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TECHNICAL UNIVERSITY OF MOMBASA

A Centre of Excellence

REVIEWED STUDENT HANDBOOK





TECHNICAL UNIVERSITY OF MOMBASA

STUDENT HANDBOOK

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TUM is ISO 9001:2015 Certified

PREFACE

Technical University of Mombasa Student Handbook provides information and guidance that students need to make the most out of the opportunities on offer at the University. It also gives them formal notification and explanation of the University's codes, regulations, policies and procedures. The purpose is to ensure that the University's statutes and policies are followed, especially in examinations, conduct and welfare, and other aspects of the student experience.

This revised edition of the Students' Handbook outlines guidelines to both Undergraduate and Graduate students of the Technical University of Mombasa (TUM). It highlights academic programs, coursework requirements, academic advancement, academic discipline, admission requirements, Industrial Attachment procedures, Rules and Regulations during examinations, Students' Code of Conduct and Discipline, issues related to work program, library matters and how to access the Student Management Information System.

All students are **required** to read and comprehend the contents of this Handbook to assist them to acclimatize to their new University environment and fit in with ease. We wish all our students a fruitful academic journey while in TUM from the beginning (freshers) till graduation (graduands).

MESSAGE FROM THE VICE CHANCELLOR

On behalf of the University Council, Management Board, Senate and Staff, I would like to welcome you to Technical University of Mombasa (TUM), the oldest technical institution in Kenya and a UNESCO heritage site. I also take this opportunity to congratulate you all for the excellent performance that enabled you to join this great University.

One goal of university education is to help you develop as a unique individual – to be educated as a whole person, intellectually, emotionally, socially, ethically, and spiritually. Your development and learning as an individual occur, in part, when you engage in relationships with others and in activities that optimally challenge you. To enhance your growth and learning, become actively involved in the life of TUM community. Engage your fellow students, faculty, staff, and TUM’s various communities of interests and form relationships that both challenge and support your growth.

Your journey of individual development does not occur in isolation; it takes place within a dynamic learning community. As a large, complex, and diverse institution, TUM attempts to balance its needs – to foster freedom for individual growth, to support its various communities of interests, and to fulfil its broader teaching and research mission. What principles should guide our mutual efforts to meet the diverse needs within our learning community?

TUM is your home away from home, and your time here should be one of tremendous growth, exploration, and learning, but within the boundaries of guidelines that protect your rights as well as those of your fellow TUM fraternity. This is your chance to challenge and stretch yourself, to meet people from a wide variety of backgrounds and cultures and to build the foundations for your future successes.

This handbook describes the University expectations on student's behaviour and conduct while at TUM and outlines the procedures used when these expectations are not met. It is your road map, containing the policies and procedures that will guide you as a student while you live and grow in this community of scholars. I urge you to read it.

Prof. Laila U. Abubakar

Vice- Chancellor

MESSAGE FROM THE DEAN OF STUDENTS

Dear Student

Welcome to Technical University of Mombasa (TUM)!

I congratulate you for qualifying to join Technical University of Mombasa. You are now a *bonafide* student of this great University. Being in university offers you many opportunities as well as challenges. As you settle down in your respective disciplines, learn to use your potential to the fullest.

Acquire knowledge and skills that will enable you to function well in society. Whenever you will challenges as is common from time to time, inform the University of any Challenges that may affect during your studies. Set for yourself standards that will enable you properly manage your time, finances, Character and academic progress. Be prompt, efficient, effective and courteous in your dealings with the university, its staff and fellow students. Help to create and maintain an atmosphere conducive to learning.

The University will nurture you academically, morally and spiritually but it will be upon you to wisely utilize the existing resources to enhance your personal growth. Desist from acts that may bring shame, loss of reputation, dignity, embarrassment and loss of finances. Do not hesitate to approach the following persons for help: Dean of Students, Counsellors, Security Officers, Lecturers and Administrative Staff, Medical Staff, Peer Counsellors and the Students Council (TUMSA) among others in case you need help.

As you establish relationships with your peers and others, be careful not to fall prey to negative groupings – choose your friends wisely and avoid negative influence. Beware of vices like drug and substance abuse, prostitution, radicalization.

Familiarize yourself with all the contents of this booklet and make it your companion for reference purposes. Comply with all the terms of the university regulations.

I wish you well in all your endeavours and particularly towards the achievement of your academic goals.

Joel Oluoch Awino

Dean of Students

ACKNOWLEDGEMENTS

The office of the Registrar Academic Affairs acknowledges both teaching and non-teaching staff and the students' fraternity through Technical University of Mombasa Students Association (TUMSA) for participating in the review process by giving concerns and suggestions for improvement of this student handbook. Their input and support that made the review exercise a success. More so, we appreciate the review committee members who tirelessly worked to realize the production of this Handbook:

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The recommendations of the University Senate that ensured this guidebook was appropriate for use by students cannot go unnoticed.

Dr Paul Gichuhi Njihia
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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
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
TUMSA	Technical University of Mombasa Students Organization
TVET	Technical and Vocational Education and Training
UNESCO	United Nations Educational, Scientific and Cultural Organization
VCT	Voluntary Counselling and Testing Unit

DEFINITIONS

“**A programme of study**” refers to a Semester-by-Semester sequence of courses a student is to undertake.

“**Academic Board**” refers to a policy-making and advisory body on all academic matters relating to and affecting a college’s teaching, research and educational programmes.

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

“**Academic Course 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 leave**” means to postpone a course for one academic year. This exemption is renewable only once.

“**Academic year**” a period of study consisting of two semesters; each semester consists of sixteen (16) weeks. The academic year 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.

“**Appeals Committee**” is the committee which deliberates on Disciplinary matter(s) after a formal appeal by a student, with regard to a ruling delivered by the student disciplinary committee, to the Chairperson of Senate.

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

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

“**Bonafide student**” is a student who is registered or enrolled for study in any field listed in TUM calendar, after fulfilling the requisite admission requirements.

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

“**Candidate**” is a person who has applied for a course of study at TUM.

“**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.

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

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

“**Common units**” are course units offered across programmes in various Departments or Schools/Institutes.

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

“**Confinement**” refers to leave of absence requested by an expectant female student just before and after childbirth for a specified period in preparation for childbirth and recuperation.

“**Core units**” are key units offered in a programme.

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

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

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

“**Deregistration**” means the removal of a student from a current class due to non-attendance of classes or not meeting requirement for progression pending readmission when requirements are met to an appropriate class.

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

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

“**Disciplinary Committee**” means a committee instituted by the University to hear charges of misconduct brought against any student(s). This may be in the form of minor, major or gross misconduct.

“**Discontinue**” means being terminated from the programme.

“**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**” means an evaluation aimed at verifying whether, given his/her studies, the student has acquired the competence related to a course unit.

“**Expulsion**” means permanent exclusion, removal or banning of a student from the University due to persistent violation of the institution's rules, or in extreme cases, for a single offence of marked severity.

“Illegal progression” proceeding to the next academic year without satisfying the prerequisite requirements.

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

“Leave of absence” means permission accorded to a student to postpone 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 units that define a programme specialization.

“Prerequisite” means an essential unit to be covered before the current one.

“Programme” is an integrated course of academic studies. It also means a course of study or curriculum.

“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 with specialized 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 as established in section XXII of TUM statutes.

“Staff Member” means any employee of the University.

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

“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.

“Student” means a person registered by the University during a current academic year of study for a first or higher degree, diploma or certificate or such other qualification or course of the University as may be approved by the University Senate or Academic Board as qualifying a person for the status of a student.

“Suspension” means temporary removal or prevention of a student from continuing with his/her studies for a specified period pending investigation on allegations of violation of the institution's rules or commission of an offence. It also one of the penalties imposed on a student by the Student Disciplinary Committee.

“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 Premises” means any location, building or premises belonging to the University or used for purposes of University activities.

“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 (TUM).

1.0 INTRODUCTION

Technical University of Mombasa extends you a warm welcome. Your time here should be one of tremendous growth, exploration, and learning, but within the boundaries of guidelines that protect your rights as well as those of your colleagues and other stakeholders of the university. This handbook describes the expectations for behaviour and conduct in TUM and outlines the procedures to be followed when these expectations are not met. It is your road map, containing the policies and procedures that will guide you as a student while you live and grow in this community of scholars at TUM. The first statements in this booklet were define TUM and to outline our shared principles and values. As you take note of them it is important to remember: A university is a disciplined community, a place where individuals accept their obligations to others and where well-defined governance procedures guide behaviour for the common good.

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 Philosophy

The Technical University of Mombasa shall endeavour to offer opportunities for access of commensurate scientific, technical, entrepreneurial and research skills for innovation and creativity to enhance employment opportunities for wealth creation.

1.4 Motto

“Jidduh Tajiduh” Endeavour and Achieve.

1.5 Core Functions of TUM

The broad functions which drive the University’s Mission are as follows:

- i) Provide quality University education and training;
- ii) Stimulate intellectual participation of students and staff;
- iii) Provide a foundation for professional development;
- iv) Carry out research and innovative activities;
- v) Participate in discovery, preservation and application of knowledge;
- vi) Engage in partnerships, collaborations and linkages;
- vii) Engage in needs-based community service and technology transfer for development.

1.6 Core Values

The Council, Senate, Management, staff and students of TUM will endeavor 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.*
- ii) *Integrity and Professionalism.*
- iii) *Equity.*
- iv) *Teamwork.*
- v) *Creativity, innovativeness and environmental sustainability.*

1.7 Scope of this Handbook

TUM policies and procedures apply to all students attending any TUM member institution which includes the following Kwale and Lamu campuses

2.0 UNIVERSITY GOVERNANCE STRUCTURE

2.1 The Council

This is the policy-making organ of the University. Its functions include making Statutes per the Charter, determine the method of recruitment, appointment and promotion of all staff of the University, determine the terms and conditions of service for all staff, and administer the property and funds of the University.

2.2 The Chancellor

The Chancellor is the titular head of the University and presides over the congregations of the University and confers degrees and grants diplomas, certificates and other awards of the University.

2.3 The Vice-Chancellor (VC)

The Vice-Chancellor is the Chief Executive Officer of the University. The VC has the overall responsibility of the direction, organization, administration and programmes of the University. S/he chairs the Management Board, Senate, and any other University Committees as provided in the University Statutes.

2.4 Deputy Vice-Chancellor, Academic, Research and Extension (DVC, ARE)

The DVC (ARE) is the Head (Chief Officer) of the Academic division which includes: admissions, examinations, allocations of academic facilities, students' welfare and discipline, academic planning and curriculum development, scholarships and bursaries, industrial training and linkages, library issues as well as research and innovations.

2.5 Deputy Vice-Chancellor, Administration, Finance and Planning (DVC, AFP)

The DVC (AFP) is the Head (Chief Officer) of the administration, finance and planning division which includes: all administrative and financial matters, appointments, promotion and appraisal, planning and development.

2.6 Dean of Students

The officer in charge of Students' Welfare and Development. S/he oversees students' social welfare during their stay at the University. The Dean of Students has the overall responsibility for the management of Guidance and Counselling, Sports and Co-curricular activities as well as registration of Clubs and Societies within the University. Also, the Dean of students is the overall in-charge of the University's Health Unit, Catering and Accommodation Department.

2.7 Dean/Director of School

The person appointed by the relevant Vice-Chancellor, to be a Dean/Director of a School/Institute/Centre/Directorate of the University.

