevant programme at the start of the third year of study.
- iii) No applicant shall be exempted in more than 50% of the units offered in the programme applied for. An Applicant so exempted shall join the first semester of the academic year of the programme s/he is joining.
- iv) Application for exemption from some course units shall be made at the time of application for admission to Technical University of Mombasa. Such requests shall be considered and approved by the respective schools and departments at a prescribed fee, which may vary from time to time.
- v) In addition to the minimum entry requirements, each programme may have its School or Departmental requirements in respect of the mean grade, the subject cluster or individual subjects.

4.12 Inter/Intra-University Transfer

- i) Students from other institutions may apply to transfer to Technical University Mombasa. Those with relevant and appropriate credits may transfer some of the credits to the programme at an appropriate level. Testimonials of good standing from their previous institutions are a requirement.

- ii) In exceptional circumstances, a student may be registered provisionally at a level determined by the department pending the processing of course unit's exemption.
- iii) The inter-University transfer for ALL government-sponsored students shall be guided by KUCCPS Board Regulations.
- iv) All Inter/intra-Department transfers shall be processed within the first three weeks of the first semester. Such transfer shall only be effected if there is a vacancy and if the student meets the requisite admission criteria for the particular Programme.
- v) All prospective students applying for transfer shall be ranked and allocated positions on merit.
- vi) A student wishing to transfer will be required to fill an appropriate application form obtained from the University website, and obtain written recommendations from their respective Chairpersons of Departments and Deans of Schools.
- vii) The transfer form shall be completed and returned within the stipulated time.
- viii) Such applications shall be presented before the Deans Committee for deliberation and approval on behalf of the Senate. Students whose applications will be approved shall be expected to meet all academic and financial requirements of their new programmes afresh.
- ix) Successful applicants for transfer will receive an official letter of transfer from the Registrar Academic Affairs and will be expected to

report and register in their new Programmes by the fourth week of the semester at the latest.

4.13 Duration of Study

This is the total academic period calculated in terms of course units required to complete the requirements of the programme. The University shall use a **course Units System** in determining the duration of a programme.

Programmes are awarded course units as explained in this **Academic Policy, and School Rules and Regulations**. A student completes the programme after covering the total number of course units required for the programme and upon satisfying all graduation requirements.

5.0 PROGRAMMES

The list of master programs offered by Technical University of Mombasa and the degrees awarded is published on the university website.

5.1 PhD Programmes

The doctoral degree is awarded by Technical University of Mombasa to a candidate who demonstrates that s/he is able to conduct independent and in- depth academic research, which advances knowledge in the respective field of study. The award of the doctoral degree is based on a written work or PhD Thesis, Oral examination (PhD Defence) and publication of successfully defended thesis and any other requirement as stipulated in Postgraduate Policy.

Technical University of Mombasa PhD programme lasts for a minimum of three (3) Academic years and a maximum of six (6) Academic Years and offered by coursework, research and thesis as per the rules and regulations of the respective School. The coursework consists of lectures, tutorials, practical classes, and seminars.

A PhD candidate must produce evidence that at least TWO of his/her papers have been accepted for publication in peer-reviewed journals before being allowed to defend his or her thesis.

5.2 Masters Programmes

Technical University of Mombasa shall offer academic master's programs. Master's programs consist of a predefined set of units which include

coursework and a master's thesis. Upon successful completion of a master program, students shall be awarded a Master of Arts (M.A.) or a Master of Science (M.Sc.) degree. A student may complete the requirements for a master's program at any time during the academic year. The regular study period for the master's degree is a minimum of four semesters (two academic years) unless a different standard study period is defined in the program handbook.

The coursework consists of lectures, tutorials, practicals, and seminars. The award of the doctoral degree is based on a written work or PhD Thesis, Oral examination (PhD Defence) and publication of successfully defended thesis and any other requirement as stipulated in Postgraduate Policy.

Students must have at least ONE paper that has been accepted for publication in a peer-reviewed journal or two conference presentations before one can be allowed to defend his or her thesis.

5.3 Undergraduate Degree

The curricula of Bachelor study programs shall be based on the General Study Program Structure of Bachelor's degree at TUM.

Upon successful completion of a Bachelor's study program, students shall be awarded a Bachelor's degree in their respective fields of study. The regular study period for the Bachelor degree is eight subject semesters or a minimum of four (4) academic years.

5.4 Diploma

A Diploma course shall take a minimum of two (2) Academic years.

5.5 Certificate Courses

A Certificate course shall take a minimum of one (1) Academic year.

5.6 Short Programmes

The duration of short programmes shall be determined by the department offering such courses.

5.7 Failure to Complete a Programme

A student who is not able to complete a programme enrolled for within the stipulated time due to circumstances beyond his/her control shall inform the Registrar Academic Affairs in writing and obtain official leave of absence.

