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**TECHNICAL UNIVERSITY OF MOMBASA**

*A Centre of Excellence*

# STUDENTS' HANDBOOK



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TECHNICAL UNIVERSITY OF MOMBASA

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# STUDENTS' HANDBOOK

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## PREFACE

TUM Student Handbook provides information and guidance that students need to help them 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. This is aimed at ensuring that the University's statutes and policies are followed, with a particular interest in examinations, conduct and welfare, and other aspects of the student experience.

This third edition of the Students' Handbook outlines guidelines for both Undergraduate and Graduate students of the Technical University of Mombasa (TUM). It highlights academic programmes, coursework requirements, academic advancement, academic discipline, admission requirements, Attachment procedures, rules and regulations during examinations, students' code of conduct and discipline, issues related to work programmes, library matters, and how to access the Student Management Information System.

The office of the Deputy Vice Chancellor Academic Research and Extension acknowledges both teaching and non-teaching staff and the students' fraternity through the Technical University of Mombasa Students Association (TUMSA) for participating in the review process by giving concerns and suggestions for improvement of this student handbook.

1. Prof. Laila U. Abubakar -Vice Chancellor
2. Prof. Peter B. Gichangi - Deputy Vice-Chancellor (ARE)
3. Prof. Richard Onchiri -Dean, School of Engineering and Technology
4. Dr. Fulgence Mwakondo - Director, ICI



5. Dr. Cromwell Kibiti -Registrar (Academic Affairs)
6. Dr. Sylvia Mutua - Director, Quality Assurance
7. Mr. Joel Awino - Dean of Students
8. Dr. James Ondimu - Deputy Director, Quality Management Systems
9. Hamisi Ali Mwadzogo -Deputy Chief Legal Officer
10. Kelvin Songa -Chairman, TUMSA
11. Lameck Samomo -Secretary General, TUMSA

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).

**Prof. Peter Gichangi, PhD.**

**DVC-Academic Research & Extension**

**MESSAGE FROM THE VICE-CHANCELLOR**

On behalf of the University Council, Management Board, Senate, and Staff, I would like to welcome you to 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.

The Technical University of Mombasa 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, meet people from a wide variety of backgrounds and cultures, and build the foundations for your future successes.

This student handbook describes the expectations for behavior and conduct while at 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. I urge you to read it.

Once again, welcome to TUM, our community of shared principles and values.

Karibuni.

**Prof. Laila Abubakar**  
**VICE CHANCELLOR**

## MESSAGE FROM THE DEAN OF STUDENTS

Welcome to the Technical University of Mombasa (TUM).

I congratulate you for attaining good grades in K.C.S.E which enabled you to get a placement at the Technical University of Mombasa. You are now a bona fide student of this great University so be prepared to join the wonderful academic experience the university will offer to you. Technical University of Mombasa takes pride in its Vision as a University of Global excellence in advancing Knowledge Science and Technology.

Being in the university is a time that is filled with opportunities and challenges hence as you settle down in your respective disciplines, learn to use your potential to the fullest. Prepare to acquire knowledge and skills that will enable you to function well in society and inform the University of any challenges that may affect you in your studies. You are expected to set for yourself standards that will enable you properly manage your time, finances, and academic progress. Learn to be prompt, efficient, effective, and courteous in your dealings with the university, its staff, and fellow students as you support creating and maintaining 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 to yourself. The University has the following offices where you should seek assistance in case you require help. They include; the Dean of Students, student Counselors, Security Officers, Lecturers and Administrative Staff, Medical Staff, Peer Counselors, and the Students Council (TUMSA) among others.

As you establish relationships with your peers and others, be careful not to fall prey to negative groupings - choose your friends wisely and avoid undesirable

influences. Beware of vices like drug and substance abuse, prostitution, and radicalization which can delay your mission in the university.

This handbook has been developed to enable you fit in the university. It is a suitable guide hence take time and familiarize yourself with its contents.

I wish you well in all your endeavors and particularly toward the achievement of your academic goals.