2.8 Chairperson of Department (CoD)

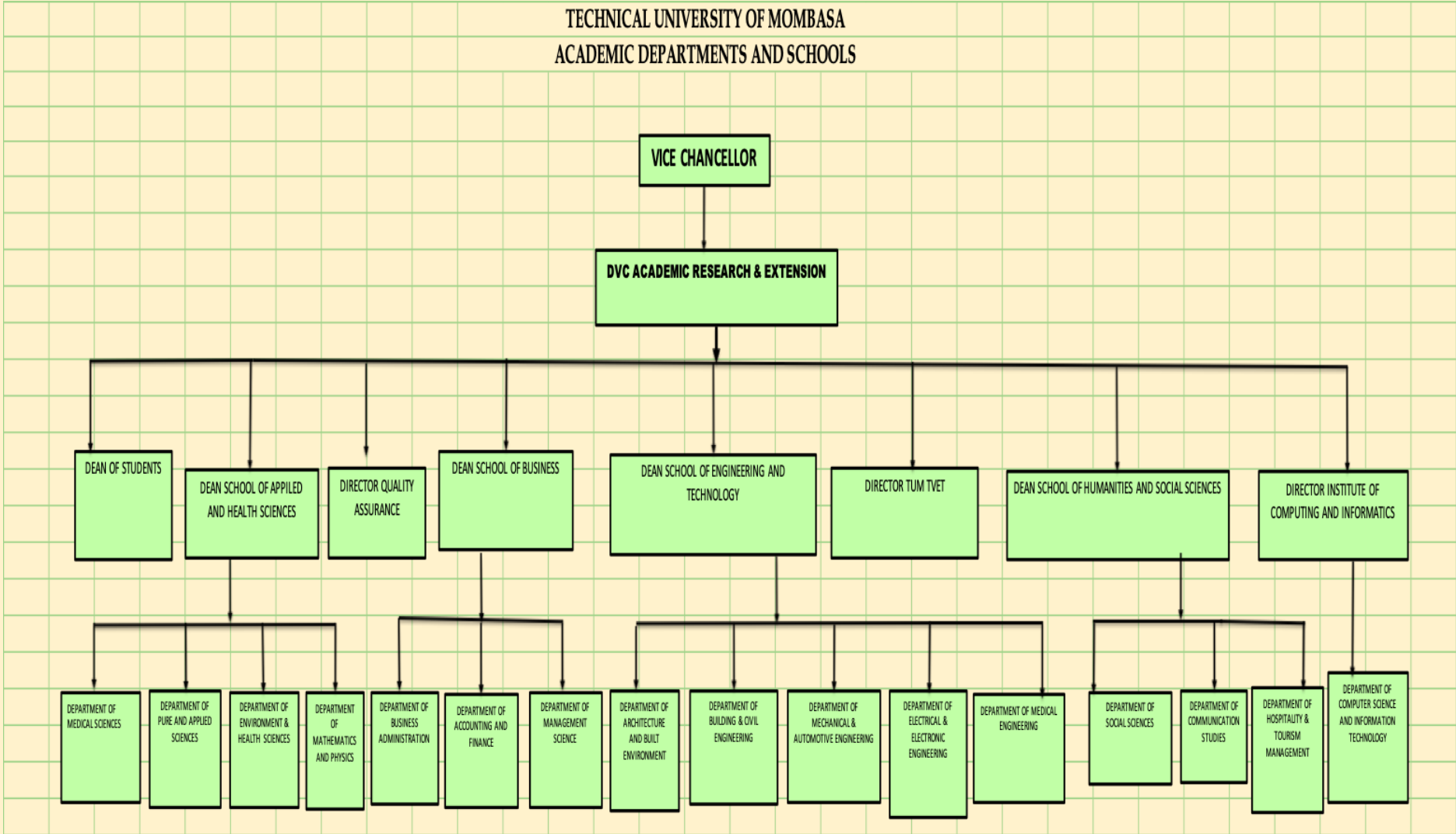
The person appointed by the Vice-Chancellor to be the head of an academic Department.

2.9 Senate

The organ of the University responsible for all academic matters. It considers and recommends regulations regarding: admissions, curriculum, examinations, discipline and welfare of students. It is chaired by the Vice-Chancellor.

2.10 Deans Committee

Deals with matters that may be referred to it by the Vice-Chancellor or Senate and functions as the University's Admission Board.



3.0 GENERAL INFORMATION

3.1 Historical Background

TUM has passed through four transitional levels to become what it is now. The various phases it has undergone so far reflect the Government of Kenya's concerted efforts in promoting technical, industrial, vocational and entrepreneurial education and training in line with the dynamic technological and industrial growth in Kenya and Africa.

The origin of TUM can be traced back to the late 1940s as a result of the consultations spearheaded by Sir Philip Mitchell on one hand and The Aga Khan, the Sultan of Zanzibar, the Secretary of State for the colonies, Sir Bernard Reilly and H. M. Treasury on the other. In 1948, the Mombasa Institute of Muslim Education (MIOME) was founded from capital raised from the gifts from Sultan of Zanzibar and the Bohra Community of East Africa and 34 acres of land donated by Sheikh Khamis.

At its inception in 1951, MIOME's prime objective was to provide adequate technical education to Muslim students in East Africa. It enrolled its first batch of students to take a technical education programme whose special emphasis was on Electrical and Mechanical Engineering, Seamanship and Navigation, and Woodwork.

In 1966 MIOME become Mombasa Technical Institute (MTI) and started to admit all Kenyans regardless of religion or race. To comply with the newly set educational policies of independent Kenya, the curriculum of the institute was restructured to cater for new courses that included Civil Engineering, Electrical Engineering, Mechanical Engineering, Business Studies, Mathematics and Applied Sciences.



In the year 1972, MTI grew into the Mombasa Polytechnic, becoming the 2nd National Polytechnic in Kenya after the Kenya Polytechnic, in Nairobi. The Mombasa Polytechnic continued to develop more market-driven programs, domiciled in its five established Departments namely; Business Studies, Electrical and Electronics Engineering, Building and Civil Engineering, Mechanical Engineering and Applied Sciences.

In the Kenya Government's strategy to increase access to University education across the country, the dream of converting the Polytechnic to a University College was realized on 23rd August 2007, through a Legal Notice No. 160, when The Mombasa Polytechnic University College (MPUC) was established. The University College status resulted in many positive changes implemented with great support by the Government of Kenya, including recruitment and development of staff, expansion of infrastructure, provision of facilities and introduction of new academic programmes under the mentorship of Jomo Kenyatta University of Agriculture and Technology (JKUAT). All these came at a time when the Country had started warming up to the Kenya vision 2030. In 2013 Mombasa Polytechnic University College (MPUC) was chartered as Technical University of Mombasa.

3.2 Academic Year

- i) The **Academic Year** shall normally begin in September of each calendar year.
- ii) The academic year consists of two semesters. Each semester consists of sixteen (16) to nineteen (19) weeks.
- iii) **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 academic calendar or duration of stay at the University. In general, two



semesters completed by a full-time student are equal to one academic year of study.

3.3 Admissions

3.3.1 General Admission Requirements

- i) Enrolment in some programmes may be regulated by the Kenya Universities and Colleges Central Placement Service (KUCCPS) Board and other regulatory bodies,
- ii) For Programmes 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 calls for applications for enrolment into all programmes 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 the entrance examination,
- v) 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,
- vi) 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 programme or should there be a limitation imposed on the number of students to be registered for that course, or should other restrictions or limitations be applied to the programme,
- vii) The University reserves the right to decide which of the programmes shall be offered for government and self-sponsored students.



Depending on the prevailing situation, both government and self-sponsored students may undertake their programmes together or separately,

- viii) It is the responsibility of the applicant to submit to TUM, valid testimonials and certificates such as Diplomas, Degrees or Postgraduate certificates before the commencement of classes, where required,
- ix) 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,
- x) An applicant shall NOT be admitted to any programme within the University without satisfying the minimum entry requirement of the University,
- xi) Students must also satisfy School/ Institute and departmental requirements before registering for courses in the School/Institute,
- xii) Continuation of registration is subject to compliance with ALL terms and conditions spelt out at the initial registration, or thereafter,
- xiii) A student shall not be registered concurrently for more than one programme except with the approval of the University Senate,
- xiv) An applicant who has an unsatisfactory academic record, or who is suspended, excluded, or expelled from another institution shall not be permitted to register for any programme in TUM,
- xv) 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,



- xvi) Where a student is found to have been admitted based on false documentation, that student's registration shall immediately be nullified, and the matter reported to the police,
- xvii) The name of a student shall be as it appears in the documents used to seek admission at TUM, or, where there is conflict, in the same way as they appear in the official ID/Birth Certificate. The same names shall appear in the same order in all official records and final certificates.
- xviii) If a student wishes to change his/her name in the course of his/ her study 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,

3.3.2 Application and Registration Procedures

- i) All applicants shall complete an application form either electronically, or in hard copy and submit it to the Registrar Academic Affairs;
- ii) The application form shall be available at the University website for download (www.tum.ac.ke);
- iii) The application form shall be accompanied by all supporting documents showing the applicant's qualifications;
- iv) The application form shall only be processed upon receipt of the stipulated non-refundable application fee;
- v) After processing the applications, the Registrar Academic Affairs, Director School of Graduate Studies (SGS), or any other authorized officer shall communicate the decision in writing to all successful applicants;



- vi) The applicant shall be responsible for the authenticity of all documents submitted to secure admission.
- vii) Should any of the documents provided at the time of application be found to be fraudulent, the admission shall be nullified, and/or certificates issued based on such documents withdrawn and cancelled.

3.3.3 Registration Requirements for New Students

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

- i) Admission Letter;
- ii) Original Certificates or Testimonials and/or Transcripts of previous programmes attended;
- iii) Two (2) coloured passport-sized photographs;
- iv) A copy of the bank Pay-in/Deposit Slip acknowledging payment of all the requisite University fees;
- v) Notwithstanding the above, all new students shall be registered upon fulfilling the following conditions:
 - a) Use Names as they appear on the National Identification Card or an affidavit/ admission letter/ certificate/ birth certificate/passport;
 - b) New students who will not have registered within the first three (3) weeks of the beginning of the academic year shall be deemed to have declined the offer by the University. The opportunity shall accordingly be offered to another suitable applicant;
 - c) New students who for some reason are unable to register by the end of the registration period, shall be advised to apply for deferment of registration to the Registrar Academic Affairs and



- shall be given preference in the next admission subject to availability of the course and prevailing conditions;
- d) Special registration shall be given to students on exchange programmes whose requirements shall be as defined by the University at the time;
 - e) New students are required to sign students' Bond of Good Conduct and Students' Declaration Form of Good Conduct and Discipline;
 - f) A student joining another programme after having previously been admitted in another programme within TUM shall clear all fees for the previous programme before being considered for admission for the new programme applied for;
 - g) All students shall sign the nominal roll online in their respective departments; and
 - h) Students shall also comply with any other conditions as may be set by the University.

3.4 Programme Registration for Continuing Students

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

- i) Register for course units to be taken in every new semester which must be done on-line;
- ii) Register for course units only if the student is a *bonafide* student of TUM;
- iii) Registration of units for continuing students shall be done two weeks before the beginning of the new semester and shall end, three weeks after the commencement of the semester. Inability to register during



this period shall lead to deferment/academic leave. Registration shall be done after the payment of the University fees;

- iv) Late course unit registration for continuing students owing to circumstances beyond their control shall be subject to the approval of the Chair of Department and the Dean of School upon providing substantial evidence;
- v) Register for all Core, Common School, University, Option and Elective course units in their respective programmes as stipulated by the Department;
- vi) Register as per the relevant University requirements for the programme to take examinations and obtain certification from the University; and
- 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 only within the two (2) weeks of the academic year.

3.5 Deferred Registration

- i) A student is enrolled when he or she is admitted. 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 it lapses, and the Registrar, Academic Affairs, shall remove the name of the student from the list of enrolled students at Technical University of Mombasa. Such a student may seek fresh admission;



- ii) New students who for some reason are unable to register by the end of the registration period, are advised to apply for deferment of registration to the Registrar Academic Affairs and may be given preference in the next admission subject to availability of the course and prevailing requirements.

3.6 Mid Entry

As a pathway of progression between qualifications, a student has an opportunity for upward mobility and progression from a lower qualification into a higher qualification. The student must be qualified to be admitted into the higher qualification and must take the right volume of learning to qualify for the award of the higher qualification. Such a student may enter into the higher qualification at mid-entry as per the following regulations;

- i) For applicants who join the University at Mid entry-level undertaking full time/evening classes, their programmes may be conducted in trimester schedule. However, students must break for a semester before the final year for attachment and clearance of all academic issues before proceeding to the final year of study;
- ii) Applicants with a Diploma in relevant disciplines may be considered for exemption in units' 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;
- iii) Applicants admitted with Higher Diploma in relevant disciplines may be considered for exemption in units' equivalent to two academic years. Such Applicants shall join the relevant programme at the start of the third year of study unless otherwise specified by the respective School;



- iv) An applicant shall not be exempted in more than 50% of the programme units. An Applicant so exempted shall join the first semester of the academic year of the programme he/she is joining;
- 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; and
- vi) All mid-entry students who wish to progress with their studies at TUM will pay a mid-entry fee of Kshs 15,000.00, which may be changed from time to time.

3.7 Fee Structure

TUM charges modest fees to make higher education affordable. The tuition fee is determined based on the requirements of an academic programme and mode of study. Students are expected to accustom themselves with Section 6.2 of the University Financial Management policy extracted below;

- i) The responsibility for the collection of fees rests with the Finance Officer, Deans, Directors of Institutes and schools and Chairpersons of Departments. They shall ensure that no student obtains services by attending classes or taking exams when they have not paid. It is irregular for any member of staff to teach or offer any other services to any student who has not paid fees;
- ii) Fees are payable either per semester, trimester or academic year. All students shall pay 100% fees per semester within the first three weeks;
- iii) For continuing students, in the event of inability to pay in full, the student shall be allowed to pay in two instalments as follows:



- a) 1st instalment shall be paid within the first three weeks of the semester. This will include 50% of the tuition fee plus 100% of other applicable charges. These charges include examination, medical subscription, activity, registration, student identity card, computer/internet, field/academic trips, attachment, library, student union and accommodation (if applicable);
- b) 2nd instalment of 50% tuition fee shall be paid in full by the 12th week of the semester.
- iv) Fees may be paid in full upfront for one academic year or more. All students who pay full fees for one academic year upfront shall be eligible to a 2.5% discount per academic year on tuition fees only.
- v) The University shall withhold all services, examination results, conferment of any degree, certificate or award until all outstanding fees are settled and further reserve the right to institute other legal recovery proceedings against students with outstanding fees and also surcharge an interest at a rate to be determined by Management;
- vi) All tuition and other fees payable by or in respect of students shall be paid into respective University fee collection accounts;
- vii) Fees paid to the wrong University accounts shall be deemed to be within the University Bank accounts and the Finance Officer must initiate a transfer on behalf of the student to the correct respective University account;
- viii) No student shall be allowed to graduate with a fee balance; and

- ix) Other fees may include but not limited to:
 - a) registration, boarding,
 - b) examinations,
 - c) instruction,
 - d) supervision,
 - e) educational trips,
 - f) attachment,
 - g) library,
 - h) laboratories,
 - i) students' activities, I
 - j) CT, and
 - k) Medical care.