6.0 EXAMINATIONS

The University recognizes assessment as an essential part of the teaching and learning process and conducts final examinations as a summative assessment component within some units of study. Final examinations must be a valid component of a unit's assessment regime, which must be fit for the purpose of testing the student's achievement of relevant unit learning outcomes listed in the Learning Guide for the unit. The University shall conduct final examinations to:

- i) Moderate and validate the student's continuous assessment performance;
- ii) Assess the extent to which the student has achieved learning outcomes being assessed;
- iii) Satisfy the requirements of relevant external bodies e.g. professional associations, who stipulate that a certain component of particular courses must be assessed under specific examination conditions.

6.1 Examinations Security

Examination material shall be held in a secure environment until the time for their release to students. The Registrar Academic Affairs shall coordinate and ensure efficiency and professionalism in the execution of examinations in the following areas:

- i) Implementation of the recommendations of the University Senate regarding examinations;

- ii) Maintenance of all examination records;
- iii) Custody and security of examination materials and records;
- iv) Processing and administration of Internal and External Examinations.

6.2 Conduct during Examinations

6.2.1 Ordinary University Examinations

- i) Ordinary examinations shall consist of written papers, or practical or orals covering each course unit completed.
- ii) All course units shall be examined during the semester in which they are taken. Such examinations shall be named Ordinary University examinations.
- iii) End of semester examinations shall consist of Continuous Assessment Tests and University examinations.

6.2.2 Continuous Assessment Tests (CATs)

CATs shall normally comprise of either a practical session, written exam, and or assignments;

- i) For Bachelor's degree, Continuous Assessments Tests shall normally contribute 30% of the total marks.
- ii) For other Bachelor's degree programmes CATs shall normally contribute 40% of the total marks for postgraduate programmes with course work, Bachelor of Technology, Higher Diploma, Diploma and Certificate programmes.

- iii) Course units consisting of solely practical work shall be assessed out of 100% by continuous assessment.
- iv) Students who fail to take a continuous assessment test(s) and/or practicals in a course unit shall be awarded a zero. **The student shall be required to repeat the course unit.**

6.2.3 Examination Duration

The duration and scope of the examinations for different course units shall be determined by the Senate and conducted under the guidance of the office of Registrar Academic Affairs at such venues, dates and time as the examination office may determine. The time allowed written examinations shall be as follows:

- i) Minimum of 3 hours per course unit for Masters and PhD levels,
- ii) 2 hours per course unit for undergraduates, Diploma and certificate levels (except in drawing that shall be three hours).
- iii) The Senate may, upon recommendation of the Chairperson of Department, grant additional time based on the category of disability to students with physical disabilities to complete tests and examinations.

6.2.4 Grading of Exams

- i) Grading of each course unit shall be out of 100% and the pass mark for each course unit shall be 40% of the total marks. The pass mark for taught PhD, Masters, Medical courses and some programmes that are

regulated by professional bodies shall be 50%. These marks shall be translated into literal grades as follows:

Score	Grade
70% and above	A
60% and above but less than 70%	B
50% and above but less than 60%	C
40% and above but less than 50%	D
Below 40%	E

- ii) The weighting for continuous assessment in course units that have practical's for Bachelor of Technology, Higher Diploma, diploma and certificate programmes shall be as follows:

20% Practical
5% Assignments
15% Tests.

- iii) The weighting for continuous assessment (CA) in course units that have practicals for Bachelor of Science degree programmes shall be as follows:

15% Practicals
5% Assignments
10% Tests.

- iv) A student who absents himself/herself from University examination without reasonable cause shall be deemed to have failed the examination for the course unit with a score of zero.
- v) A student shall NOT be allowed to sit for a course unit examination without attending at least two-thirds (2/3) or 75% of the lectures and all practicals.
- vi) Industrial/field attachment shall be assessed and graded according to the Attachment Policy.
- vii) A minimum of two (2) CATs and two (2) Assignments must be taken per semester.
- viii) Students are required to complete their project work and submit the final report one (1) week before sitting for their final examinations.
- ix) Students must pass in all the required course units in their programme of study to qualify for the award of their respective certificates as per the respective School Rules and Regulations.
- xviii. A student who falls short of 1 or 2 marks below the pass mark of in a course unit at ordinary examination shall be compensated by transferring 2 or 4 marks respectively from his/her other course units.

6.3 Examination Preparation and Administration

- i) The Examination shall be conducted under the direction of the office of the Registrar Academic Affairs with Chairpersons of Departments being Chief Examinations Officers of their respective departments.
- ii) On completion of prescribed syllabus, unless otherwise determined, examinations shall be conducted in all course units.

- iii) Examinations for all course units for all Programmes offered during a semester shall be written during the examination period unless otherwise determined by the Senate.
- iv) Unless the Senate otherwise determines, the lecturers shall be internal examiners.
- v) Internal examiners shall prepare examination papers assigned to them as per the agreed format.
- vi) External examiners, approved by the Senate, shall moderate the examination papers and evaluate the quality of examinations.
- vii) All examination papers shall be under the custody of the Registrar (AA) or person assigned by her/him, who shall prepare and issue them to the Chief Invigilators on the day and time when the examinations are to be done.
- viii) All Ordinary University examinations shall be held at the end of the semester in which the programme course units have been taught.

