



TECHNICAL UNIVERSITY OF MOMBASA

Office of the Registrar Academic Affairs

INTERNAL MEMO

REF : TUM/RAA/ADM/04Vol 7 (001)
From : Registrar Academic Affairs
To : ALL NEW STUDENTS (MAIN. KWALE AND LAMU) CAMPUSES
Date : 3rd September, 2020
SUBJECT : NOTICE ON REGISTRATION, VIRTUAL BLENDED ONLINE
LEARNING AND ADHERENCE TO CALENDAR DATES 1ST
SEMESTER 2020/2021 ACADEMIC YEAR

Reference is made to the 2020/2021 Senate approved academic calendar dates, the TUM Academic policy of 2019, and Financial management policy of 2019. Kindly you are reminded of the following calendar dates to enable you to have a smooth and cohesive 1st Semester of the 2020/2021 academic year which will be conducted on virtual blended learning in line with the MOH, GOK guidelines with reference to COVID 19 pandemic.

| S/N | Activity | Timeline | Access point | Reference |
|-----|-----------------|--|--|--|
| 1. | Registration | <u>14th August 2020</u> <u>to 4th September</u> <u>2020</u> Not later than <u>15th September</u> <u>2020</u> | Send documents to admissions2020@tum.ac.ke | -(TUM academic policy of 2019 Section 5.4) https://repo.tum.ac.ke/urgent/kuccps-memo.pdf |
| 2. | Fees payment | <i>100% Fees During registration new students Fee policy applies</i> | Send documents to admissions2020@tum.ac.ke | Finance management policy 2019 Section 6.2 b& c |
| 3. | Orientation | Wednesday 9 th September 2020 2:00PM | Live on: Twitter: @Tum001Ke YouTube: TUMTVke Facebook: Technical University of Mombasa TUMO radio | Programme on the University website. |





TECHNICAL UNIVERSITY OF MOMBASA

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|----|------------------------------|---|---|---|
| 4. | Virtual Blended learning | Virtual Classes begins on the <u>7th September 2020.</u> | Student Management system https://eregistrar.tum.ac.ke E- learning portal https://elearning.tum.ac.ke | Reviewed Student Handbook 2019 Section 4.3 |
| 5. | Inter faculty transfer | Submission of forms starts after orientation from the deans and not later than the Friday <u>18th September 2020</u> | Send forms to (School deans emails below) Forms available https://www.tum.ac.ke/cdn/downloads/documents/Inter%20Intra%20Faculty%20Transfer%20Form.pdf | TUM academic policy of 2019 Section 5.13 |
| 6. | Units registration | For all students Closes on the <u>Friday 22nd September 2020</u> | E-registrar individual portal | Reviewed Student Handbook of 2019 Section 12.3 |
| 7. | E-learning Platform training | <u>7th to 22nd September 2020</u> | Faculty web pages and orientation video clips | Revised Student Handbook 2019 and Tum academic policy 2019 |
| 8. | End of Semester examinations | <u>7th to 18th December 2020</u> | University Master Examination timetable | -(TUM academic policy of 2019 Section 6.2 & 6.3) Academic Calendar 2020/2021 |

Additionally, queries on academic matters will be addressed via the email address registrar.aa@tum.ac.ke for forwarding to specific schools and directorates for comprehensive reply and appropriate guidance to enable you settle down with ease.

Thank you

Dr. Gichuhi Paul Njihia

Registrar Academic Affairs and Secretary to the University Senate Board

Cc: VC, DVC ARE, DVC AFP, RAP, FO, Dean (SoAHS, SoET, SoB, and SoHSS), Dean of Students, Director (ICI, SGS, Kwale and Lamu), Manager ICTS, All COD's, Assistant Registrar (Admissions), and TUMSA Chairperson





1. **REGISTRATION OF NEW STUDENTS: TUM ACADEMIC POLICY 2019 (Excerpts)**

5.4 Registration Requirements for New Students

All new students registering for the first time at TUM must provide the originals and photo-copies of the following documents:

- i. Admission Letter.
- ii. Original Certificates, Testimonials and/or Transcripts of previous programmes attended.
- iii. Four (4) colored passport-sized photographs.
- iv. A copy of the Pay-in/Deposit Slip acknowledging payment of all the University fees.
- v. **Notwithstanding the above, students must also comply with any other conditions as may be set by the University.**
- vi. Students are required to use Names which appear on the National Identification Card or a sworn affidavit/ admission letter/ certificate/ birth certificate/ passport.
- Vii New students who will not have registered within the first three (3) weeks of 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.
- viii. New students who for some reason are unable to register by the end of 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.
- ix. Special registration shall be given to students on exchange programmes whose requirements shall be as defined by the University.