- x) The University reserves the right to review the fees as and when it deems necessary.

3.8 Transfer and Upgrading of Students

- i) Students from other institutions of higher learning may apply to join TUM programmes as transfer students.
- ii) Those with relevant and appropriate credits may transfer some of the credits/units to the programme at an appropriate level.
- iii) Testimonials of good standing from their previous institutions are a requirement.
- iv) An applicant shall NOT be exempted in more than 49% of the programmes units or as per school rules and regulations.
- v) An applicant so exempted shall join the first semester of the academic year of the programme he/she is joining.



- vi) Similarly, applicants who hold post-high school diplomas and certificates from recognized tertiary institutions and wish to upgrade their academic qualifications may be admitted. In the same manner, degree holder applicants wishing to obtain a second degree may also be admitted.
- vii) Application for exemption of some units and/or full academic year(s) shall be made at the time a prospective student applies for admission to TUM.
- viii) Requests for units' exemption will be considered and approved by the respective Schools/Institute.
- ix) The student shall be charged an exemption fee which may vary from time to time.

3.9 Transfer into other Programmes and Units Exemption

- i) A student is allowed to change to a higher academic programme if he/she meets the requirements for that programme;
- ii) A student who wishes to be exempted some units from a higher level to a lower level programme may do so, and if admitted, must satisfy the requirements set by professional bodies;
- iii) A student may transfer from a programme in one Department or School/Institute to another programme in a different Department or School/Institute by completing appropriate application forms obtained from the Registrar Academic Affairs, and obtaining written approval from the respective Chairpersons of Departments and recommended by the respective Deans of School/Institute;
- iv) Such an application shall be submitted and processed within the first three (3) weeks of the semester; and

- v) Students whose applications are approved shall meet all academic and financial requirements of their new programme afresh.

3.10 Inter-University Transfer

- i) Students from other institutions of higher learning may apply to join TUM programmes as transfer students. 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) Inter-University Transfer student may apply for exemption of some course units is at the time of application for admission to TUM. Requests for course units' exemption will be considered and approved by the respective departments and schools at a prescribed fee, which may vary from time to time;
- iii) In exceptional circumstances, a student may be registered provisionally at a level determined by the department pending the processing of course unit's exemption; and
- iv) The inter-University transfer for ALL government-assisted students shall be guided by KUCCPS Board Regulations.

3.11 Intra- University Transfer of Students

- i. 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;



- ii. All students applying for transfers shall be ranked and allocated positions on merit;
- iii. 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/Institute;
- iv. The transfer form must be completed and returned within the stipulated time; and
- v. Such applications shall be tabled before the Deans Committee for deliberation and approval on behalf of the Senate.
- vi. Students whose applications are approved shall meet all academic and financial requirements of their new programmes.
- vii. 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 third week of the semester at the latest.



4.0 LEARNING MODES AND DURATION OF STUDY

Learning in all programmes may be conducted through face-to-face contact between students and teaching staff in the form of lectures, tutorials, seminars, studios, laboratory and field study and distance and e-learning. All TVET programmes shall be offered through Competence-Based Education and Training mode (CBET). Under these modes, students may study under full-time, part-time, distance learning and Institutional based (holidays) or other specific modes. Request for change of mode of study shall be submitted to and processed by the programme department for approval by the Senate before registration.

4.1 Full-time

The Full-Time (FT) mode of study applies where a student attends scheduled classes regularly and takes the standard load for this mode.

4.2 Part-time

The Part-Time (PT) mode of study applies where a registered student attends scheduled classes at specific dates and times and takes the standard load for this mode.

4.3 Open, Distance and e-Learning

The Open, Distance and e-Learning (ODEL) mode of study applies where a student is registered for course work but does not physically attend classes instead tuition may be administered through an e-learning platform.

- i) Students on distance and e-Learning programme who wish to attend some classes with the full-time students will be required to apply to

the Registrar Academic Affairs, and, if approved, pay additional fees according to existing rates;

- ii) Depending on the programme requirements, laboratory experience will be carried out at external or University laboratories at an extra expense to the student. Students are guided through various courses using instructional materials, assignments, continuous assessment, tutorials and examinations organized by the department.
- iii) 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.

4.4 Institutional Based/Holiday Based

The Institutional Based/Holiday Based (IB/HB) mode 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.

4.5 Duration of Study

This is the total academic period, evaluated in terms of course units required to complete the requirements of the programme.

- i) The University shall use a **course Units System** in determining the duration in a programme.
- ii) Programmes are awarded course units as explained in the **Academic Policy, and School Rules and Regulations**.



- iii) A student completes the programme after covering the total number of course units required for the programme and upon satisfying all graduation requirements.

4.5.1 PhD Programmes

- i) The programme lasts for a minimum of three (3) academic years and a maximum of six (6) Academic Years.
- ii) PhD programmes shall be offered by coursework, research and thesis as per the rules and regulations of the respective School.
- iii) The coursework consists of lectures, tutorials, practicals, and seminars.
- iv) A student must show proof that at least TWO of his/her papers have been submitted for publication in peer-reviewed journals before one can be allowed to defend his or her thesis.

4.5.2 Masters Programmes

- i) The programme lasts for a minimum of two (2) Academic years and a maximum of four (4) Academic years and offered by coursework, research and thesis.
- ii) The coursework consists of lectures, tutorials, practicals, and seminars.
- iii) 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.

4.5.3 Undergraduate Degree

A Bachelor's degree is expected to take a minimum of four (4) academic years.



4.5.4 Diploma

A Diploma course takes a minimum of TWO (2) Academic years.

4.5.5 Certificate Courses

Certificate courses take a minimum of ONE (1) Academic year.

4.5.6 Short Programmes

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

N/B: This should not exceed twice the programme duration of the programme.

5.0 MINIMUM ENTRY REQUIREMENTS

A student shall be admitted into a programme only when s/he meets the entry requirements into that programme and level. Admission into a programme shall be done at the beginning of each Semester. Admission into the University shall be conducted under the guidance of the Senate or Academic Board. The general admission guidelines as prescribed by respective Schools/Institutes shall apply. Admission requirements for Postgraduate Programmes are stipulated in the postgraduate policy, rules and regulations.

5.1 Doctorate Degree/KNQF level 10

The level qualifies individuals who apply a substantial body of knowledge to research, investigate and develop new knowledge, in one or more fields of investigation, scholarship or professional practice.

- i) An applicant for a PhD programme shall hold a Master's Degree in a relevant field of study or equivalent qualification from a recognized University;
- ii) A prospective PhD applicant shall submit and defend a research proposal through the relevant Department and School/Institute;
- iii) Any other School/ Institute and Departmental regulations shall apply.

5.2 Master's Degree/KNQF Level 9

An applicant entering any Master's degree Programme shall possess:

- i) A relevant academic Bachelor's Degree from a recognized institution of higher learning, OR



ii) In the case of foreign students, Universities recognized by Commission for University Education (CUE), with a minimum qualification of Second Class Honours (Upper Division) or a cumulative Grade Point Average (GPA) of 3.00 on a scale of 4.00; or its equivalent in the relevant discipline;

OR

iii) 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

iv) 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

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

OR

vi) A relevant Postgraduate Diploma.

5.3 Postgraduate Diploma Programmes/KNQF Level 8

i) Applicants must be graduates with a first degree from TUM or other equivalent qualifications from other institutions recognized by CUE;

OR

ii) Bachelor degree with 480 credits in the relevant subject area or equivalent prior learning experience;

OR



- iii) A qualification in the relevant subject area or 600 credits after KNQF level 2.

5.4 Degree/KNQF Level 7

- i) Grade of C+ (plus) in the Kenya Certificate of Secondary Education (KCSE) and meet the cluster subject requirement of the programme;
OR
- iii) A" level with 2 principal passes and 1 subsidiary or 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;
OR
- v) Relevant Higher Diploma;
OR
- vi) CPA II/CS II/CIPS II or equivalent for Commerce and art and should have attained an aggregate of C- (minus) in KCSE or O-level Division III or completion of KNQF 6;
OR
- vii) Any other qualification and/or exemptions as approved by CUE as equivalent to the above requirements; and
- viii) Where applicable, applicants must meet specific guidelines by professional bodies.



5.5 Higher Diploma

- i) A Diploma in the relevant field or University Degree or its equivalent.

5.6 Diploma/KNQF Level 6

Diploma programs shall be examined by KNEC, TCDACC and/or TUM.

- 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 as equivalent to the above;
OR
- vi) An equivalent qualification of KNQF 5;
- vii) Where applicable, applicants must meet specific guidelines by professional bodies.

5.7 Certificate/KNQF Level 5

All certificate programs will be examined by KNEC, TCDACC and/ or TUM



i) Mean grade of KCSE D (plain), KCE ("O" Level) Div. III or equivalent qualifications;

OR

ii) Completion of KNQF level 4

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

iv) Where applicable, applicants must meet specific guidelines by professional bodies.

5.8 Artisan Certificate/National Vocational Certificate/ KNQF Level 4

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

OR

ii) Completion of KNQF Level 3.

5.9 National Skills Certificate/ Short Courses/KNQF Level 3

i) Primary 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).



6.0 ACADEMIC PROGRAMMES

Technical University of Mombasa offers programmes leading to the award of PhDs, Masters, undergraduate degrees, Postgraduate diplomas, higher diplomas, Diplomas and Vocational Certificates.

6.1 Programme Location

The University offers programmes in various Schools/Institutes/Campuses as follows:

6.1.1 School of Applied & Health Sciences

A. Existing Programmes

- i) Doctor of Philosophy in Chemistry
- ii) Doctor of Philosophy in Biotechnology
- iii) Master of Science in Applied Statistics
- iv) Master of Science in Biotechnology
- v) Master of Science in Chemistry
- vi) Master of Science in Public Health (MPH)
- vii) Master of Science in Immunology
- viii) Master of Science in Medical Parasitology and Vector Biology
- ix) Master of Science in Fisheries and Aquaculture
- x) Bachelor of Science in Environmental Health Science (Public Health)
- xi) Bachelor of Science in Community Health
- xii) Bachelor of Science in Marine Resource Management
- xiii) Bachelor of Science in Medical Laboratory Sciences
- xiv) Bachelor of Science in Molecular Biology and Forensic Technology



- xv) Bachelor of Technology in Applied Chemistry (Analytical & Industrial Options)
- xvi) Bachelor of Technology in Industrial Microbiology and Biotechnology
- xvii) Bachelor of Science in Food Technology & Quality Assurance
- xviii) Bachelor of Science in Mathematics and Computer Science
- xix) Bachelor of Science in Statistics and Computer Science
- xx) Bachelor of Technology in Applied Physics (Electronics & Instrumentation)
- xxi) Bachelor of Technology in Renewable Energy and Environmental Physics
- xxii) Bachelor of Science in Mathematics and Finance
- xxiii) Bachelor of Science in Fisheries and Oceanography
- xxiv) Diploma in Environmental Sciences
- xxv) Diploma in Community Health & HIV Management
- xxvi) Diploma in Environmental and Health Sciences
- xxvii) Diploma in Medical Laboratory Sciences
- xxviii) Diploma in Pharmaceutical Technology
- xxix) Diploma in Food Technology
- xxx) Diploma in Industrial Microbiology and Biotechnology
- xxxi) Diploma in Science Laboratory Technology
- xxxii) Diploma in Analytical Chemistry
- xxxiii) Diploma in Nutrition & Dietetics
- xxxiv) Certificate in Community Health & HIV Management
- xxxv) Certificate in Environmental and Health Sciences
- xxxvi) Certificate in Science Laboratory Technology



B. New Programmes

- i) Doctor of Philosophy in Biochemistry
- ii) Doctor of Philosophy in Applied Mathematics
- iii) Master of Science in Biochemistry
- iv) Master of Science in Applied Mathematics
- v) Bachelor of Science in Biochemistry