6.4 Setting and Moderation

- i) Each Department shall prepare the examination papers after which it will forward them to the University approved External Examiners for moderation;
- ii) The examinations setting and moderation shall be coordinated by the Chairpersons of the Departments;
- iii) Examination papers for Doctorates, Masters and Bachelor's Degrees shall be moderated by approved external examiners;

- iv) Examination papers for Certificate, Diploma and Higher Diploma programmes shall be moderated by internally appointed examiners;
- v) Appointment of external examiners shall be done by the Vice-Chancellor on the recommendation of the Deans' Committee for a period of three (3) years, renewable once subject to performance.

6.5 Admission to Examinations

- i) A student who is registered for a course unit shall be admitted to the examination of such a course unit after having satisfied the course unit registration requirements;
- ii) On entrance to the examination venue, a student shall be required to produce a student identity card, national identity and examination card;
- iii) Students who gain admission to examinations for which they do not meet all academic, administrative, and financial or any other requirements shall have their marks for such course units nullified and shall be subject to disciplinary action.

6.6 Invigilation and Marking of Examinations

- i) The Departmental Timetabling Officers in consultation with the Departmental Examinations Coordinators and the Examination Office shall prepare a master examination timetable, including a list of examination invigilators;
- ii) At least two invigilators must be present during any examination session and the course unit lecturer being the Chief Invigilator;

- iii) Invigilation will be done by the lecturer teaching that given course unit and supported by any other appointed lecturer/technical staff;
- iv) The Chief Invigilator shall ensure that the invigilators uphold work ethics and conduct themselves professionally during the invigilation exercise;
- v) It is the responsibility of the Examination Coordinator to pick the examinations papers for the department from the Examination Office;
- vi) It is the responsibility of the Chief Invigilator to pick the examinations papers from the Examination Coordinator;
- vii) At the end of the exam, the Chief Invigilator shall hand over the scripts to the Examination Coordinator or Chairpersons of Department;
- viii) At the end of the examination, the Chief Invigilator shall submit the examination scripts and at least four copies of the question paper: one to the Examination Coordinator, second copy to Chairperson of Department, the third copy to the Examination Office and the fourth copy to the library;
- ix) The examiner will mark, key in the marks to the e-register and present the marks and scripts to the Examination Coordinator or Chairperson of Department latest two (2) weeks after the end of examinations for processing and safe storage; and
- x) Course Unit Lecturers must present a complete record of attendance, continuous assessment and examination marks for the course unit taught at the end of the semester to the Examination Coordinator or Chairperson of Department.

6.7 Postgraduate Course Work Examination Thesis

- i) Postgraduate course work examinations shall be governed by the postgraduate policy on examinations of the University;
- ii) A postgraduate thesis shall be an original research document submitted in support of candidature for a given postgraduate degree presenting the author's research and findings;
- iii) Plagiarism check shall be conducted as per anti-plagiarism policy in all scholarly writings, which shall include proposal and thesis;
- iv) The thesis/dissertation proposal shall be presented to a School forum for interrogation and guidance before the research work;
- v) A student's thesis shall be supervised by at least two and a maximum of four academic staff members of which at least one MUST be from TUM; and shall have appropriate qualifications in the subject area;
- vi) The thesis shall be internally and externally examined;
- vii) An oral presentation of the thesis shall be made to a panel of examiners as determined by the School of Graduate Studies;
- viii) The final thesis shall be submitted in line with the postgraduate Policy; and
- ix) Processing and release of results of the final thesis shall be governed by the postgraduate regulations of the University.

6.8 Examination Processing

- i) Twenty-one (21) days from the last day of examinations, the results shall have been discussed at Department Board of Examiners, School

Board of Examiners and Dean's Committee and students shall be provided with provisional results.

- ii) Forty-five (45) days from the last day of examinations, the results shall be discussed at the Senate and students provided with transcripts.

6.9 Supplementary/Special Examinations

6.9.1 Supplementary Examinations

- i) A student, who does not attain the prescribed pass requirements for a maximum of **one-third of course units** in an academic year, shall be entitled to supplementary exams. Besides, School Rules and Regulations shall also apply.
- ii) An appropriate fee shall be charged for each of the supplementary papers taken.
- iii) The maximum mark in supplementary examinations shall be 40% for undergraduate and 50% for medical sciences and postgraduate students and shall not include continuous assessment marks.
- iv) A student who fails a supplementary examination **shall retake/repeat the course unit** and shall pay the requisite fees for the course unit.
- v) Supplementary examinations shall be taken within three months after the ordinary examinations at the end of an academic year.

6.9.2 Special Examinations

- i) If a student is unable to sit for one or more examination papers due to unavoidable circumstances, the student may, on the recommendation

of the School Board of Examiners and with the approval of the Senate Board of Examiners, be permitted to take special examinations;

- ii) A student who fails less than one-third of the course units after sitting special examinations shall be allowed to take supplementary examinations.