**Joel Oluoch Awino**

**DEAN OF STUDENTS**

## DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**“Options”** are areas of specialization of a programme

“

**“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”** is a period of study consisting of two semesters; each semester consists of sixteen (16) weeks. The academic year shall normally begins 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 acceptance of a student to join the University for a Particular Programme.

**“Appeals Committee”** is the committee that 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 the 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.

“**Bona fide 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 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 Invigilator**” is 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 honor or right to somebody by the University.

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

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

“**Deferment**” means the postponement of registration or studies by a student for one or more academic years to the next admission period subject to the availability of the programme and after authorization by the university.

“**Degree**” means the designation of a Bachelor, Master or Doctorate degree awarded after the successful completion of a programme 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 the requirement for progression pending readmission when requirements are met to an appropriate class.

“**Diploma**” means a designation awarded upon successful completion of a 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, in view of his/her studies, the student has acquired the competence related to a course unit.

**“Exam Coordinator”** a person responsible for all the examination activities in the department.

**“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 offense 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 of time 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 ’, 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 the 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 the 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 of time pending investigation on allegations of violation of the institution's rules or commission of an offense. It is 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 the Technical University of Mombasa (TUM).

**ABBREVIATIONS**

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 Board.	-Kenya Accountants and Secretaries National Examinations
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



## **1. GENERAL INFORMATION**

### **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 endeavor 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” Endeavor and Achieve.

### **1.5 Core Functions of the Institution**

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 the 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 University Governance Structure

### 1.7.1 The Council

This is the supreme policy-making organ of the University headed by a Chairman. Its functions include making Statutes in accordance with the Charter, determining the method of recruitment, appointment, and promotion of all staff of the University, determining the terms and conditions of service for all staff, and administering the property and funds of the University.

### 1.7.2 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.

### **1.7.3 The Vice-Chancellor (VC)**

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

### **1.7.4 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.

### **1.7.5 Deputy Vice Chancellor, Administration, Finance and Planning (DVC, AFP)**

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

### **1.7.6 Senate**

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

### **1.7.7 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.

### **1.7.8 School Academic Board**

This is in charge of academic matters at the school level. It deals with all matters pertaining to teaching, examinations, and research.

#### **1.7.9 Dean of Students**

The officer in charge of Students' Welfare and Development. He/she 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. In addition, the Dean of students is also the overall in-charge of the University Health Unit, Catering, and Accommodation Departments.

#### **1.7.10 Dean/Director**

The person appointed by the university to head a School/Institute.

#### **1.7.11 Chairperson of Department (CoD)**

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

## 1.8 Historical Background

Technical University of Mombasa (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 entrepreneurship 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 pioneered by Sir Philip Mitchell between The Aga Khan, the Sultan of Zanzibar, the Secretary of State for the colonies, Sir Bernard Reilly, and H. M. Treasury. In 1948, the Mombasa Institute of Muslim Education (MIOME) was founded from capital raised through gifts from the 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 was charged with the prime objective of providing adequate technical education to Muslim students of East Africa. It enrolled its first batch of students to undergo a technical education programme that placed special emphasis on Electrical and Mechanical Engineering, Seamanship and Navigation, and Woodwork.

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

In the year 1972, MTI transformed to grow into the Mombasa Polytechnic, becoming the 2nd National Polytechnic in Kenya. The Mombasa Polytechnic continued to develop more market-driven programs, anchored on the five established

Departments of Business Studies, Electrical and Electronics Engineering, Building and Civil Engineering, Mechanical Engineering, and Applied Sciences.

In a Government strategy to increase access to University education across the Country, the Mombasa Polytechnic was converted to Mombasa Polytechnic University College (MPUC) on 23rd August 2007, through Legal Notice No. 160 and became a constituent college of Jomo Kenyatta University of Agriculture and Technology (JKUAT). In 2013 Mombasa Polytechnic University College (MPUC) was chartered as the Technical University of Mombasa.