C. Programmes in Development Process

- i) Bachelor of Pharmacy
- ii) Bachelor of Medicine & Bachelor of Surgery

6.1.2 School of Business

- i) Doctor of Philosophy in Business Administration (Accounting, Finance, HRM, Management Science, Marketing, Procurement & Supply Chain Management and Strategic Management options)
- ii) Master of Business Administration
- iii) Master of Science in Human Resource Management
- iv) Master of Science in Finance
- v) Master of Science in Procurement and Supply Chain Management
- vi) Master of Science in Entrepreneurship
- vii) Bachelor in Business Administration (Human Resource, Marketing and Accounting Options)
- viii) Bachelor of Commerce (Accounting, Finance, Procurement Options)
- ix) Bachelor of Business & Office Management
- x) Bachelor of Business Information Technology
- xi) Bachelor of Science in Maritime Management (Commercial)



- xii) Higher Diploma in Human Resource Management & Industrial Relations
- xiii) Higher Diploma in Secretarial Management
- xiv) Diploma in Accountancy
- xv) Diploma in Business Administration
- xvi) Diploma in Front Office Operations & Customer Care Management
- xvii) Diploma in Sales & Marketing
- xviii) Diploma in Procurement & Materials Management
- xix) Diploma in Secretarial & Office Management
- xx) Diploma in Business Management
- xxi) Diploma in Human Resource Management & Industrial Relations
- xxii) Diploma in Shipping
- xxiii) Diploma in Logistics and Transport Management
- xxiv) Certificate in Business Management
- xxv) Certificate in Secretarial & Computer Application
- xxvi) Certificate in Front Office Operations & Customer Care Management
- xxvii) Certificate in Sales & Marketing
- xxviii) Certificate in Human Resource Management
- xxix) Certificate in Stores Management

6.1.3 School of Humanities & Social Sciences

A. Existing programmes

- i) Doctor of Philosophy in Development Studies
- ii) Master of Sciences in Development Studies
- iii) Bachelor of Sciences in Development Studies
- iv) Bachelor of Journalism and Mass Communication
- v) Bachelor of Sciences in Tourism Management



- vi) Bachelor of Technology in Hotel and Hospitality Management
- vii) Bachelor of Broadcast Journalism
- viii) Bachelor of Information Science
- ix) Bachelor of Arts in Sociology
- x) Bachelor of Arts in Conflict and Security Studies
- xi) Higher Diploma in Catering & Accommodation Management
- xii) Diploma in Hotel and Institutional Management
- xiii) Diploma in Catering and Accommodation Management
- xiv) Diploma in Tourism Management
- xv) Diploma in Community Development & Counselling.
- xvi) Diploma in Library & Information Science
- xvii) Diploma in Archives and Records Management
- xviii) Diploma in County Governance & Ethics
- xix) Diploma in Mass Communication
- xx) Diploma in Graphic Design
- xxi) Diploma in Public Relations
- xxii) Certificate in Catering and Accommodation Management
- xxiii) Certificate in Travel and Tour Operations
- xxiv) Certificate in Archives & Records Management
- xxv) Certificate in Library & Information Studies
- xxvi) Certificate in Community Development & Counselling
- xxvii) Certificate in Mass communication

B. Programmes in the Development Process

- i) Bachelor of Counselling Psychology



6.1.4 School of Engineering & Technology

- i) Master of Technology in Mechatronic Engineering
- ii) Master of Technology in Sustainable Energy
- iii) Bachelor of Architectural Studies/ Bachelor of Architecture
- iv) Bachelor of Science in Civil Engineering
- v) Bachelor of Science in Electrical and Electronic Engineering
- vi) Bachelor of Science in Mechanical Engineering
- vii) Bachelor of Science in Medical Engineering
- viii) Bachelor of Technology in Civil Engineering
- ix) Bachelor of Technology in Electrical and Electronic Engineering
- x) Bachelor of Technology in Marine Engineering
- xi) Bachelor of Technology in Mechanical Engineering
- xii) Bachelor of Technology in Medical Engineering
- xiii) Higher Diploma Building Economics
- xiv) Higher Diploma in Construction (Building & Civil Engineering)
- xv) Higher Diploma in Electrical Power Engineering
- xvi) Diploma in Architecture
- xvii) Diploma in Automotive Engineering
- xviii) Diploma in Building & Civil Engineering
- xix) Diploma in Chemical Engineering
- xx) Diploma in Mechanical Engineering (Production and Plant Options)
- xxi) Diploma in Medical Engineering
- xxii) Diploma in Quantity Surveying
- xxiii) Diploma in Quantity Surveying
- xxiv) Diploma in Refrigeration & Air Conditioning
- xxv) Diploma in Technology Electrical & Electronic Engineering
- xxvi) Diploma in Technology Medical Engineering



- xxvii) Certificate in Automotive Engineering
- xxviii) Certificate in Building and Civil Engineering
- xxix) Certificate in Chemical Engineering
- xxx) Certificate in Mechanical Engineering (Production and Plant Options)
- xxxi) Certificate in Medical Engineering Services
- xxxii) Certificate in Technology Electrical & Electronic Engineering

2.1.5 Institute of Computing & Informatics

A. Existing Programmes

- i) Bachelor of Technology in Information & Communication Technology
- ii) Bachelor of Science in Information Technology
- iii) Diploma in Information & Communication Technology
- iv) Certificate in Information Communication Technology & Maintenance
- v) CISCO
- vi) HUAWEI

B. New Programmes

- i) Master of Science in Information Technology
- ii) Bachelor of Science in Computer Science
- iii) Diploma in Computer Science

6.2 Lamu Campus

- i) Bachelor in Business Administration (Human Resource, Marketing, and accounting Option)
- ii) Bachelor of Commerce (Accounting, Finance and Procurement Options)



- iii) Bachelor of Science in Development Studies
- iv) Diploma in Human Resource Management & Industrial Relations
- v) Diploma in Community Development & Counselling.
- vi) Diploma in Information & Communication Technology
- vii) Diploma in Accountancy
- viii) Certificate in Secretarial Studies with Computer Application
- ix) Certificate in Business Management
- x) Certificate in Community Health & HIV Management
- xi) Certificate in Stores Management
- xii) Certificate in Sales & Marketing
- xiii) Certificate in Human Resource Management
- xiv) Certificate in Community Development and Counselling
- xv) Certificate in Information Communication Technology & Maintenance

6.3 Kwale Campus

- i) Bachelor in Business Administration (Human Resource, Marketing and Accounting Option)
- ii) Bachelor of Science in Marine Resource Management
- iii) Bachelor of Science in Fisheries and Oceanography
- iv) Diploma in Business Management
- v) Diploma in Human Resource Management & Industrial Relations
- vi) Diploma in Hotel and Institutional Management
- vii) Diploma in Community Development & Counselling.
- viii) Diploma in Information & Communication Technology
- ix) Diploma in Procurement and Materials Management
- x) Certificate in Business Management
- xi) Certificate in Human Resource Management



- xii) Certificate in Stores Management
- xiii) Certificate in Community Development & Counselling
- xiv) Certificate in Technology (Electrical Power Engineering)
- xv) Certificate in Information Communication Technology & Maintenance

6.4 Competence-Based Education & Training (CBET) Programmes

A. Diploma Programmes Equivalent to Level 6 on KNQF

- i) Mechanical Technology and Maintenance
- ii) Instrumentation and Control
- iii) Operation Theatre Technology
- iv) House Keeping Management
- v) Food and Beverage Sales Management
- vi) Food and Beverage Production (Culinary Art)
- vii) Automotive Engineering
- viii) Chemical Engineering
- ix) Building Technician
- x) Business Management
- xi) Food Technology
- xii) Human Resource Management
- xiii) Office Administration
- xiv) Project Management
- xv) Records and Archives
- xvi) Supply Chain Management
- xvii) Tourism Management
- xviii) Automotive Technician
- xix) Counselling Psychology
- xx) Baking Technology
- xxi) Construction Management



- xxii) Co-operative Management
- xxiii) Credit Management
- xxiv) Electrical Engineering (Power Option)
- xxv) Electrical Installations
- xxvi) Highway Engineering
- xxvii) ICT
- xxviii) Marketing
- xxix) Mechatronic Technology
- xxx) Printing Technology
- xxxi) Quantity Survey
- xxxii) Social Work and Community Development
- xxxiii) Welding and Fabrication

B. Certificate Programmes Equivalent to Level 5 on KNQF

- i) Mechanical Technology and Maintenance
- ii) Instrumentation and Control
- iii) Operations Theatre Technology
- iv) Business Management
- v) Human Resource Management
- vi) Office Administration
- vii) Project Management
- viii) Records and Archives
- ix) Supply Chain Management
- x) Credit Officer
- xi) Electrical Installation
- xii) Electrical Operation (Power Option)
- xiii) Food and Beverage Sales and Service Manager



- xiv) Financial Services Sales
- xv) Food Production – Culinary Arts
- xvi) Food Technology
- xvii) Housekeeping and Accommodation
- xviii) ICT
- xix) Mechatronic Technician
- xx) Refrigeration and Air Conditioning
- xxi) Social Work and Community Development
- xxii) Tourism and Travel Management

6.5 Programme Requirements

6.5.1 Practical Requirements

Some academic programmes have practical requirements incorporated in the course work. ODeL students who register for practical based courses are required to carry out supervised practicals at sites approved by the University at their own cost. All practical requirements have to be met to complete the programme.

6.5.2 Research Project

- i) Each student is required to carry out a research or investigative study in an area of special interest. He/she is required to write a report or research paper on the same;
- ii) Students are required to submit their Project Reports one week before sitting for their Final Semester Examinations;
- iii) Submission and approval of research projects for postgraduate studies shall follow the SGS policy, rules and guidelines.



6.5.3 Seminars

- i) Students are encouraged to attend seminars, professional meetings/conferences and carry out other scholarly activities in and out of the University;
- ii) Where a programme requires a student to undertake a course in seminars and present seminar papers from a special area of study, a maximum of two units will be awarded as per School rules and regulations.

6.5.4 Field Attachment/Practical Experience

For professional development, students are required to undertake field attachment and/or practical experience before graduation. This involves professional practical work experience in an organization, private business, industry or a public agency. The attachment shall be assessed and graded as per the attachment policy.

6.6 Course Expectations

For effective and smooth learning to take place, students shall be governed by academic expectations, rules and regulations. These shall serve to guide students in their routine learning experiences.

6.6.1 Semester Registration

- i) Only registered students shall be allowed to attend classes and take examinations in their respective courses/ programmes;
- ii) It is an offence to attend class or participate in any official academic activity unless registered in a prescribed manner;



- iii) No contact hours will be awarded/ gained in a course in which the student did not register;
- iv) The Chairperson of Department shall generate a class attendance list of registered students to be provided to the lecturer(s) concerned.

6.6.2 Non-Credit Registration

- i) A student may register for a course on a non-credit basis through the **Pass/Fail** or Audit option to gain additional knowledge or to satisfy a prerequisite in an area outside his/her specific programme of study;
- ii) Courses registered through non-credit options do not contribute to the programme credit requirement.

6.6.3 Course Syllabus and Outline

- i) The programme department shall provide a course outline indicating the content of the course to be taught. The outline gives the purpose and objectives of the course and outlines the syllabus and what is to be covered. It provides a statement of the knowledge, skills and attitudes the student would be able to acquire and the tasks he/she would be able to perform at the end of the course;
- ii) The course outline shows the schedule of topics, assignments, practicals, trips and any other planned activities. It indicates the methodologies to be applied and the facilities required such as equipment, tools, appliances, and materials. It also provides the methods of assessment to be used, indicates when tests, quizzes, or assignments will be taken and states the contribution of each assessment to the final grade. Besides, the course outline gives a list of class texts, references, and bibliography for further reading.

6.6.4 Class Attendance

- 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) Any student who is likely to be absent should always give formal notification of absence to the Chairperson of the Department in writing;
- iv) A Lecturer may give a student make-up work in case of legitimate reasons for absence during an assessment/ evaluation exercise;
- v) Students must be seated in the lecture room at least FIVE minutes before the start of the lecture;
- vi) Students who arrive after the lesson has started will be allowed in at the lecturer's discretion;
- vii) 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;
- viii) Students who are unable to comply with academic requirements due to illness, pregnancy et cetera, shall be advised to seek academic leave.

6.6.5 Course/ Lecturer/Technician Evaluation

- i) Students shall evaluate lecturers and technicians at least once during the semester.
- ii) These evaluations shall be analysed by the Directorate of Quality Assurance (DQA) and communicated to the respective Chairpersons and DVC (ARE) for corrective action and commendation.