6.10 Student Progression

- i) Continuation in any programme on academic grounds is determined by the student's progressive performance as expressed by the grades attained at the end of each semester or academic year;
- ii) For one to proceed to the next level or succeeding year of study, the student should have cleared fees and passed **ALL** course units offered in the previous year of study;
- iii) A student who fails up to one-third of the course units taken in an academic year will be allowed to sit for supplementary examinations;
- iv) A student who fails in more than one third or up to half of the course units taken shall retake (repeat) the failed units;
- v) A student who fails more than half of the course units in an academic year shall repeat the year (register for all the course units);
- vi) A student who fails in any course unit(s) at supplementary examination shall retake the course unit(s) and shall not be allowed to proceed to the next academic year of study;
- vii) A student who fails to attain two-thirds attendance in a given programme Course unit shall not be allowed to sit for examinations in that Course unit. The student shall retake (repeat) the course unit; and

- viii) In all cases, no student shall be allowed to repeat more than **three (3) academic years** in the School of Engineering and Technology or **Two (2) academic years** in the School of Business, School Humanities and Social Sciences, School of Applied and Health Sciences and Institute of Computing and Informatics.

6.11 Discontinuation

- i) A student who retakes and fails supplementary for more than:
Three (3) academic years in the School of Engineering and Technology, or Two (2) academic years in the School of Business, School Humanities and Social Sciences, School of Applied and Health Sciences and Institute of Computing and Informatics shall be **DISCONTINUED**.
- ii) Discontinuation shall be approved by the Senate Board of Examiners and the student together with his/her sponsors will be informed in writing by the Registrar Academic Affairs.
- iii) A discontinued student forfeits his/her right to any academic certificate from TUM. However, s/he may apply for readmission into another programme.

6.12 Misconduct during Examinations

- i) Any student found to be dishonest or guilty of any irregularity during Continuous Assessment or Ordinary/Special/Supplementary University Examinations shall be disqualified from the examination

and the case referred to the Student Disciplinary Committee for a determination as per the University Regulations/Student Handbook.

- ii) The University Rules and Regulations shall apply in all examination disciplinary cases.

6.13 Transcripts

- i) Deans of Schools, Directors of Institutes and Principals of Colleges shall issue provisional transcripts after the release of the end of semester examinations for students who have met all their obligations to the University (academic, administrative, financial or any other requirements) pending approval by the Senate. The provisional transcript shall have one of the following remarks:
 - a) Proceed to the next semester
 - b) Proceed to the next year of study
 - c) Repeat the year
 - d) Retake the course units
 - e) Deregistered
 - f) Discontinued
 - g) Award Certificate, Diploma, Higher Diploma
 - h) Confer Bachelor, Master, or PhD Degree.
- ii) At the end of every academic year, the Registrar Academic Affairs shall ensure preparation and issuance of academic transcripts for each student in the form of literal grades for course units undertaken during the year under consideration.

6.14 Appeal for Re-assessment

- i) A student may appeal to the Registrar Academic Affairs for remarking of a written examination paper on payment of the appropriate fee that the Senate shall determine from time to time, and on surrendering the provisional transcript or final transcript on which the grade for the concerned course unit has been recorded.
- ii) The final mark recommended by the appointed examiner(s) shall be the final mark and grade awarded to the student for the course unit.
- iii) Appeal for re-marking of any course unit shall NOT be allowed four weeks (one month) after the student has been notified of the results.
- iv) The remark shall be done within two (2) weeks upon approval and the results re-submitted to the Registrar Academic Affairs to provide the student with provisional results pending Senate approval.

6.15 Grounds for Appeal

An appeal may be submitted on any of the following grounds:

- i) Where a student/candidate feels there are enough grounds to suggest that the mark received is not commensurate to his/her efforts;
- ii) That there has been a relevant and significant error in the operation of procedures of the Senate or application of the academic regulations.
- iii) Disagreement with the judgment of the Senate in confirming marks, grades and recommendation of examiners for assessments; and

An appeal may not be granted on the following grounds;

- i) Where complaints are related to teaching, Supervision or other services, since complaints should have been raised at the time when the cause for complaint occurred; through the academic, personal tutor, supervisor, Chairperson of Department etc.

6.16 Procedure for Appeal

The University appeals procedure for all its students shall comprise:

- i) A preliminary review stage to determine whether there is a *prima facie* basis on which the appeal may proceed.
- ii) Where there is a *prima facie* case the student lodges a formal appeal to the School Board of Examiners
- iii) The School Board of Examiners appoints an independent moderator to investigate the grounds for appeal.
- iv) Upon receiving the findings of the independent moderator, the School Board of Examiners shall determine the case.
- v) The School Board of Examiners shall refer its findings and recommendations to the Senate for a final decision to be made.
- vi) The appeals shall be determined within a period of three months from the date of appeal by the student upon payment of relevant appeal fees.