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

## 1.9 Admissions

### 1.9.1 General Admission Requirements

- i. The **Academic Year** shall normally begin in September of each calendar year. The academic year consists of two semesters. Each semester consists of sixteen (16) weeks.
- ii. **The year of Study** is determined by the 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 duration of stay at the University. In general, two semesters completed by a full-time student is equal to one academic year of study.
- iii. Enrolment in some programmes may be regulated by Commission for University Education (CUE) and other regulatory bodies.
- iv. For Programmes that are not regulated by Commission for University Education, the University reserves the right to cancel such a programme where sufficient enrolment is not attained, and/or to restrict enrolment.
- v. The University calls for applications for enrollment into all programmes including those regulated by Commission for University Education.
- vi. Notwithstanding any provisions of these requirements, an applicant may be required to undergo an interview or sit for an entrance examination.
  - i. To enhance the provision of learning opportunities, the University may admit individuals who possess exceptional qualifications/skills and display potential for professional growth to enroll in the University for Specialized Programs.
  - ii. 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 candidates to be registered for that course, or should other restrictions or limitations be applied to that programme.

- iii. 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.
- iv. It is the responsibility of the applicant to submit to TUM valid testimonials and certificates such as Diplomas, Degrees, or Postgraduate certificates prior to the commencement of classes, where required.
- v. 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.
- vi. An applicant shall NOT be admitted to any programme within the University without satisfying the minimum entry requirement of the University.
- vii. Students must also satisfy School/ Institute and departmental requirements before registering for courses in any Department.
- viii. Continuation of registration is subject to compliance with any approved conditions imposed at initial registration or thereafter.
- ix. A student shall not be registered concurrently for more than one programme except with approval by the University, under relevant conditions.
- x. An applicant who has an unsatisfactory academic record in, or who is suspended, excluded, or expelled from any institution shall not be permitted to register for any programme.
- xi. Where false document(s) /are identified on the application, the candidate shall not be admitted to the University and the matter shall be reported to the police.
- xii. 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.

- xiii. The name of a student shall be as they appear 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 name shall appear and be used in the same order in all official records and the final certificates.
- xiv. 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.

### **1.9.2 Application and Registration Procedures**

- i. All applicants must complete an application form either electronically or in hard copy and submit it to the Registrar of Academic Affairs. The application form shall be available at the University website for download ([www.tum.ac.ke](http://www.tum.ac.ke)).
- ii. The application form shall be accompanied by all supporting documents showing the applicant's qualifications. The application form shall be processed only upon receipt of the stipulated non-refundable application fee.
- iii. After processing the applications, the Registrar of Academic Affairs, Director School of Graduate Studies (SGS), or any other authorized officer shall communicate the decision in writing to all successful applicants.
- iv. The applicant is responsible for the authenticity of any documents submitted to secure admission. Should such documents provided at any time be found to be fraudulent, admission will be nullified, and/or certificates issued based on such documents shall be withdrawn and canceled.



### 1.9.3 Registration Requirements for New Students

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

- i. Admission Letter.
- ii. Original Certificates or Testimonials and/or Transcripts of previous programmes attended.
- iii. Two (2) colored passport-sized photographs.
- iv. A copy of the Pay-in/Deposit Slip acknowledging payment of all the University fees. Notwithstanding the above, all new students shall be registered upon fulfilling the following conditions:
  - v. Use Names as they appear on the National Identification Card or an affidavit/admission letter/ certificate/ birth certificate/passport.
  - vi. New students who will not have registered within the first three (3) weeks of the beginning of the academic year shall be required to defer studies for that admission window.
  - vii. 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 of Academic Affairs and may be given preference in the next admission subject to the availability of the course and prevailing requirements.
  - viii. Special registration shall be given to students on exchange programmes whose requirements shall be as defined by the University.
  - ix. New students are required to sign students' bond of good conduct and students' declaration form of good conduct and discipline;
  - x. A student joining another programme after having previously been admitted in another programme within TUM must clear all fees for the previous programme before being considered for admission to the programme applied for.