7.0 EXAMINATIONS

7.1 Types of Examinations

7.1.1 Ordinary University Examinations

- i) Ordinary examinations shall consist of written papers, or practical's or orals covering each course unit completed;
- ii) All course units shall normally 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 assessments and University examinations;
- iv) Continuous assessments shall normally comprise practical session, tests and or assignments;
- v) Continuous assessment shall normally contribute 40% of the total marks for postgraduate programmes with course work.
- vi) Continuous assessments shall normally contribute 40% of the total marks for Bachelor of Technology, Higher Diploma, Diploma and Certificate programmes;
- vii) Continuous assessments shall normally contribute 30% of the total marks for other Bachelor's degree programmes;
- viii) The results of Continuous Assessment (CAs) **MUST** be availed to students before the start of the examination period;
- ix) Course units consisting of solely practical work shall be assessed out of 100% by continuous assessment;
- x) 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;



- xi) A student who is unable to sit for Continuous Assessment Test (CATs) due to unavoidable circumstances such as medical condition or bereavement, should report and be given a make-up CAT before ordinary examinations;
- xii) The time allowed written examinations shall be as follows: minimum of 3 hours per course unit for Masters and PhD levels, 2 hours per course unit for undergraduates, Diploma and certificate levels (except in drawing that shall be three hours);
- xiii) 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.;
- xiv) 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 except for medical courses, secretarial skills, Masters and taught PhDs. 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

*Pass mark for taught PhD, Masters, Medical courses and some programmes that are regulated by professional bodies is 50%.



- xv) A student who absents himself/herself from a University examination without reasonable cause shall be deemed to have failed the examination for the course unit with a score of zero;
- xvi) A student shall NOT be allowed to sit for a course unit examination without attending at least two-thirds (2/3) of the lectures, CAs and all practicals;
- xvii) Industrial/field attachment shall be assessed and graded according to the Attachment Policy;
- xviii) The weighting for continuous assessment in course units that have practicals for Bachelor of Technology, Higher Diploma, diploma and certificate programmes shall be as follows:
 - 20% Practicals
 - 5% Assignments
 - 15% Tests.
- xix) 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.
- xx) A minimum of two (2) Continuous Assessment Tests (CATs) and two (2) Assignments must be taken per semester;
- xxi) Students are required to complete their project work and submit the final report one (1) week before sitting for their final examinations;

- xxii) 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;
- xxiii) A student who falls short of 1 or 2 marks to pass a course unit at ordinary examination shall be compensated by transferring 2 or 4 marks respectively from his/her other course units.

7.1.2 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 examination. Also, School Rules and Regulations shall apply;
- ii) An appropriate fee shall be charged for each of the supplementary papers taken;
- iii) The registration of supplementary examinations shall be at least two weeks before the scheduled examination series;
- iv) 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;
- v) A student who fails a supplementary shall retake the course unit as if it were being taken for the first time and pay the requisite fees for the course unit;
- vi) Supplementary examinations shall be taken within three months after the ordinary examinations at the end of an academic year.

7.1.3 Special Examinations

- i) If a student is unable to sit for one or more examination papers due to unavoidable circumstances such as bereavement or medical conditions or is unable to undertake essential parts of the work for the continuous assessment, the student shall, 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 or undertake extra work for continuous assessment;
- ii) A student who fails less than one-third of the course units after sitting special examinations shall be allowed to take supplementary examinations.

7.2 Competency-Based Assessment

Competency-based Assessment (CBA) is the measurement of trainee's competency against a standard of performance (Occupational Standard - OS). It is a process of collecting pieces of evidence to analyse student's progress and achievement. As in TUM, Competency-based Assessment puts the focus on learning outcomes to constantly improve academic programs and meet labour market demands.

7.3 Appeal for Re-assessment

- i) A student may appeal to the Registrar Academic Affairs for a 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, if already issued;



- ii) Remarking shall be done by a different Internal Examiner(s) appointed by the Dean of School in consultation with the Chairman of Department;
- iii) The final mark recommended by the appointed examiner(s) shall be the final mark and grade awarded to the student for the course unit;
- iv) 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; and
- v) The remark shall be done expeditiously 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.

7.4 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) In all cases, but not for a period exceeding five (5) years after graduation, Regular examinations are to be archived.
- iii) While the University may dispose of assessed work after five (5) years, it 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.

7.5 Examination Irregularities

An examination offence is a serious offence as stipulated in Section 12.12 and the following procedures shall be followed when it occurs:

- i) Any student found to be dishonest or guilty of any irregularity during any Continuous Assessment or 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) Upon detecting an irregularity, the invigilator will approach the candidate and confiscate (where applicable) any unauthorized material;
- iii) The candidate will be allowed to continue with the examination but he/she will be required to submit a signed statement on the irregularity at the end of the examination;
- iv) The invigilator will write his/her statement on the irregularity (citing the examination course code, course title, date, time and venue) and forward the same (in their original state) to the respective Chairperson of Department accompanied with the following:
 - a) Student's Statement (where available)
 - b) Exhibit(s) (where applicable),
 - c) Duly completed Examination Invigilation Form.
- v) The Chairperson of Department shall forward the documents to the Registrar (AA) for deliberation at the Student Disciplinary Committee.



7.6 Student Progression

- i) All communication regarding students' academic progression shall be done in writing by Dean of School/Institute within fourteen (14) days after the Senate has approved the results;
- ii) To proceed to the succeeding year of study, the student should have cleared fees and passed all the course units for the previous year of study. This is to avoid illegal progression;
- 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 more than one third 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). Such a student 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;
- viii) In all cases, no student shall be allowed to repeat more than:
 - a) Three (3) academic years in the School of Engineering and Technology,
 - b) 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.



- ix) A student who does not exhibit steady progress will receive an academic caution from the respective Dean of School /Institute.

7.7 Discontinuation

- i) A student who retakes and fails supplementary for more than:
 - a) Three (3) academic years in the School of Engineering and Technology;Or
 - b) 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 reapply to be admitted in another programme.

7.8 Academic Transcripts

- i) A continuing student shall obtain a Provisional Transcript at the end of each semester, which covers the results approved by the School Board of Examiners;
- ii) Deans of Schools and Directors of Institutes 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.

- iii) 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 unit(s)
 - e) Deregistered
 - f) Discontinued
 - g) Award Certificate, Diploma, Higher Diploma
 - h) Confer Bachelor, Master, or PhD Degree.

- iv) 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;

- v) Certificates shall be issued on a specified date after conferment/awarding during a graduation ceremony upon confirmation of the availability of all the transcripts;

- vi) Certificates are issued only once but a letter of certification can be issued on request for a lost certificate at a cost. There are no duplicates of certificates;

- vii) The Registrar Academic Affairs shall retain photocopies of certificates in the Archives;

- viii) Certified duplicates of Transcript(s) are sent to third parties upon request by a student. The request has to be presented to the Registrar Academic Affairs in writing. A fee is charged accordingly;



- ix) Replacements of lost transcripts are done at a fee;
- x) Students who fail to collect their certificate within 6 (six) months after graduation shall be charged an annual storage fee.



8.0 CLASSIFICATION AND AWARD OF CERTIFICATES

8.1 Requirements for Award/Conferment

- i) To be considered for the award/conferment of ANY certificate/degree of TUM, a student must 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 attachments;
- iii) To graduate with a Degree, Higher Diploma, Diploma, and Certificate, a student shall 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.

8.2 Classification of Degrees

- i) The final classification of the Degree in any Department at TUM shall be based on the approved required course units taken during the years of study;
- ii) A student who qualifies for the conferment of a 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); and
 - 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:



70% and above	First Class Honours
60% and above but less than 70%	Second Class Honours (Upper Division)
50% and above but less than 60%	Second Class Honours (Lower Division)
40% and above but less than 50%	Pass

*Pass mark for taught Doctorate, masters, medical courses and some programmes that are regulated by professional bodies is 50%.

8.2.1 Grade Point Average Conversion Table

Classification	Grade Point Average	Percentage Level
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.

8.3 Classification of Diploma and Certificate

- i) The final classification of the Diploma and Certificate in any Department 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:

70% and above	Distinction
55% and above but less than 70%	Credit
40% and above but less than 55%	Pass

- iv) All students sitting for examinations that are set by KNEC, KASNEB and Professional Bodies, the grading of such students shall be as per the respective professional bodies;
- v) The above classification shall not apply to non-classified programmes; and
- vi) Notwithstanding the above guidelines, the University reserves the right to deny or withdraw honours to a candidate for any reasons that are deemed contrary to the University's mission and philosophy.

8.4 Graduation

- i) The graduation ceremony shall be held at a time and place as may be determined by the University Senate;
- ii) To be considered for graduation, a student shall meet the following requirements:
- a) Complete the minimum residence requirement,
 - b) Complete and pass all the specified courses in the programme of study,
 - c) Attain the minimum number of contact hours required for the programme in which the student is registered,



- d) Have no pending disciplinary case, and
 - e) Meet all financial obligations and outstanding liabilities.
- iii) A candidate who is preparing to graduate shall to fill the necessary forms and submit to the office of the Registrar Academic Affairs through the respective Programme Department or School/Institute **four (4) weeks** before the date of graduation.

8.5 Awards and Recognition

Awards and recognition are given to students who exhibit exemplary/outstanding scholarly achievement. Students who achieve excellent scores receive recognition as follows:

- i) **Vice-Chancellors' Role of Honour:** Awarded each academic year to students who have excelled in their studies;
- ii) **Valedictorian:** Award of the student with the highest grade/ mark and gives a valedictory speech at the graduation ceremony;
- iii) Other recognition may be given by the Vice-Chancellor, Dean of School/Institute, or Chairpersons of Departments. Recognition may or may not be accompanied by a token/present.

9.0 GENERAL RULES AND REGULATIONS ON STUDENTS' CODE OF CONDUCT

9.1 Conduct of Study and Learning Environment

9.1.1 Class Times

The class times shall be as per the curriculum of the relevant programme. Students must be punctual for class and lateness shall not be permitted.

9.1.2 Access to the Premises

Students shall at all times display their student ID as required by the University. Lost/ damaged ID cards shall be replaced at a fee.

9.2 Students' Conduct and Obligations on and off Campus

All the students of the University shall maintain impeccable behaviour. It is expected that every student of the University shall:

- i) Respect and adhere to the administrative and academic procedures and structures established by the University;
- ii) Conduct themselves with the highest standard of integrity, personal discipline and morality;
- iii) Respect the rights and privileges of the members of the University community at all times;
- iv) Refrain from any conduct that might bring the University to disrepute and ridicule;
- v) Carry themselves in public with dignity as befits their status as mature and responsible students;



- vi) Respect each other's' rights concerning the use of University facilities and no student shall have the right or power to prevent another student from the right to use of the University facilities for any reason whatsoever;
- vii) Refrain from all acts of violence, hooliganism, unruly behaviour and or any conduct likely to cause a breach of the peace and/or disturbance within and without the University.
- viii) Refrain from all forms of discrimination based on race, culture, religion, disability, gender, creed, political belief or age, concerning fellow students, university staff and the general public within and without the university.

9.3 Students' Organization

- i) There shall be established in the University an Association of Students hereinafter referred to as Technical University of Mombasa Students Association (TUMSA). The objectives and purpose TUMSA shall be:
 - a) To promote the academic and social welfare of the students of the University,
 - b) To act as a link between students, the university academic staff and other University administration,
 - c) To promote the academic welfare of the students of the University.
 - d) To represent students' opinion in matters affecting their welfare in the Senate,
 - e) To foster the development, establishment and encouragement of worthy traditions of social and academic life on the University Campus,



- f) To establish and enhance co-operation with such other student organizations within the University and other institutions of higher learning as may be recognized by the Council and Senate;
- ii) Membership of TUMSA shall be open to all bonafide students registered in TUM on payment to the University of such fees as may be prescribed by the Association;
- iii) The TUMSA established by these regulations shall not be dissolved save by the Council after consultation with the Senate;
- iv) The TUMSA shall determine its organs and procedures and, in particular, shall develop a constitution setting out clearly:
 - a) The Officers of that Association,
 - b) The duties and powers of such Officers,
 - c) The frequency of and procedures at meetings,
 - d) The possible sources of funds of the Association,
 - e) The purpose to which the funds of the Association are to be applied,
 - f) The manner and form in which such students' Association shall be represented in the Senate;
- v) The University Council recognizes TUMSA as an Association representative of the students of the University;
- vi) In addition to any other permits required by law, all meetings and other activities of TUMSA (whether professional, academic or otherwise) to be held within the University precincts shall not take place until permission is first obtained from the relevant University authorities.



9.4 Rights of Students

- i) To be members of TUMSA;
- ii) To use all academic, sports and recreational facilities of the University as per the rules and regulations governing their use;
- iii) To be represented in the University Senate except when examination matters are under consideration. The rules governing such representation are stipulated in the Universities Act, 2012 and TUM Statutes;
- iv) To be represented in the Student Disciplinary Committee except where there is a conflict of interest;
- v) To form clubs and societies with the assistance of the Dean of Students. Such clubs and societies shall have written constitutions before they can be registered by the University;
- vi) To medical care as per the Health care Policy of the University;
- vii) To personal and academic counselling.

9.5 Dressing Code

Students are required to dress decently at all times. The dress code must reflect the professional training that each student hopes to obtain. Examples of items that **WILL NOT** be permitted while attending lectures and examinations include:

- i) Bathroom shoes (slippers);
- ii) Caps or Hats unless for religious or medical reasons;
- iii) Hot pants;
- iv) Cut off tops/crop tops;
- v) Short Miniskirts/micro miniskirts;
- vi) Scanty dressing;



- vii) Unkempt hair;
- viii) Sagging trousers; and
- ix) Clothes or items with political symbols or images that could provoke other people.