6.17 Disposal and Retention of Examination Material

- i) Regular examinations completed during the official examination period are the property of TUM. The University will store completed examinations in case of a student academic appeal.
- ii) All regular examinations shall be archived for a period not **exceeding five (5) years** after graduation before disposal.
- iii) The university shall retain a sample of work that has been awarded marks in each examination for internal quality monitoring and evaluation.
- iv) Completed regular examination scripts will be disposed of through confidential waste.

7.0 CLASSIFICATION AND AWARD/CONFERMENT OF CERTIFICATES

7.1 Requirements for Award/Conferment

- i) To be considered for the award/conferment of **ANY** certificate/degree at Technical University of Mombasa, a student shall have met all academic requirements for the specific programme as determined by the Senate.
- ii) A student shall **NOT** be awarded/conferred a certificate/degree without passing supervised industrial attachment.
- iii) To graduate with a PhD, Master's and Bachelor's degrees, higher diploma, diploma, and certificate a student must have accumulated a minimum number of course units as stipulated in the respective School Rules and Regulations.
- iv) A student who has liabilities to the institution shall not be allowed to graduate.

7.2 Classification of Bachelor's Degree

- i) The final classification of the Bachelor's in **ALL** department (except those offering medical-related programmes) at Technical University of Mombasa) shall be based on the approved required course units taken during the years of study.
- ii) A student who qualifies for the conferment of the degree shall be placed in one of the four categories namely:
 - a) First Class Honours

- b) Second Class Honours (Upper Division)
 - c) Second Class Honours (Lower Division)
 - d) Pass.
- iii) The total weighted marks for the degrees specified will be averaged to **two (2) decimal points** to arrive at the final classification. The degree shall be graded as follows:
- a) 70% and above First Class Honours.
 - b) 60% and above but less than 70% Second Class Honours (Upper Division).
 - c) 50% and above but less than 60% Second Class Honours (Lower Division).
 - d) 40% and above but less than 50% Pass

Grade Point Average Conversion Table

<i>Classification</i>	<i>Grade Point Average</i>	<i>Percentage Level</i>
First Class	3.68-4.00	70% and above
Upper Second Class	3.33-3.67	60-69%
Lower Second Class	3.00-3.32	50-59%
Pass	2.00-2.99	40-49%

The above classification shall not apply to non-classified programmes such as medical-related and graduate programmes.

7.3 Classification of Diploma and Certificate

- i) The final classification for the award of Diploma and Certificate in ALL departments (except those offering medical-related programmes) shall be based on the approved required course units taken during the years of study.
- ii) A student who qualifies for the award of the above certificates shall be placed in one of the following categories:
 - a) Distinction
 - b) Credit
 - c) Pass
- iii) The total weighted marks for the Diploma and Certificate award shall be averaged to two decimal points to arrive at the final classification. The award shall be graded as follows:

a) 70% and above	Distinction
b) 55% and above but less than 70%	Credit
c) 40% and above but less than 55%	Pass

All students sitting for examinations that are set by KNEC, KASNEB or any other professional bodies, the grading of such students shall be as per the respective professional bodies.

The above classification shall not apply to non-classified programmes.

8.0 CONTACT HOURS, COURSE UNITS AND WORKLOAD

8.1 Contact Hours

- i) Programmes are taught in Course units. A course unit is defined as the equivalent of three (3) hours contact sessions per week spread over a semester. For this purpose, two hours of tutorial or three hours of practical lessons are equivalent to one-hour lecture. At least eight (8) weeks of practical attachment is equivalent to the one-course unit.
- ii) The Course Units to be studied in a programme in the relevant areas shall be as prescribed in the respective departments.
- iii) A Course unit taught jointly between departments will be counted as a single course unit.

8.2 Course Units outside the School

Enrolment for course units outside the host School/Department is possible provided it is approved by the School Board in consultation with the relevant School Dean.

8.3 Classification of Course Units

Course Units taught at Technical University of Mombasa shall be classified as follows.

8.3.1 University Course Units:

Communication Skills
Development Studies

HIV/AIDS
Research Methods
Entrepreneurship Education
Fundamentals of Computing

8.3.2 School Course Units:

a) **School of Applied and Health Sciences**

Mathematics for Sciences
Laboratory Safety and Management

b) **School of Business**

Quantitative Techniques
Principles of Management
Economics
Accounting

c) **School of Engineering and Technology**

Mathematics for Engineers
Physics for Engineers
Chemistry for Engineers

d) **School Humanities and Social Sciences**

English
Statistics

e) **Institute/School of Computing and Informatics**

Mathematics
Physics
Business Studies

- i) Schools are allowed to come up with new School Course units or exempt others especially when developing new programmes with the approval of the Senate.
- ii) A student admitted for Bachelor's degree/Higher Diploma shall take a minimum of fourteen (14) Course units and a maximum of seventeen (17) Course units in any one academic year of study.
- iii) A student admitted for Diploma/Certificate shall take a minimum of twelve (12) Course units and a maximum of sixteen (16) course units in any one academic year of study.
- iv) A student admitted for a Bachelor's degree/Diploma shall be required to undertake supervised industrial attachment as stipulated in the School Rules and Regulations.
- v) A student admitted for Master's Programme shall take a minimum of twelve (12) course units in any one academic year of study for coursework