- xi. All students must sign the nominal roll in their respective departments
- xii. Students must also comply with any other conditions as may be set by the University.

#### **1.9.4 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 online.
- ii. Register for course units only if he/she is a bona fide student of TUM.
- iii. Registration of units for continuing students shall be done two weeks before the beginning of the new Semester and ends three weeks after the commencement of the semester. The inability to register during this period will lead to deferment/academic leave. Registration shall be tied to payment of fees.
- iv. Late course unit registration for a continuing student due to circumstances beyond his/her control shall be subject to the approval of the Departmental Chairperson and the Dean of School upon providing substantial evidence.

#### **1.9.5 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 the 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 of Academic Affairs and may be given preference in the next admission subject to the availability of the course and prevailing requirements.

### **1.10 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. The following regulations shall apply;

- i. Mid-entry level applicants undertaking full-time/evening classes may have their programmes conducted in the 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.
- 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.

### 1.11 Fee Structure

The tuition fee is determined based on the requirements of an academic programme and mode of study. Students are expected to accustom themselves to Section 6.2 of the University Financial Management policy extracted below;

- a) 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.
- b) Fees are payable either per semester, trimester, or academic year. All students shall pay 100% of fees per semester within the first three weeks. The fees charged shall be in line with government policy on fees payment.
- c) For continuing students, in the event of inability to pay in full, the student shall be allowed to pay in two installments as follows: -
  - (i) 1<sup>st</sup> installment 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).

- (ii) 2<sup>nd</sup> installment of 50% tuition fee shall be paid in full by the 12<sup>th</sup> week of the semester.
- d) 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 for a 2.5% discount per academic year on tuition fees only.
- e) The University shall withhold any and 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.
- f) All tuition and other fees payable by or in respect of students shall be paid into respective University fee collection accounts.
- g) No student shall be allowed to graduate with a fee balance.
- h) Other fees may include but are not limited to registration, boarding, examinations, instruction, supervision, educational trips, attachment, library, laboratories, students' activities, ICT, and medical care. The University reserves the right to review the fees as and when it deems necessary.

### **1.12 Transfer and Upgrading of Students**

- 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/units to the programme at an appropriate level. Testimonials of good standing from their previous institutions are a requirement.

- ii. An applicant shall NOT be exempted in more than 49% of the programmes units or as per school rules and regulations. An applicant so exempted shall join the first semester of the academic year of the programme he/she is joining.
- iii. 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. Application for exemption of some units and/or full academic year(s) is made at the time a prospective student applies for admission to TUM. Requests for units' exemption will be considered and approved by the respective Schools/Institutes. The student shall be charged an exemption fee which may vary from time to time.

#### **1.12.1 Transfer into other programmes and exemption of units**

- 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 from 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 of Academic Affairs, and obtaining written approval from the respective Chairpersons of Departments and recommended by the respective Deans of School/Institute. Such application must be submitted and processed within the first three (3) weeks of the semester. Students whose applications are approved shall meet all academic and financial requirements of their new programme afresh.

### 1.12.2 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 students may apply** for exemption from some course units 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 the course unit's exemption.
- iv. The inter-University transfer for ALL government-assisted students shall be guided by KUCCPS Board Regulations.

### 1.12.3 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 out an appropriate application form obtained from the University website, and obtain written

recommendations from their respective Chairpersons of Departments and Deans of Schools/Institutes.

- iv. The transfer form must be completed and returned within the stipulated time.
- v. Such applications shall be tabled before the Dean's 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. Successful transfer applicants will receive an official letter of transfer from the Registrar of Academic Affairs and will be expected to report and register for their new programmes by the third week of the semester at the latest.

### **1.13 MODE OF STUDY**

Students may study full-time, part-time, and Institutional based (holidays) or Open learning, distance learning, and e-learning. A student may change from one mode to another, though this might have financial and academic (duration of the study) implications. Where such desire arises, a request for a change of mode of study shall be submitted through the COD, Dean/Director of School/Institute, Deans Committee, and the Senate for approval.