9.6 Mobile Phones

Mobile phones shall be switched off or put in silent mode during all class sessions. Mobile phones shall **NOT** be allowed in the examination room. Should a student fails to comply, the matter shall be taken up by the Chairperson of the Department for disciplinary action.

9.7 Academic Conduct

All students shall conduct themselves diligently to the courses of study approved by the University Council and for which they are registered and in particular, they shall:-

- i) Except for good cause, attend all lectures, tutorials, seminars, practical sessions, and other scheduled courses of instruction as prescribed in the academic policy;
- ii) In case of absence from class for a good cause e.g. on account of illness, such absence has to be authorized by the Chairperson of Department on the production of certified evidence e.g. a medical certificate;
- iii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University;
- iv) Abide by all other regulations made by the departments and Schools/Institutes for the proper conduct of specific programmes;



- v) Not engage in plagiarism, cheating, or any other academic irregularity which may undermine the academic standing of the University;
- vi) In case of any academic irregularities, it will be referred to the Senate through the Dean of School for appropriate action.

9.8 Conduct while in Residence

All students shall conduct themselves with responsibility and maturity while in residence at the university and in particular, shall strictly observe the following:

- i) Adhere to the list of allocation of rooms determined by the Accommodation Manager; change of rooms, halls, or hostels once allocation has been done is not allowed except with recommendation from the Dean of Students;
- ii) No student shall be allocated a room without production of evidence indicating payment of 50% of University fees, and full accommodation fees;
- iii) Share rooms in addition to other facilities of common use;
- iv) Admit visitors to their rooms only between the hours of 10.00 am and 10.00 pm. Extension of these hours shall not be allowed unless with the approval of the Dean of Students. The behaviour of a guest shall be the direct responsibility of the host/hostess;
- v) Remove no furniture or equipment from their rooms or any other part of the halls or other premises within the Halls and catering services except by permission from the Chairperson of Department concerned;
- vi) Take reasonable care of furniture, fittings, and any other items in the Halls of Residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him/her is borne by the student;

- vii) Surrender all keys issued in respect of the rooms to the Accommodation Manager before proceeding for vacation;
- viii) Use videos, radios or any musical instruments in the halls of residences only as long as the volume does not inconvenience other residents and that they are played between 6.00 am and 11.00 pm;
- ix) Report all absence from the residence in the halls to the Accommodation Manager. Any student absent from the residence for a continuous period of two weeks without prior permission from the Accommodation Manager shall be deemed to have forfeited his/her residence;
- x) A student who intends to be absent from the Halls of Residence for more than seven days shall obtain written permission from the Dean of Students and shall leave his/her contact address with the Dean of Students;
- xi) A student shall forfeit all monies paid to the University if he/she decided to vacate his/her room during the semester unless it is on medical grounds in which the Chief Medical Officer will notify the relevant University authorities in writing;
- xii) All residents have to respect the rights of other occupants by creating a conducive atmosphere for learning and co-existence;
- xiii) Resident students are not allowed to modify, add or remove any property within the halls of residence;
- xiv) Drunken behaviour shall not be allowed consequently, student under the influence of alcohol is allowed into halls of residence;
- xv) Ladies shall not be allowed into male hostels after 10 pm and male students shall not be allowed in ladies' hostel after 10 pm. Any student found flouting this rule shall face disciplinary action;



- xvi) All students entering halls of residence after 10 pm shall identify themselves to the Halls' Janitor at the reception;
- xvii) All residents shall keep their rooms clean and shall dispose of all litter in provided bins;
- xviii) No student shall conduct any business of any kind in the halls of residence;
- xix) No extra mattresses shall be allowed in the halls of residence;
- xx) Strictly cooking or sale of food in the halls of residence shall be permitted unless cooking facilities are provided;
- xxi) All residents shall be required to take care of the existing facilities in the halls of residence;
- xxii) Residents shall be charged for any damages caused.

9.9 Vacation Residence

- i) Students shall not reside in the University premises during vacation, except with written permission from the Dean of Students;
- ii) Rules governing students' conduct in the halls of residence when the University is in session (9.8 above) shall apply without exception.

9.10 Conduct during Catering Services

- i) To facilitate satisfactory and efficient services in the catering department, students are required to conduct themselves in an orderly manner and be courteous to the catering staff. Besides, all students shall observe the following:



- a) Appear for meals at the prescribed times only. The said meal times shall be as follows: -

Breakfast	6.00 am	-	9.00 am
Lunch	12.00 pm	-	2.00 pm
Dinner	6.00 pm	-	8.30 pm

Or at such times, as may be notified to the students by the Catering Department from time to time.

- ii) All meals shall be served in the dining halls only except for good cause.
- iii) Students shall not enter the serving area, kitchen, or stores without permission from the Catering Manager;

9.10.1 Pay As You Eat (PAYE)

The following are the prescribed procedures regarding the Pay as You Eat (PAYE) system of service in the dining halls: -

- i) The menu for every meal shall be posted at appropriate and strategic notice boards near the dining hall;
- ii) Each student pays for the items he/she has selected and obtains an item pre-coded receipt from the cashier;
- iii) He/she then goes to the server, surrenders the receipt to the catering personnel on duty and waits to be served;
- iv) The student then goes through the last turnstile and proceeds to the dining tables;
- v) Students are required to queue and conduct themselves in an orderly manner for all services in the dining hall at all times; and



- iv) Any student complaints or grievances arising from the administration of the Catering Services have to be addressed to the office of the Dean of Students through the Catering Manager.

9.11 Conduct during HealthCare Situations

TUM has a medical unit that provides health services to all students. All students shall comply with the following requirements when seeking medical services at TUM:

- i) All cases of emergency or serious illness requiring medical attention shall be reported at once to the Nurse on Duty;
- ii) The University Medical Officer shall submit a report to the Dean of students and Chairperson of Department for all cases of absenteeism from class on account of sickness;
- iii) Any student who wishes to seek medical services outside the University shall notify the University Medical Officer. The University does not pay medical bills incurred by a student outside the University.
- iv) Students shall avail themselves for medical examination as and when required by the University Administration;
- v) TUM has a Voluntary Counselling and Testing Unit (VCT) services at the Students Centre for all students who wish to know their HIV/AIDS status.



9.12 Conduct while in Public

In addition to any other liability that may be attached thereto, students remain accountable to the University while interacting with members of public hence, shall be of good conduct and utterance while dealing with members of the public: -

- i. All correspondence to the public, press or other mass media by students or officials of TUMSA that affect the University shall be copied to the Vice-Chancellor;
- ii. Invitation of Government officials, representatives of Foreign Governments or other Public Personalities to the University shall be through the Dean of Students.

9.13 Pregnancy

Female students shall abide by certain rules and regulations specific, concerning students' pregnancy while at the University. The Family Planning section of the University will render advisory and other services related to the matter. The following specific rules apply in all cases of student pregnancy:

9.13.1 Reporting the Pregnancy

Every expectant student shall report to the University Medical Officer before the end of her first three (3) months of pregnancy for the following reasons:-

- i) Information;
- ii) Guidance and Counselling;
- iii) Advice on :
 - a) antenatal care,
 - b) confinement,



- c) her conduct during the period of pregnancy,
- d) special examinations in case of the University examinations are done while the student is on confinement,
- e) the period of absence while the student is on confinement,
- f) postnatal care,
- g) Child welfare and family planning/contraceptives.

9.13.2 Rules for Expectant Students in Hall of Residence

- i) In the event of pregnancy either before or after taking residence in the halls, the student shall vacate of the halls of residence before confinement;
- ii) An expectant student who proceeds on confinement shall resume her studies in the next available class;
- iii) The student may re-apply to the Dean of students for accommodation in the halls of residence.

9.14 Marriage

A student, who intends to get married/marry may notify the Dean of Students for welfare purposes only.

9.15 Counselling Services

- i. The Guidance and Counselling office, under the Dean of Students, provides services to improve the well-being of students. Students with personal problems or concerns may avail themselves for these services;
- ii. All information given to the Guidance and Counselling office shall be treated in strict confidence.



9.16 Sports and Recreation

Students are encouraged to participate in the University sporting and recreational activities. Rules governing Games and Sports Department shall apply.

9.17 Clubs and Societies

- i) All clubs or societies operating in the University must avail their constitution and be registered by the University authorities through the Dean of Students;
- ii) Upon registration, the clubs or societies must operate strictly by the provision of their approved constitutions;
- iii) The University may reject or cancel the registration of a club or society without giving a reason;
- iv) All scheduled club/society activities shall be approved by the Dean of Students.

9.18 Channels of Communication

Students shall use the following channels to address their grievances:

9.18.1 Academic Matters

Class Representatives, Academic Advisors, Chairperson of Departments, Deans/Directors of Schools/Institutes, Registrar (AA), and DVC (ARE) in that order.

9.18.2 Welfare Matters

House-keeper/ Wardens/ Cateresses/ Caterers, Accommodation/ Catering Manager, Dean of Students and DVC (ARE) in that order.



9.18.3 Students and Students' Association

Students shall follow the procedures in (a) and (b) above to ensure proper handling of students' grievances. Failure to adhere to the above procedures shall be deemed a violation of University Regulations.

9.19 Security

- i) All students entering the University are required to identify themselves at the gate using student ID;
- ii) Vandalism is prohibited. A student involved in vandalism or damage to University property shall be liable for disciplinary action as stipulated in Section 12.12.
- iii) Stealing is prohibited. Any student found stealing is liable to disciplinary action as stipulated in Section 12.12;
- iv) Students shall safeguard their property and lock their doors at all times. Any case of theft shall be reported immediately it is discovered, to the Security Office;
- v) Unauthorized entry into restricted areas is prohibited;
- vi) Fighting in the University is prohibited and against the penal code;
- vii) Holding unauthorized parties and gatherings within the University is illegal;
- viii) Lost and found items should be surrendered and claimed from the Security office.

9.20 Visitors

- i) Visitors shall not be allowed in the University between 8.00 pm and 6.00 am.



- ii) All visitors shall sign the visitors' book and identify themselves at the gate on entry and departure;
- iii) Visitors shall wear visitor's identification card at ALL times when on the University premises;
- iv) Any luggage entering and leaving the Technical University of Mombasa compound must be inspected by the security personnel;
- v) Failure to comply may lead to disciplinary action.

9.21 Students with Disability

The university is committed to creating an inclusive and supportive environment where there are equal opportunities that meet the needs of all students, staff and visitors. It is expected that all students with a disability shall:

- i) Access physical, recreational, information facilities while in the university premises;
- ii) Be able to interpret the material provided to them without compromise or modification;
- iii) Students that sustain injuries, that renders them with a disability, should be reported to the Dean of Students.

9.22 Disclaimer

The University shall not take responsibility for loss of or damage to any property belonging to a student(s) or their guests while such property is on the University premises.



10.0 THE UNIVERSITY LIBRARY

Technical University of Mombasa library provides a wide range of services and resources to support teaching, learning and research activities in the University.

Services provided by TUM library include;

- i) Lending services;
- ii) Access to daily newspapers;
- iii) Africana and Special Collection;
- iv) The archival collection of bound newspapers dating back to 1983;
- v) Access to electronic resources and online databases;
- vi) Computer lab with PCs dedicated for accessing e-resources;
- vii) WIFI hot spots within and outside the library building;
- viii) Information Literacy and training;
- ix) Online access to past examination papers;
- x) Online Public Access Catalogue (OPAC) which allows users to access the library catalogue across all libraries;
- xi) Access to TUM Institutional Repository- an online archive which contains research output produced by TUM staff and students; and
- xii) A quiet and conducive space for reading and studying.

The library is fully automated and individual accounts are automatically created for all registered students to facilitate borrowing of books. Once registered, students should present themselves with their student ID to the library to get a user name and a password for their library accounts. The student ID card also serves as your library card and must be presented every time a student access library service. Students are advised to visit the library website <http://library.tum.ac.ke/> to access



services. The “Ask the librarian” feature on our website and the library social media handles may be used to register enquires, feedback, compliments and complaints.

10.1 Rules and Regulations for Accessing and Using Library Services

- i) Only registered students shall be allowed to access the library and use library services;
- ii) Students MUST identify themselves before entering the library;
- iii) Library transactions are strictly done using members’ own student/staff ID card. It is an offence to use another person’s ID card;
- iv) Queuing system during peak hours has to be observed;
- v) Every student coming to the library must observe proper passage IN and OUT of the library;
- vi) Any student leaving the library should declare their possession at the counter or the security desk for inspection;
- vii) Bags, handbags, parcels, overcoats, umbrellas, files, folders, envelopes etc. must be left in the baggage area;
- viii) All cell phones (mobiles) have to be switched off or put on silent mode before entering the library;
- ix) All personal textbooks and those on loan to a user are not to be brought into the library;
- x) Library seats should not be reserved by users for their personal use or friends;
- xi) Silence has to be observed within the library premises;
- xii) While in the Library, students are not allowed to: -
 - a) Mutilate, steal, or tear library books or any other library materials.
 - b) Smoke, chew gum, eat or drink.