8.4 Academic Staff

- i) The minimum academic qualifications for academic staff for a given level of an academic programme shall be at least one level above his/her qualifications as follows;
 - a) Bachelor's level - Relevant Master's degree.
 - b) Master's level - Relevant doctoral degree, with at least three (3) years of teaching experience and evidence of research, supervision

of research students and theses and publications in peer-reviewed journals.

c) Doctorate level - Relevant Doctorate, with at least five (5) years of teaching experience, and evidence of research, supervision of research and theses and publications in peer-reviewed journals. Publications.

ii) Senior academic staff may be assigned a member of staff in a lower qualification level to mentor in teaching a course unit. Such a senior staff shall supervise the preparation and teaching of all aspects of the course unit by the mentee. The mentee shall be in constant documented consultation with the mentor.

iii) Academic staff shall supervise undergraduate and postgraduate research projects besides teaching and administrative duties.

iv) The maximum number of students an academic staff shall supervise in any given academic year shall be;

a) Masters - 5

b) Doctorate - 3

Or as may be approved by the Senate.

iv) Academic staff duties and responsibilities shall include preparation of teaching material and teaching; tutorials, setting, invigilation and of examinations, supervision of academic work; laboratory and laboratory preparation; supervision of projects and research/research assignments, and any other administrative duties that may be assigned.

- v) Academic staff shall attend all Department/School/Institute staff meetings.

8.5 Work Load for Teaching Staff

In order to make the programmes sustainable, ensure the quality of training and provide opportunities for Research, Consultancy and Publication, the **loading of the academic staff** shall be based on the number of course units allowable as follows:

8.5.1 Degree Programmes

- i) **Course Units with Practical:**
 - a) The normal workload shall be **eight (8) course units per academic year**. Any other extra course units shall be considered as part-time load.
 - b) Each course unit with practical sessions shall be allocated 5 hours per week (i.e. 2 hours of lecture and 3 hours of practical), where 3 practical hours shall be equivalent to 1 lecture hour.
- ii) **Non- Practical Course Units**
 - a) The normal workload shall be **eight (8) course units per academic year**. Any other extra Course units shall be considered as part-time load.
 - b) Each non-practical course unit shall be timetabled with 3 Hours per Week.

8.5.2 Diploma and Certificate level Programmes

- i) **Course Units with Practical**
 - a) The normal workload shall be **ten (10) Course Units per academic year**. Any other extra course units shall be considered as part-time load.
 - b) Each Course unit with practical sessions shall be allocated 5 hours per week (i.e. 2 hours lecture and 3 hours of Practical). The assumption is that 3 practical hours will be equivalent to 1 lecture hour.

Non- Practical Course Units

- a) The normal workload shall be **ten (10) Course Units per academic year**. Any other extra Course units shall be considered as part-time Course units.
- b) Each non-practical course unit shall be timetabled with 3 hours per week

8.6 Workload for Deans and Directors

The normal workload for deans of schools and directors shall be two (2) **Course Units per semester**. Any other extra course units shall be considered part-time.

8.7 Workload for Chairpersons of Departments and Deputy Directors

The total loading for chairpersons of departments and deputy directors shall be **3-course units per semester**. Any other extra Course units shall be considered as part-time course units.

8.8 Workload for Departmental Examination/Timetabling Coordinators

The total loading for examination coordinators shall be given one (1) course unit less of the normal loading **per semester** while timetable coordinators shall be given the normal load. Any other extra Course units shall be considered as a part-time Course unit.

8.9 Workload for Part-Timers

- a) Every Internal Part-Timer shall be allowed to take an extra loading determined by the part-time units available and approved by the school board.
- b) Every External Part-Timer shall be allowed a maximum of four (4) course units for diploma and certificate programmes or three (3) course units for degree programmes per semester or any other loading as may be approved by the Senate.

8.10 Workload for Technicians / Technologists and Non-Teaching Staff

All Technicians/Technologists/Non-Teaching Staff may be allowed to teach a maximum of three (3) course units as part-time. These units shall be taught outside normal working hours. Evidence must be provided for the same.

8.11 Workload for Staff on Scholarship and Study Leave

- a) All staff on full scholarship and are on full-time programmes may apply to be exempted from teaching. The staff that have been exempted from teaching shall **not** be allowed to teach any part-time course unit. If they do so they must take a full load before taking any Course unit as part-time.
- b) All Staff on self-sponsorship/full scholarship and are on part-time programmes shall take a workload that has **one**-course unit less than the normal load. Any other extra course unit up to a maximum of two shall be considered part-time.

8.12 Workload for Staff Undertaking Funded Research

- a) Any staff undertaking funded research not less than five million shillings (Kshs 5,000,000.00) shall be allowed a workload of one (1) unit less than the normal load per semester.

8.13 Class Size

The threshold for the programme within the University shall be as follows:

- i) The School of Business and the School of Humanities and Social Sciences shall have a maximum number of **one hundred (100)** students per class above which the class shall be split.
- ii) The School of Applied and Health Sciences shall have a maximum number of **ninety (90)** students per class above which the class shall be split.