#### **1.13.1 Full-time**

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

#### **1.13.2 Part-time**

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

#### **1.13.3 Open Distance learning**



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

#### **1.13.4 Institutional Based/Holiday Based**

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

In all modes of study, students shall be guided through the various courses using instructional materials, assignments, continuous assessments, tutorials, and examinations organized by the host department. Depending on the programme requirements, laboratory classes shall be carried out either in external or University laboratories.

An extra fee shall be levied on the student to cater for laboratory facilities. Procedures, regulations, and other information specific to the Distance and e-Learning Mode shall be available from the School of Open, Distance, and e-Learning (SoODeL) and respective departments.

#### **1.14 ENTRY REQUIREMENTS**

The following entry requirements will be applicable for undergraduate (Bachelor's Degree) programmes.

### 1.14.1 Bachelor's Degree/KNQF Level 7

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

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

**OR**

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

**OR**

iii) A Diploma with a Credit Pass;

**OR**

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

### 1.14.2 Certificate or Diploma programmes

Admission to certificate or Diploma programmes (**Refer to the TEVET academic Manual**)

### 1.14.3 Higher Diploma, Masters or Ph.D. programmes

Admission requirements to Higher Diploma, Masters or Ph.D. programmes (**Refer to post-graduate Studies Manual**).

## 1.15 Duration of Study

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

The University shall use a **course Units System** in determining the duration of a programme.

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

## **2.0 ACADEMIC PROGRAMMES**

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

### **2.1 Programme Location**

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

#### **2.1.1 School of Applied & Health Sciences**

- Doctor of Philosophy in Chemistry
- Doctor of Philosophy in Biotechnology
- Master of Science in Applied Statistics
- Master of Science in Biotechnology
- Master of Science in Chemistry
- Master of Science in Public Health (MPH)
- Master of Science in Immunology
- Master of Science in Medical Parasitology and Vector Biology
- Master of Science in Fisheries and Aquaculture
- Bachelor of Science in Environmental Health Science (Public Health)

- Bachelor of Science in Community Health
- Bachelor of Science in Marine Resource Management
- Bachelor of Science in Medical Laboratory Sciences
- Bachelor of Science in Molecular Biology and Forensic Technology
- Bachelor of Technology in Applied Chemistry (Analytical & Industrial Options)
- Bachelor of Technology in Industrial Microbiology and Biotechnology
- Bachelor of Science in Food Technology & Quality Assurance
- Bachelor of Science in Mathematics and Computer Science
- Bachelor of Science in Statistics and Computer Science
- Bachelor of Technology in Applied Physics (Electronics & Instrumentation)
- Bachelor of Technology in Renewable Energy and Environmental Physics
- Bachelor of Science in Mathematics and Finance
- Bachelor of Science in Fisheries and Oceanography
- Diploma in Environmental Sciences
- Diploma in Community Health & HIV Management
- Diploma in Environmental and Health Sciences
- Diploma in Medical Laboratory Sciences
- Diploma in Pharmaceutical Technology
- Diploma in Food Technology
- Diploma in Industrial Microbiology and Biotechnology

- Diploma in Science Laboratory Technology
- Diploma in Analytical Chemistry
- Diploma in Nutrition & Dietetics
- Certificate in Community Health & HIV Management
- Certificate in Environmental and Health Sciences
- Certificate in Science Laboratory Technology

#### **New Programmes**

- Doctor of Philosophy in Biochemistry
- Doctor of Philosophy in Applied Mathematics
- Master of Science in Biochemistry
- Master of Science in Applied Mathematics
- Bachelor of Science in Biochemistry

#### **Programmes in Development Process**

- Bachelor of Pharmacy
- Bachelor of Medicine & Bachelor of Surgery

#### **2.1.2 School of Business**

- Doctor of Philosophy in Business Administration (Accounting, Finance, HRM, Management Science, Marketing, Procurement & Supply Chain Management, and Strategic Management options)
- Master of Business Administration
- Master of Science in Human Resource Management