- c) Sleep in the reading halls or stacks.
 - d) Take books from one hall and hide them in the other.
- xiii) Any breach of the above will lead to disciplinary action.

10.2 Rules for Borrowing Library Materials

- i) Registered students may borrow materials from the library upon presenting a valid students ID card. Kindly note that students ID cards are not transferable;
- ii) No book shall be taken out of the library until it has been officially issued.
- iii) The user in whose name a book is issued shall be solely responsible for returning it;
- iv) The Library shall determine the standard loan period for circulating library materials from time to time.
- v) Postgraduate students may borrow up to 5 books for 21 days, Undergraduates students may borrow up to 4 books for 14 days while Diploma and Certificate students may borrow up to 3 books for 14 days;
- vi) Items on high demand shall be issued on a short loan basis i.e. 2 days.
- vii) Any borrower who fails to return or renew a book on the date due shall be charged a fine which will be determined from time to time;
- viii) The charges for overdue items are KShs. 10 per book per day excluding Sundays and Public Holidays and may be reviewed from time to time;
- ix) Borrowing privileges shall be suspended if borrowed books have not been returned or fines paid;



- x) Students with unpaid fines may not register for classes or examinations until books are returned and fines paid. Transcripts and certificates may also be withheld;
- xi) Find details of these and other rules and regulation in the library policy and the library guidelines, rules and regulations.



11.0 STUDENTS' SCHOLARSHIPS/ FINANCIAL SUPPORT

11.1 The Students' Work Programme

The mission of the programme is to promote the dignity and respect for work among the students' body by creating opportunities for students to undertake any work available within the University. This programme guided by the following principles:

- i) The programme is not meant for students with no prior plans on how to pay their fees. It is a complementary intervention to assist those who fall, victims of circumstances beyond control while studying at the University. This is, therefore, a programme to help students to "finish the race not to begin;"
- ii) The programme shall provide opportunities for needy students to raise funds to pay part of their fees by doing meaningful work for the University;
- iii) Students who identify technical areas which may enhance their skills and work experience, through the recommendation of the industrial liaison's office and Academic Advisors, may be accorded opportunities to work in such areas purely on experiential knowledge and may not qualify for monetary compensation
- iv) The office of the Dean of Students vets and offers the Work-study Programme;
- v) The Vice-Chancellor may consider students working for experiential purposes or on vocational work experience for token payment; provided such payment is not agitated for;
- vi) Students' academic performance and general discipline are considered in the recruitment process;



- vii) Except under very exceptional circumstances, for one to qualify for this programme one should have completed one year of their study at the University.

11.2 Other Financial Support

The office of the Dean of Students facilitates access to financial support through linkages to among others;

- i) **HELB Loans** - New and subsequent applicants are Guided and assisted to gain access to the Higher Education Loan Board Loans;
- ii) **HELB TVET Loans** - New and subsequent applicants are Guided and assisted to gain access to the TVET Higher Education Loan Board Loans;
- iii) **Rattansi Bursaries** - The Office vets and allocates Rattansi Bursary Funds to needy students in the University;
- iv) **Constituency Development/Education bursary Funds (CDF)** - The Office supports students who have applied for the funds by approving their status as bonafide students for consideration for the funds' allocation;
- v) County Government Scholarships;
- vi) Educational Trusts/ Charitable institutions
- vii) The University Staff Research Project Funding.



12.0 STUDENT MANAGEMENT INFORMATION SYSTEM (E-REGISTRAR)

12.1 Guidelines

The online Student Management Information System (E-registrar) provides students access to **admission records, fees statement, Exam results, provisional transcripts and hostel reservation** among other services. All applicants wishing to apply for a course in TUM shall be required to create a new account. All registered students **NEED NOT** create an account since they already have an account.

12.2 Logging into the system

- i) Open your Browser i.e. Mozilla Firefox, Google Chrome, Opera etc.;
- ii) Type <https://www.tum.ac.ke> and press enter;
- iii) Select E-Register option then Public Access;
- iv) From the displayed screen below, enter your username (your student registration number) and your password (initial password is the student number);
- v) Select your campus and click on the Sign In button;
- vi) Once logged in, the Student Dash Board screen with six modules will be displayed as shown below:

12.2.1 Change your password

- i) Once logged in move the mouse over your username at the top of the screen. A small screen with showing My Profile, Notice Board and Help will be displayed. Click on My Profile;
- ii) From the displayed screen, click on "Change Password";
- iii) Enter your current password;



- iv) Type the new pass and confirm it;
- v) Click on **save** button to effect the changes.

12.2.2 Forgot user password or user ID

- i) From the Sign In screen, click I can't access my account?
- ii) This will open a Sign-in Helper screen;
- iii) Check the Password and/or User ID boxes (whichever you have forgotten);
- iv) Select **Current Student** from My/Our Account is of Type: *;
- v) Select your campus from Registered at option;
- vi) Enter email you provided on registration at My/Our Registered Email Address is: *;
- vii) Click Email Me button for the system to send you a new password to your email;
- viii) Get the new password from your email account and proceed to login.

12.2.3 My Admissions Module

In this module, you get your details, your programs and any awards that you earned while at the University. Details of this module are described below:

- i) My details allow you to view your demographic information (includes name, id, residence, disability, email etc.) and academic qualifications attained by the time of registering to a programme;
- ii) My Programmes shows all the programmes that you have studied at Technical University of Mombasa. Also, you can view any programme transfers that you undertook plus academic leave taken;



- iii) All awards and achievements earned come under the **Awards** sub-module.

12.2.4 My Finance Account

This module contains **payments** (statement) and any **financial aid** awarded to you while at the University.

12.2.5 My fees Payments (Statement)

To check your fee statement:

- i) Click on my payments;
- ii) Choose your programme in case you have more than one programme;
- iii) Click the “Get” button to view your comprehensive statement.

12.2.6 Financial Aid

Follow the same steps used in accessing statement after clicking on Financial Aid to view all financial aids captured by the University from various sponsors.

12.3 My Academics

This module has four submenus; units loading, performance watch, exam results and time table as shown below.

- i) Under **units loading**, you have the following information;
- ii) My Course Unit Loading - Gives you a detailed view of the units you are registered for within a given semester;
- iii) My Course Unit Exemption - This gives you a view of the exempted units in your course work.

12.3.1 Semester Unit Registration

- i) Click on **Register** button in the unit loading sub-module;
- ii) Select the **programme** you are to register in;
- iii) Choose the **academic year** and the **semester** then click on **add units** button;
- iv) Select the units you are taking for the semester in the displayed screen and click **Use button**;
- v) On the Unit Registration screen, click on **amend registration** to complete the registration process.

12.3.2 Performance watch

As the name suggests “Performance Watch” helps you to monitor your performance by checking through a list of requisite units one must take to graduate from TUM. It integrates other rules such as the required pass marks which are checked by the system inform you if you are meeting the requirements on time.

12.3.3 Exam results

Under Exam Results, you view and print your **Provisional Results and Transcript** for the semester. To view your results/transcripts:

- i) Choose the programme to view its results/transcript;
- ii) Click on get to view the content of your results/transcript.

12.3.4 Timetable

The Timetable Module will give you various options including:

- i) Class Timetable,



- ii) Personal timetable, and
- iii) Exam timetable.

Each of the above will be attached to its respective lecturer, Lecture Hall/Venue and the time of your lecture.

12.3.5 Hostel Services

You can use this module to make an online on-campus room reservation. After reservation, the room will be allocated to the applicant during registration.

12.3.6 Reservations

This is where you reserve room and bed and check the status of your reservations.

- i) Click on “Reservations” followed by “Reserve” buttons;
- ii) From the small screen that loads, choose the hostel you want to stay in;
- iii) Move to “room” and choose the rooms loaded under the hostel you have chosen;
- iv) Move to beds and choose the bed in the room that you choose; and
- v) Click on save button to book for your room.

Note

- The system will only load respective hostels and rooms based on your gender.
- The system will check for basic rules such as applicant having met 50% tuition fees payment before they can be allowed to book a room.

12.3.7 Utilities

Utility module offers you extra features such as fellow student’s contacts “directory” among others.



13.0 GENERAL RULES AND REGULATIONS GOVERNING STUDENTS' CODE OF CONDUCT AND DISCIPLINE

13.1 Students' Disciplinary Committee

There shall be a Students' Disciplinary Committee of the Senate established under the Statutes of Technical University of Mombasa. The Committee shall be constituted as follows:

13.1.1 Membership

i)	Deputy Vice-Chancellor (ARE)	Chairperson
ii)	Deputy Dean of Students	Member
iii)	COD of the affected student is registered	Member
iv)	Two TUMSA representatives	Members
v)	Registrar (Academic Affairs)	Secretariat
vi)	Corporation Secretary	In attendance
vii)	Officer responsible for counselling	In attendance
viii)	Any other person co-opted by the committee	In attendance

13.1.2 Terms of Reference

Subject to approval by the Senate, the Committee shall:

- i) Receive and consider matters of disciplinary nature affecting students on behalf of the Senate;
- ii) Investigate issues surrounding misconduct by students that may harm other students or the suspects themselves and recommend appropriate action;



- iii) Recommend disciplinary cases that may require suspension or expulsion from the university;
- iv) Formulate and review from time to time the code of conduct for University students and in particular, recommend amendments to the Rules and Regulations Governing the Conduct and Discipline of Students.

13.1.3 Serious Offenses

There are certain instances where the violation or contravention of the University Code of Conduct constitute a serious offence and as, such, attract disciplinary action against the student(s) concerned. In this case, the Vice-Chancellor, on his/her initiative or the recommendation of the Students' Disciplinary Committee, shall give immediate suspension or dismissal to the student(s) concerned particularly if it is in the interest of the security and maintenance of order and discipline in the University. Such action shall be taken against a student who is under investigation pending completion of the investigation and appearance before the Student Disciplinary Committee.

13.2 Notification of Misconduct

- i) Complaints of misconduct by or in respect to students should be forwarded in writing to the Registrar Academic Affairs at the earliest time possible, enclosing any information that would facilitate speedy investigation;
- ii) A student shall not be charged with misconduct until a written and a signed statement containing the charge(s) has been submitted to the Registrar Academic Affairs or any other person authorized by University.

13.3 Preliminary Investigation

The Registrar (AA) and/or any other person(s) authorized by the University shall conduct a preliminary investigation to establish the basis of the complaint, accusation, or allegation. The procedure for conducting preliminary investigations shall be as follows:

- i). The Registrar (AA) or any person(s) conducting the preliminary investigation may obtain information from any person(s) including the student against whom the complaint, accusation, or allegation has been made;
- ii). The person(s) conducting the investigation shall abide by the Terms of Reference provided by the University authority;
- iii). If any student(s) is required to assist the Security Officers in the investigation, the Registrar (AA) shall refer him/her to the security or the relevant office in writing, stating the nature of the problem;
- iv). The student is bound to obey all summons from the Security Officer or any other authorized person(s) without fail. Failure to do so shall constitute further disciplinary action;
- v). The Security Officer or any other authorized officer will compile a comprehensive report which s/he will submit to the Registrar (AA) for action;
- vi). If the Registrar (AA) believes that there are reasonable grounds for a charge of misconduct based on the results of the preliminary investigations, s/he will prepare a charge sheet to be presented before the Student Disciplinary Committee for determination;
- vii). The Chairperson of the Students' Disciplinary Committee shall convene a meeting of the committee within 14 working days.



13.4 Guiding Principles

- i) The Security Officer shall not harass or use physical force on a student in the course of an investigation;
- ii) In the event a student is caught in the act of committing a crime, evidence should be collected and statements recorded immediately by the Security Officer or any other authorized person(s) to avoid alteration and interference;
- iii) The Security Officer has the right to pursue any student found or suspected to be in the process of committing a crime without prior consultation with the Dean of Students. However, the Dean of Students shall be informed of the investigation;
- iv) If a search is required, a warrant to do so must be obtained from the Dean of Students after consultation with the Security Officer;
- v) Depending on the nature of the offence, the Dean of Students in consultation with the Security Officer may through the office of the Vice-Chancellor, refer the complaint to the police for further investigation and action;
- vi) Any student who breaks the Law of Kenya while at the university premises shall be handed over to the police for investigation and legal action.