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a horizontal line.





2. FEES PAYMENT

The fee payment is guided by the TUM Financial management policy 2019 Section 6.0 as excerpted below

6.0 Students Finance Policy

6.1 Introduction

All students admitted to TUM for any Degree, Diploma, Certificate or other award of the University shall pay the University such registration fees, tuition fees, other fees and charges as determined by Senate and approved by Council from time to time.

6.2 Fee Payment Policy

b) Fees is payable either per semester, trimester or academic year. All students shall pay 100% fees per semester within the first three weeks.

3. VIRTUAL BLENDED ONLINE LEARNING

a) Upon registration the registered student can access our student management system <https://eregistrar.tum.ac.ke> by logging in with your admission number as the User ID and password and log in to main campus. For examples: for admission number [BARC/0001J/2020](#) is what you use to login and in letter have to be in upper case. When logged in please navigate under "my academics folder" for units on offer.

b) For e learning platform for online learning <https://elearning.tum.ac.ke> once registration is effected registration a default email is created for example: barc.001j.2020@students.tum.ac.ke

The email will be the login user name and the pass word will be the student number in upper case [BARC/0001J/2020](#)





4. **INTRA AND INTER FACULTY TRANSFER**

The transfer of courses is guided by TUM academic policy 2019 Section 5.14 and the vacancy availability with reference to the Commission of University Education (CUE) guidelines on the approved programmes capacity per course.

In 2020/2021 academic year the following courses listed below have readily available vacancies while all other courses not listed below are subject to the deliberation of the University Senate Board.

Available Vacancies for change of course 2020/2021 Academic year

- a) All diploma courses.
- b) Bachelor of Science in Fisheries and Oceanography
- c) Bachelor of Science Marine resource Management
- d) Bachelor of Science in Molecular Biology and Forensic technology
- e) Bachelor of Science in Food Technology and Quality Assurance

The forms and transfer fees bank slip should be sent to the school or directorate email where you are seeking transfer to the courses in the school namely:

- a) School of Engineering and Technology (SoET)
dean.engineering@tum.ac.ke
- b) School of Applied and Health Sciences (SoAHS)
dean.applied-health@tum.ac.ke
- c) School of Humanities and social Sciences (SoHSS):
shss@tum.ac.ke
- d) School of Business (SoB)
sbs@tum.ac.ke
- e) Directorate of Informatics and Computing (ICI)
directorici@tum.ac.ke





5.14 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 vacancy and if the student meets the requisite admission criteria for the particular Programme.
- ii. All students applying for transfer 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.
- iv. The transfer form must be completed and returned within the stipulated time.
- v. Such applications shall be tabled before the Deans Committee for deliberation and approval on behalf of the Senate. Students whose applications are approved shall meet all academic and financial requirements of their new programmes afresh.
- vi. **Successful applicants for transfer will receive an official letter of transfer from the Registrar Academic Affairs and will be expected to report and register in their new Programmes by the fourth week of the semester at the latest.**

5. UNIT REGISTRATION FOR THE SEMESTER (1ST SEMESTER 2020/2021)

This is guided by the revised student hand book 2019 Section 12.3 on the process of unit registration as excerpted below:

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 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.

6. ORIENTATION AND VICE CHANCELLOR ADDRESS

The virtual orientation and the Vice Chancellor's address will be held on the Wednesday 9th September 2020 via the platforms provided. Please join and be welcomed to be part of the TUM fraternity, Welcome to TUM.





TECHNICAL UNIVERSITY OF MOMBASA

OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS

ACADEMIC CALENDAR FOR 2020/2021 ACADEMIC YEAR ALL CAMPUSES (MAIN/KWALE/LAMU)