- Master of Science in Finance
- Master of Science in Procurement and Supply Chain Management
- Master of Science in Entrepreneurship
- Bachelor in Business Administration (Human Resources, Marketing, and Accounting Options)
- Bachelor of Commerce (Accounting, Finance, Procurement Options)
- Bachelor of Business & Office Management
- Bachelor of Business Information Technology
- Bachelor of Science in Maritime Management (Commercial)
- Higher Diploma in Human Resource Management & Industrial Relations
- Higher Diploma in Secretarial Management
- Diploma in Accountancy
- Diploma in Business Administration
- Diploma in Front Office Operations & Customer Care Management
- Diploma in Sales & Marketing
- Diploma in Procurement & Materials Management
- Diploma in Secretarial & Office Management
- Diploma in Business Management
- Diploma in Human Resource Management & Industrial Relations
- Diploma in Shipping
- Diploma in Logistics and Transport Management

- Certificate in Business Management
- Certificate in Secretarial & Computer Application
- Certificate in Front Office Operations & Customer Care Management
- Certificate in Sales & Marketing
- Certificate in Human Resource Management
- Certificate in Stores Management

### **2.1.3 School of Humanities & Social Sciences**

- Doctor of Philosophy in Development Studies
- Master of Sciences in Development Studies
- Bachelor of Sciences in Development Studies
- Bachelor of Journalism and Mass Communication
- Bachelor of Sciences in Tourism Management
- Bachelor of Technology in Hotel and Hospitality Management
- Bachelor of Broadcast Journalism
- Bachelor of Information Science
- Bachelor of Arts in Sociology
- Bachelor of Arts in Conflict and Security Studies
- Higher Diploma in Catering & Accommodation Management
- Diploma in Hotel and Institutional Management
- Diploma in Catering and Accommodation Management

- Diploma in Tourism Management
- Diploma in Community Development & Counseling.
- Diploma in Library & Information Science
- Diploma in Archives and Records Management
- Diploma in County Governance & Ethics
- Diploma in Mass Communication
- Diploma in Graphic Design
- Diploma in Public Relations
- Certificate in Catering and Accommodation Management
- Certificate in Travel and Tour Operations
- Certificate in Archives & Records Management
- Certificate in Library & Information Studies
- Certificate in Community Development & Counselling
- Certificate in Mass communication

#### **Programmes in Development Process**

- Bachelor of Counselling Psychology

#### **2.1.4 School of Engineering & Technology**

- Master of Technology in Mechatronic Engineering
- Master of Technology in Sustainable Energy
- Bachelor of Architectural Studies/ Bachelor of Architecture
- Bachelor of Science in Civil Engineering



- Bachelor of Science in Electrical and Electronic Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Medical Engineering
- Bachelor of Technology in Civil Engineering
- Bachelor of Technology in Electrical and Electronic Engineering
- Bachelor of Technology in Marine Engineering
- Bachelor of Technology in Mechanical Engineering
- Bachelor of Technology in Medical Engineering
- Higher Diploma Building Economics
- Higher Diploma in Construction (Building & Civil Engineering)
- Higher Diploma in Electrical Power Engineering
- Diploma in Architecture
- Diploma in Automotive Engineering
- Diploma in Building & Civil Engineering
- Diploma in Chemical Engineering
- Diploma in Mechanical Engineering (Production and Plant Options)
- Diploma in Medical Engineering
- Diploma in Quantity Surveying
- Diploma in Quantity Surveying
- Diploma in Refrigeration & Air Conditioning

- Diploma in Technology Electrical & Electronic Engineering
- Diploma in Technology Medical Engineering
- Certificate in Automotive Engineering
- Certificate in Building and Civil Engineering
- Certificate in Chemical Engineering
- Certificate in Mechanical Engineering (Production and Plant Options)
- Certificate in Medical Engineering Services
- Certificate in Technology Electrical & Electronic Engineering