13.5 General Guidelines for Hearing a Disciplinary Case

- i) The quorum of the Students' Disciplinary Committee(s) shall be 2/3 of the membership;
- ii) The Chairperson of a Students' Disciplinary Committee may refer the hearing to another body of the University if he/she believes that the charge concerned is to be heard by another body;



- iii) The Chairperson of the Students' Disciplinary Committee may stop the hearing at any point before the case is determined if he/she believes that the proceedings fall short of the stipulated conditions, or they are not in the best interest of all the parties involved;
- iv) The proceedings of the Students' Disciplinary Committee must be recorded and kept confidential;
- v) In the absence of the Secretary to the committee, the Chairperson shall appoint another person from the members to be the Secretary;
- vi) The Secretary shall keep all the documents and minutes in safe custody;
- vii) Where the Committee requires special expertise, the Chairperson shall co-opt such an expert, but, in an advisory capacity only;
- viii) If at any stage during the hearing of a disciplinary case, one or more members of the Committee are no longer able to attend/participate in the proceedings, the hearing shall continue provided the remaining members meet the quorum requirement;
- ix) If a member of the Committee is the complainant in the case before it, such a member shall disqualify herself/himself from the proceedings. Also, where there is a possibility of other forms of conflict of interest, a member shall disqualify him/herself from the committee proceedings;
- x) All incidences of conflict of interest must be recorded in the conflict of interest register available at the meeting;
- i) If a student charged with misconduct fails to attend his/her hearing, the student is suspended until s/he appears before the Committee. Should the student fail to appear for three consecutive Committee hearings, the verdict of **EXPULSION** shall be entered against the student;



- j) Students shall be informed in writing as well as through SMS messages whenever Students' Disciplinary Committee hearings are scheduled;
- k) Students who are faced with charges shall not interfere or obstructs the proceedings against them or refuse to obey instructions as directed by the Chairperson, should such behaviour occur, the student shall be suspended from the proceedings and the proceedings will continue in his/her absence;
- l) If a student charged with misconduct pleads guilty to the charge, the Students' Disciplinary Committee shall give the appropriate penalty commensurate to the offence in consideration of the mitigation offered by the student;
- m) In the absence of the Chairperson, the person appointed to perform the duties of the Chairperson shall Chair the meetings.

13.6 Notice of Meetings

- i) The Secretary shall notify the affected students and the complainant of the date and time of the meeting. They shall be made aware of their right to be present and to call a witness or witnesses;
- ii) At all proceedings of the Committee, before which a student is summoned, the student shall be present in person and may not have legal representation;
- iii) The Committee shall hold an inquiry, however, such enquiry shall not be governed by rules of evidence or procedure as applied in a Court of Law. However, the Committee shall ensure that both sides are heard and that persons required to be witnesses do not sit as members of the Committee; and

- iv) The Committee's decision shall be arrived at either by a simple majority of votes or through a secret ballot. Where a tie arises, the Chairperson shall vote to break the tie.

13.7 Implementation of Disciplinary Measures

- i) The Students' Disciplinary Committee shall ensure that disciplinary measures are appropriate and commensurate to the nature and gravity of the misconduct the student has been found guilty;
- ii) If the Committee finds a student guilty or not guilty, the committee shall write to the student to communicate the verdict;
- iii) The Students' Disciplinary Committee or the University is not held liable for any inconvenience, embarrassment, compensation or any other claim that may arise should the student(s) is found GUILTY OR INNOCENT;
- iv) When an appeal is lodged against a decision of the Students' Disciplinary Committee, the earlier decision shall remain in force pending the outcome of the appeal;
- v) If a student is temporarily or permanently deprived of his/her rights or privileges, enjoyed as a student, or is temporarily or permanently denied admission to the University owing to this Code, such a student shall not qualify for any claim for repayment, refund, or reduction of monies paid or payable to the University.

13.8 Students' Disciplinary Appeals Committee

There shall be a Students' Disciplinary Appeals Committee of the Senate established under the Statutes of Technical University of Mombasa. The Committee shall be constituted as follows:



i)	Vice-Chancellor	Chairperson
ii)	Dean of Students	Member
iii)	Dean of the School of the Appellant	Member
iv)	President of TUMSA	Member
v)	One Student Representative	Members
vi)	Registrar (Academic Affairs)	Secretariat
vii)	Corporation Secretary	In attendance
viii)	Officer responsible for Counselling	In attendance
ix)	Any other person co-opted by the Committee	In attendance

13.8.1 Terms of Reference

- i) Receive and consider matters of Appeal of the decisions of the Student Disciplinary Committee;
- ii) Uphold or overturn decisions of the Student Disciplinary Committee upon hearing of the Appeal; and
- iii) The Appeals Committee shall be the final Appeal a student can make concerning the decision of the Student Disciplinary Committee.

13.9 Disciplinary Appeals Procedures

- i) A student who has been found guilty of misconduct after having pleaded/found guilty to the charge against him/her has no right of appeal against such finding BUT can only appeal on the sentence given by the student disciplinary committee;
- ii) The appeal is heard solely on the grounds of the record of the first hearing together with any documents, evidence, and exhibits earlier placed;

- iii) The appellant must file a written appeal to the Chairperson of the Students' Disciplinary Appeals Committee within 14 working days from the date of receipt of the verdict of the Student Disciplinary Committee;
- iv) The Students' Disciplinary Appeals Committee upon consideration and determination of an appeal, may:
 - a) Uphold the decision of the Student Disciplinary Committee wholly or in part and set aside or amend the decision,
 - b) Pardon the accused student or make any other decision that it may deem necessary in the prevailing circumstances,
 - c) Refer any question about the hearing back to the Disciplinary Committee concerned and order that a report be submitted;
- vi) The decision of the Students' Disciplinary Appeals Committee is final,
- vii) After disposing of an appeal, the Students' Disciplinary Appeals Committee, should communicate the verdict to the student within 5 working days.

13.10 Enforcement of rules and regulations

- i). The responsibility of maintaining discipline at the university is vested in the Vice-Chancellor who may from time to time delegate such authority and powers to other officers of the University;
- ii). The administrative and academic staff of the University shall exercise authority in areas of their jurisdiction to enforce rules and regulations;
- iii). Students on Field Attachment are subject to the supervision and disciplinary authority of the University staff and officers of the host organization;

- iv). Any breach of these rules and regulations while on Field Attachment; depending on the nature of severity of the offence, the staff and officers responsible shall take the following action:
- a) Warn or caution the student in writing,
 - b) Report the student in writing to the Dean of School/ Institute /Dean of Students with evidence attached,
 - c) Take any other actions that may deem appropriate.

13.11 Saving Clause

The provision of these rules and regulations and any decisions made by the Students' Disciplinary Committee thereof do not derogate from, or prejudice the right of the police or any member of the public so entitled to bring any action or institute legal proceedings in respect of the same state of facts against any student in a Court of Law, nor does anything herein preclude the state from taking any action which it may deem necessary against any student.

13.12 Offences and Penalties

The following are some of the offences and their penalties which when committed can lead to disciplinary action being taken against a student.

Table 3: Categories of Criminal Offences and Penalties

S/N	OFFENCES	PENALTY
CATEGORY A- MINOR OFFENCES		
1.	Drunkenness	A written warning to offender copied to the guardian; and Counselling of the Student
2.	Drug abuse	
3.	Interfering with the rights and freedom of others	
4.	Procuring an abortion	
5.	Fighting	
CATEGORY B- SERIOUS OFFENCES		
1.	Possession of illicit intoxicants	<p>That the student be served with written warning, Counselling &</p> <ol style="list-style-type: none"> 1. That the student be compelled to fully recompense for any loss or damage as shall be commensurate with the nature or gravity of the offence committed or 2. Suspension for a period of up to 2 years. 3. Forwarding the Matter to the police.
2.	Illegal/ unlicensed trade or hawking	
3.	Physically assaulting, molesting, bullying or abusing another person, using profane or abusive language	
4.	Theft, Stealing or attempting to steal library book(s), Mutilating library book(s)	
5.	Abetting crime or failure to report criminal activity to the University	
6.	Inciting fellow students, staff or other members of the University community	
7.	Boycott of scheduled lectures, practicals, other courses of instruction or examinations	
8.	Intimidation of or issuance of threats, written or verbal, to students with an intent to disrupt academic activities or other processes	
9.	Malicious or wilful damage to University property, that of other students or members of the public	
10.	Authorship, publication and/ distribution of anonymous letters or any other literature of a malicious or libellous nature including placards	
11.	Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the	



	University.	
12.	Gambling, any other activity leading to gambling or addiction, bribery, cultic practices, use of pornographic materials, dishonesty.	
13.	Un-natural acts or indecent assault (e.g. homosexuality, lesbianism)	
CATEGORY C- VERY SERIOUS OFFENCES		
1.	Drug trafficking	Expulsion from the University and where applicable forwarding the matter to the police.
2.	Arson	
3.	Impersonation	
4.	Forgery	
5.	Fraud, money laundering	
6.	Possession of firearms or any other offensive weapon	
7.	Rape or attempted rape	
8.	Sexual harassment	
CATEGORY D- OTHER CRIMINAL OFFENCES		
Committing any other criminal offence not listed above.		As decided by the Students Disciplinary Committee with the reference to the above-mentioned penalties.



Table 4: Categories of Examination Offences and Penalties

S/N	OFFENCES	PENALTY
CATEGORY A- MINOR OFFENCES		
1.	Disobeying instructions of invigilators.	A written warning to offender copied to the guardian.
2.	Disrupting an examination by making noise or being a nuisance.	
CATEGORY B- MODERATE OFFENCES		
1.	Attending, or attempting to attend classes or other academic activity whilst not duly registered after expiry of the registration period.	Nullification of Results and /or suspension up to 2 Years.
2.	Attending, or attempting to attend classes or other academic activity without paying the requisite school fees.	
3.	Attempting to use fraudulent means to graduate from university without settling fee balances.	
CATEGORY C- SERIOUS OFFENCES		
1.	Discussing with each other during the examination.	Nullification of Results and Suspension of not less than 2 years and not more than 4 years.
2.	Abetting, aiding or covering up examination malpractice.	
3.	Presenting, or attempting to present oneself for an examination without a valid Student's Identity Card, or any other required and/or acceptable form of identification.	
4.	Being a nuisance by disturbing others in the class, library, examination room or anywhere else, using loud music, howling, screaming, shouting or other forms of unpleasant vocalization.	
CATEGORY D- VERY SERIOUS OFFENCES		
1.	Offering or attempting to offer gifts, bribes presents to an instructor or any other officer to gain an undue advantage in academic work or examination and/or changes in grades.	Suspension from university for some time equivalent to the period of the



2.	Destroying or attempting to destroy evidence including swallowing of unauthorized material during an exam.	registered course.
3.	Attending or attempting to attend classes, Lectures or any other University activity after being barred, suspended, dismissed, discontinued from the University for any reason whatsoever.	
4.	Impersonating or attempting to impersonate in an examination of any University activity (for both offenders)	
5.	Threatening or attempting to threaten an instructor or any other officer of the University.	
6.	Plagiarism, i.e. using the words or ideas of another person as if they were one's own without acknowledgement of the same.	
7.	Copying or reading from other candidates or some other unauthorized source.	
8.	Exerting or attempting to exert an undue influence of any kind whatsoever, on any officer or servant of the University, for purposes of obtaining undue academic advantage.	
9.	Possession of a phone during an exam.	
10.	Possession of any unauthorized material during an exam such as books, notes, papers, electronic devices or formulation, pre-written answers, smartwatches and phones.	
CATEGORY E- MISCELLANEOUS OFFENCES		
Committing or being involved in any activity or act which is deemed by the Students' Disciplinary Committee to be an academic offence.		As decided by the Students' Disciplinary Committee using the above penalties.



14.0 TECHNICAL UNIVERSITY OF MOMBASA ALUMNI ASSOCIATION

14.1 Preamble

The Alumni Association is established under Section 23 of Technical University of Mombasa Charter (2013). The Alumni Association shall act as an interactive forum for members to foster intellectual and social interaction of the Technical University of Mombasa graduates, employees, academic partners, the industry, and the society at large. The membership shall be to all holders of certificates, diplomas and degrees of Technical University of Mombasa, including honorary graduates and as described in TUM statutes of 2019.

14.1.1 Objectives

The following shall be the objectives of the Technical University of Mombasa Alumni Association:

- i) To promote social and intellectual interaction between the University and the Alumni;
- ii) To contribute to the growth of the University by participating in development projects nationally and internationally;
- iii) To, promote cohesion and core values of local and international chapters;
- iv) To promote, improve, and protect the interests of the members and Alumni's Welfare;
- v) To support and recognize scholarship and academic excellence of the University and Alumni members;



- vi) To establish collaborative links with other Alumni bodies and organizations in Kenya and Internationally.
- vii) To initiate, organize and coordinate fundraising activities for the university and alumni.

14.2 Location

The registered office of the Association shall be on the ground floor of the office of the Registrar (Academic Affairs), adjacent to liaisons office, its postal address shall be **Technical University Mombasa P.O. Box 90420 - 80100, Mombasa, Kenya.**

14.3 Handbook Review

This handbook shall be reviewed after every five years and/or when circumstances demand.

**THIS STUDENT HANDBOOK IS EFFECTIVE FROM THIS 12TH DAY OF
SEPTEMBER 2019.**





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A Centre of Excellence