- iii) The School of Engineering and Technology and the Institute of Computing and Informatics shall have a maximum number of **eighty (80)** students per class above which the class shall be split.

9.0 CURRICULUM CYCLE IMPLEMENTATION, EVALUATION, RECOGNITION AND INSTRUCTION PLAN

9.1 Curriculum Cycle

The Curriculum Cycle for all programs shall be developed as per the approved Technical University of Mombasa Curriculum Development and Review policy.

The University through the Senate shall:

- i) Ensure that all programs meet the University and the respective schools' rules and regulations,
- ii) Ensure that the quality of all academic programmes is monitored, evaluated and reviewed after every programme cycle or when the need arises.
- iii) Ensure that all new programmes undergo internal and external peer evaluations to conform to national, regional and international benchmarks
- iv) Document annual monitoring reports on each programme to ensure that they remain current and valid in the light of developing knowledge in the discipline and practice in its application. The reports should incorporate action plans in response to learner feedback and external examiners reports,
- v) Operate a definite academic calendar to ensure quality delivery of its programs,
- vi) Validate the availability of both human and physical resources and the necessary facilities for all new programs,

- vii) Facilitate accreditation and affiliation of programs to relevant professional bodies where applicable.
- viii) Ensure that its programs satisfy market standards and requirements, and the learning outcomes meet the requirements of the industry, stakeholders and/or other professional bodies and/ or other needs,
- ix) A proposal to remove a programme from the Catalogue must first be circulated to all departments and curricula offices. All requests to remove a Programme must receive approval from the Senate.

9.2 Curriculum Implementation

- i) The Senate shall ensure the attainment of the objectives.
- ii) TUM shall fully abide by the relevant policy guidelines for trainers as stated in the various relevant acts governing education and training
- iii) The programme training strategy adopted shall provide opportunities for learning within the institution and outside through industrial exposure of the trainees.
- iv) The curriculum shall only be implemented after approval by the Senate and accreditation by CUE.
- v) Implementation of the new or reviewed curriculum shall be subject to the availability of the relevant physical and human resources,
- vi) Concerning inter-disciplinary academic programs, the mother department shall work in consultation with participating departments.

9.3 Curriculum Evaluation

The University through Senate shall ensure that the curriculum is properly evaluated through:

- i) University Examinations
- ii) Industrial/field attachment
- iii) Projects and Research
- iv) Feedback from advisory panels and other stakeholders

9.4 Programme Recognition

The University shall not consider admission into a program under the following circumstances:

- i) For a program uncompleted seven or more years ago, no credit transfers shall be allowed.
- ii) Credit transfers shall be considered if the corresponding programme is relevant to the programme applied for.
- iii) If an existing qualification has been revised so that the structure and the name of the qualification changes, the qualifications will not be interchangeable.

9.5 Instructional Plans and Records

Every lecturer shall be required to prepare, and present for inspection by the Chairperson of Department the following plans and records:

- a) Course outline and schedules
- b) Student attendance registers
- c) Assessment records.

10.0 COURSE CODING

Each course unit shall have a course code, which will consist of 3 letters of the alphabets and 4 numeric numbers. Its explanation is as follows: -

X School code } (Three alphabets)

YY Departmental code

p Level of programme code

s Year of study } 4 digits

cc Course unit code

Programme level coding

- 0 - Short course
- 1 - Certificate
- 2 - Diploma
- 3 - Higher Diploma
- 4 - Bachelor's Degree
- 5. - Masters
- 6. - Doctorate

School Coding

A	School of Pure and Applied Sciences
B	School of Business
C	Institute of Computing and Informatics
E	School of Engineering Sciences
H	School of Humanities and Social Sciences
M	School of Medicine
P	School of Pharmacy and Allied Health Sciences
T	School of Engineering Technology
V	Institute of TVET

11.0 QUALITY ASSURANCE

11.1 General Concept and Objectives

- i) Technical University of Mombasa embraces the development of guidelines and procedures that will develop, monitor, maintain and review academic standards of programmes offered to achieve the following objectives:
 - a) Assure and enhance the quality of teaching, learning and research opportunities, and the student experience at the delivery points.
 - b) Safeguard the academic standards of all awards offered by the University.
 - c) Ensure the academic quality of its programmes through the provision of the highest possible quality of learning opportunities for its students.
- ii) The Quality Policy shall apply to all satellite campuses, centres, schools, directorates, constituent colleges, colleges and collaborating institutions, as well as staff, students and stakeholders.

11.2 Governance and Management System

- i) The University Management shall provide the necessary support to ensure and enhance the quality of its academic programmes,

adherence to ethical standards and best practices during teaching, research, innovation and extension.

- ii) The University shall support and facilitate the professional development of its staff.
- iii) The University shall work with students, alumni, industry and other stakeholders and external quality assurance agencies to continuously monitor the effectiveness of its academic quality assurance procedures.
- iv) The institution shall actively seek the opinion of stakeholders regarding the relevance of the courses undertaken to their job or course of further study.