SEMESTER I (AUGUST-DECEMBER)

| MONTH | WEEK | DATES | ACTIVITIES |
|-----------------------|------|-------------------------------------|--|
| AUGUST/ SEPTEMBER | 1 | 31 ST - 4 TH | OPENING, REGISTRATION, SIGNING OF NOMINAL ROLL, PAYMENT OF FEES |
| | 2 | 7 TH - 11 TH | LECTURES BEGIN |
| | 3 | 14 TH - 18 TH | ASSIGNMENT I |
| | 4 | 21 ST - 25 TH | CONTINUOUS ASSESSMENT TESTS I |
| SEPTEMBER /OCTOBER | 5 | 28 TH - 2 ND | LECTURES |
| | 6 | 5 TH - 9 TH | ASSIGNMENT II |
| | 7 | 12 TH - 16 TH | DEADLINE FOR SUBMISSION OF ALL EXAMINATION PAPERS TO THE COD(S) |
| | 8 | 19 TH - 23 RD | CONTINUOUS ASSESSMENT TESTS II |
| | 9 | 26 TH - 30 TH | SUBMISSION OF ALL MODERATED AND PROOF READ DIPLOMA AND CERTIFICATE EXAMINATION PAPERS TO THE REGISTRAR AA EXAMINATION CENTRE |
| NOVEMBER | 10 | 2 ND - 6 TH | LECTURES |
| | 11 | 9 TH - 13 TH | SUBMISSION OF ALL MODERATED AND PROOF READ BACHELORS, MASTERS, AND DOCTORATE DEGREES EXAMINATION PAPERS TO THE REGISTRAR AA EXAMINATION CENTER |
| | 12 | 16 TH - 20 TH | CONTINUOUS ASSESSMENT TESTS III DEADLINE FOR PAYMENT OF FEES FOR END OF SEMESTER EXAMINATIONS |
| NOVEMBER/DE CEMBER | 13 | 23 RD - 27 TH | LECTURES |
| | 14 | 30 TH - 4 TH | PROPOSALS, AND PROJECT PRESENTATIONS |
| | 15 | 7 TH - 11 TH | END OF SEMESTER EXAMINATIONS |
| | 16 | 14 TH - 18 TH | END OF SEMESTER EXAMINATIONS 2 WEEKS CHRISTMAS AND NEW YEAR'S BREAK |



SEMESTER II (JANUARY-APRIL)


| MONTH | WEEK | DATES | ITEM |
|-----------------|------|-------------------------------------|--|
| JANUARY | 1 | 4 TH - 8 TH | OPENING, REGISTRATION, SIGNING OF NOMINAL ROLL, PAYMENT OF FEES |
| | 2 | 11 TH - 15 TH | LECTURES BEGIN |
| | 3 | 18 TH - 22 ND | ASSIGNMENT 1 |
| | 4 | 25 TH - 29 TH | CONTINUOUS ASSESSMENT TESTS I |
| FEBRUARY | 5 | 1 ST - 5 TH | LECTURES |
| | 6 | 8 TH - 12 TH | ASSIGNMENT II |
| MARCH | 7 | 15 TH - 19 TH | DEADLINE FOR SUBMISSION OF ALL EXAMS PAPERS TO THE COD(S) |
| | 8 | 22 ND - 26 TH | CONTINUOUS ASSESSMENT TESTS II |
| | 9 | 1 ST - 5 TH | SUBMISSION OF ALL MODERATED AND PROOF READ DIPLOMA AND CERTIFICATE EXAMINATION PAPERS TO THE REGISTRAR AA EXAMINATION CENTER |
| | 10 | 8 TH - 12 TH | LECTURES |
| MARCH/ APRIL | 11 | 15 TH - 19 TH | SUBMISSION OF ALL MODERATED AND PROOF READ BACHELORS, MASTERS, AND DOCTORATE DEGREES EXAMINATION PAPERS TO THE REGISTRAR AA EXAMINATION CENTER |
| | 12 | 22 ND - 26 TH | CONTINUOUS ASSESSMENT TESTS III DEADLINE FOR PAYMENT OF FEES FOR END OF SEMESTER EXAMINATIONS |
| | 13 | 29 TH - 2 ND | LECTURES |
| | 14 | 5 TH - 9 TH | REVISION, PROPOSALS, AND PROJECT PRESENTATIONS |
| | 15 | 12 TH - 16 TH | END OF SEMESTER EXAMINATIONS |
| | 16 | 19 TH - 23 RD | END OF SEMESTER EXAMINATIONS |
| | | | ALL KUCCPS PLACED STUDENTS PROCEED FOR A MANDATORY 8 WEEKS INDUSTRIAL ATTACHMENT AND LONG HOLIDAYS |



SEMESTER III (MAY-AUGUST)