11.3 Responsibilities of the Directorate of Quality Assurance (DQA)

Shall ensure that:

- i) The developed Curriculum is implemented effectively;
- ii) Appropriate evaluation procedures are followed;
- iii) Analyses of examination results are carried out effectively and professionally;
- iv) Qualified students are admitted;
- v) Students are attached and supervised in the relevant industries;
- vi) A conducive learning and working environment is maintained; and
- vii) Monitor and implement quality management systems

11.4 Quality on Infrastructure

The University shall:

- i) Ensure that adequate, relevant and proportional resources are allocated to each programme offered to assure quality. These include; lecture theatres, classrooms, laboratories, libraries, offices, design/drawing studios, computers, workshops and teaching aids;
- ii) Plan appropriately and in advance to provide infrastructure and learning resources; and
- iii) Establish and maintain a state-of-art ICT infrastructure to support effective teaching, research, communication and other operations that affect the quality of its academic programmes and services.

11.5 Quality on Academic and Support Staff

The University shall:

- i) Be committed to attracting and retaining scholars capable of excellence in teaching, research and innovation, taking into account gender and diversity/demographic balance;
- ii) Ensure that all teaching and support staff are qualified and competent to effectively carry out their duties and be encouraged to value best practice;
- iii) Ensure all academic staff have pedagogy training every four years;

- iv) Ensure that only qualified and competent members of staff are appointed to head academic/teaching departments;
- v) Give staff equal opportunities to develop their skills;
- vi) Ensure that all new employees receive formal induction training that will familiarize them with all aspects of the job and their working environment;
- vii) Ensure that the Commission for University Education (CUE) guidelines for staff requirements per programme, including the ratio of full time to part-time teaching staff, are upheld;
- viii) Implement annual staff appraisal and evaluation procedures to assist with the development of staff;
- ix) Implement a code of conduct/ethics for all staff; and
- x) Encourage and facilitate staff exchange, regionally and internationally, and the recruitment of a certain proportion of international staff.

11.6 Student Support Services

In terms of students and student support services the University shall:

- i) Establish the Office of Career Services;
- ii) Ensure sustainable student numbers;
- iii) Encourage and promote gender balance and diversity in all its programmes; and
- iv) Encourage and facilitate student exchange, regionally and internationally;

- v) Monitor student retention in all its programmes;
- vi) Ensure that students complete their studies on time *ceteris paribus*;
- vii) Ensure that students receive the necessary support services including advising, counselling and medical, and
- viii) Accessibility to facilities by physically challenged students.

11.7 Teaching, Learning and Assessment

The University shall ensure that:

- i) Teaching, assessment and examinations are conducted professionally and according to the University/Institute/School /Academic Board regulations and policies, and
- ii) All draft examination papers are subjected to internal and/or external moderation.

11.8 Partnership, Research and Innovation (PRI) Activities

The University shall:

- i) Develop and promote research culture at the University;
- ii) Promote innovation and Extension activities;
- iii) Establish and maintain mutually beneficial partnerships, collaborations and research linkages; and
- iv) Promote community outreach services and transfer of technology for development.

11.9 Academic Honesty

- i) This Academic Policy shall be an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. TUM recognizes that academic honesty is a key pillar and seeks to affirm it;
- ii) Academic honesty requires that persons do not falsely claim credit for the ideas, writing or other intellectual property of others, either by presenting such works as their own or through impersonation;
- iii) Academic honesty requires that candidates do not cheat or attempt to gain undue advantage in academic evaluation, nor attempt or alter, suppress, falsify or fabricate any research data or results, official academic records, application or document;
- iv) Impersonation is to have someone impersonate one's self in class, in a test, examination or interview, or connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated may be charged;
- v) Plagiarism is considered as a form of academic dishonesty; and
- vi) Research dishonesty is also considered as a form of Academic Dishonesty

11.10 Dealing with Academic Misconduct

- i) All case of academic dishonesty shall be reported to the Registrar, Academic Affairs and evidence of the same availed to the Senate, which shall take the necessary action as the case may demand;
- ii) In case of misconduct of an examiner and/or any person in the examination management, an investigation shall be carried out by the disciplinary committee of the Senate and appropriate action taken against the individuals.

**THIS ACADEMIC POLICY IS EFFECTIVE FROM THIS 15TH DAY
OF APRIL 2019.**

**DR. ROBERT ARUNGA
COUNCIL CHAIRPERSON**



CONTACT:

Technical University of Mombasa (TUM)
Tom Mboya Street Tudor,
P. O. Box 90420 - 80100,
Mombasa - Kenya.

Tel: (254) 41-2492222/3,

Fax: (254) 41- 2495632,

Mobile: (+254) 0733 -955377 | 020 8095365 | 020 8095368 | 020 8095371

E-mail : vc@tum.ac.ke

Website: www.tum.ac.ke



TUM IS ISO 9001: 2015 CERTIFIED

A Centre of Excellence