SSP MODULE STUDENTS ONLY

| MONTH | WEEK | DATES | ACTIVITIES |
|---|------|-------------------------------------|--|
| MAY | 1 | 3 RD - 7 TH | OPENING, REGISTRATION, SIGNING OF NOMINAL ROLL, PAYMENT OF FEES |
| | 2 | 10 TH - 14 TH | LECTURES BEGIN |
| | 3 | 17 TH - 21 ST | ASSIGNMENT 1 |
| | 4 | 24 TH - 28 TH | CONTINUOUS ASSESSMENT TESTS I |
| MAY/JUNE | 5 | 31 ST - 4 TH | LECTURES |
| | 6 | 7 TH - 11 TH | ASSIGNMENT II |
| JUNE/JULY | 7 | 14 TH - 18 TH | DEADLINE FOR SUBMISSION OF ALL EXAMINATION PAPERS TO THE COD(S) |
| | 8 | 21 ST - 25 TH | CONTINUOUS ASSESSMENT TESTS II |
| | 9 | 28 TH - 2 ND | SUBMISSION OF ALL MODERATED AND PROOF READ DIPLOMA AND CERTIFICATE EXAMINATION PAPERS TO THE REGISTRAR AA EXAMINATION CENTRE |
| | 10 | 5 TH - 9 TH | LECTURES |
| | 11 | 12 TH - 16 TH | SUBMISSION OF ALL MODERATED AND PROOF READ BACHELORS, MASTERS, AND DOCTORATE DEGREES EXAMINATION PAPERS TO THE REGISTRAR AA EXAMINATION CENTER |
| AUGUST | 12 | 19 TH - 23 RD | CONTINUOUS ASSESSMENT TESTS III |
| | 13 | 26 TH - 30 TH | DEADLINE FOR PAYMENT OF FEES FOR END OF SEMESTER EXAMINATIONS • LECTURES |
| | 14 | 2 ND - 6 TH | PROPOSALS, AND PROJECT PRESENTATIONS |
| | 15 | 9 TH - 13 TH | END OF SEMESTER EXAMINATIONS |
| | 16 | 16 TH - 20 TH | END OF SEMESTER EXAMINATIONS |
| BREAK FOR SSP STUDENTS AND PROCEED FOR MANDATORY 8 WEEKS INDUSTRIAL ATTACHMENT | | | |


DR. GICHUHI PAUL NJIHIA
REGISTRAR ACADEMIC AFFAIRS AND THE SECRETARY TO THE UNIVERSITY SENATE BOARD





TECHNICAL UNIVERSITY OF MOMBASA

Office of the Registrar (Academic Affairs)

Virtual Orientation Programme for new students joining the September 2020/2021

Academic Year

Address by the Vice Chancellor

The Hub of Innovation at Sea Level

| Day/Date | Time | Activity | Facilitator/Moderator | Video link |
|-------------------------|----------------|---|--|--|
| Wednesday 09/09/2020 | 2.00 – 2.10 pm | Introduction Remarks by | Facilitator Registrar (Academic Affairs) Dr. Gichuhi P. Njihia | Watch Live on Twitter: @Tum001Ke YouTube: TUMTVke Facebook: Technical University of Mombasa TUMO Radio Click: - www.tum.ac.ke then your School or Institute |
| | 2.10 – 2.20 pm | Deputy Vice Chancellor Academic Research & Extension | Prof. Peter Gichangi | |
| | 2.20 – 2.30 pm | Deputy Vice Chancellor Administration, Finance & Planning | Prof. Joseph Rasowo | |
| | 2.30 – 2.40 pm | Vice Chancellor (TUM) | Prof. Laila Abubakar | |

Virtual online teaching will commence on 7th September 2020

Virtual classes commence on 7th September 2020

All students are required to pay fees to be able to access virtual online classes.

Bank details are available on your fee structures and university website www.tum.ac.ke

Queries can be directed to registrar.aa@tum.ac.ke

All students MUST have EITHER a laptop, tablet, iPad or smart phone to be able to access virtual online classes.

Watch the University virtual orientation programme for fresh students

LIVE on Facebook: **Technical University of Mombasa**, Twitter: **@Tum001Ke**,
YouTube: **TUMTVke** and **TUMO Radio** on 9th September 2020 starting 2.00 pm

Detailed guidelines about rules and regulations governing your academic programme can be accessed from your School/Institute.

Click on www.tum.ac.ke then your **School or Institute**



TUM is ISO 9001:2015 Certified