### **2.1.5 Institute of Computing & Informatics**

- Bachelor of Technology in Information & Communication Technology
- Bachelor of Science in Information Technology
- Diploma in Information & Communication Technology
- Certificate in Information Communication Technology & Maintenance
- CISCO
- HUAWEI

#### **New Programmes**

- Master of Science in Information Technology
- Bachelor of Science in Computer Science
- Diploma in Computer Science

### 2.1.6 Lamu Campus

- Bachelor in Business Administration (Human Resources, Marketing, and accounting Option)
- Bachelor of Commerce (Accounting, Finance, and Procurement Options)
- Bachelor of Science in Development Studies
- Diploma in Human Resource Management & Industrial Relations
- Diploma in Community Development & Counseling.
- Diploma in Information & Communication Technology
- Diploma in Accountancy
- Certificate in Secretarial Studies with Computer Application
- Certificate in Business Management
- Certificate in Community Health & HIV Management
- Certificate in Stores Management
- Certificate in Sales & Marketing
- Certificate in Human Resource Management
- Certificate in Community Development and Counseling
- Certificate in Information Communication Technology & Maintenance

### 2.1.7 Kwale Campus

- Bachelor in Business Administration (Human Resources, Marketing, and Accounting Option)
- Bachelor of Science in Marine Resource Management

- Bachelor of Science in Fisheries and Oceanography
- Diploma in Business Management
- Diploma in Human Resource Management & Industrial Relations
- Diploma in Hotel and Institutional Management
- Diploma in Community Development & Counseling.
- Diploma in Information & Communication Technology
- Diploma in Procurement and Materials Management
- Certificate in Business Management
- Certificate in Human Resource Management
- Certificate in Stores Management
- Certificate in Community Development& Counseling
- Certificate in Technology (Electrical Power Engineering)
- Certificate in Information Communication Technology & Maintenance

## **2.1.8 Competence-Based Education & Training (CBET) Programmes Offered in TUM**

### **A. Diploma Programmes Equivalent to Level 6 on KNQF**

- Mechanical Technology and Maintenance
- Instrumentation and Control
- Operation Theatre Technology
- House Keeping Management

- Food and Beverage Sales Management
- Food and Beverage Production (Culinary Art)
- Automotive Engineering
- Chemical Engineering
- Building Technician
- Business Management
- Food Technology
- Human Resource Management
- Office Administration
- Project Management
- Records and Archives
- Supply Chain Management
- Tourism Management
- Automotive Technician
- Counseling Psychology
- Baking Technology
- Construction Management
- Co-operative Management
- Credit Management
- Electrical Engineering (Power Option)

- Electrical Installations
- Highway Engineering
- ICT
- Marketing
- Mechatronic Technology
- Printing Technology
- Quantity Survey
- Social Work and Community Development
- Welding and Fabrication

**B. Certificate Programmes Equivalent to Level 5 on KNQF**

- Mechanical Technology and Maintenance
- Instrumentation and Control
- Operations Theatre Technology
- Business Management
- Human Resource Management
- Office Administration
- Project Management
- Records and Archives
- Supply Chain Management
- Credit Officer

- Electrical Installation
- Electrical Operation (Power Option)
- Food and Beverage Sales and Service Manager
- Financial Services Sales
- Food Production – Culinary Arts
- Food Technology
- Housekeeping and Accommodation
- ICT
- Mechatronic Technician
- Refrigeration and Air Conditioning
- Social Work and Community Development
- Tourism and Travel Management

## **2.2 Programme Requirements**

### **2.2.1 Practical Requirements**

Some academic programmes have practical requirements incorporated into the coursework. 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.

### **2.2.2 Research Project**

- Each student is required to carry out 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.

### **2.2.3 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.

### **2.2.4 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 public agency. The attachment shall be assessed and graded as per the attachment policy.



### 3.0 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.

#### 3.1 Semester Registration

- i. Only registered students shall be allowed to attend classes and take examinations in their respective courses/ programmes. It is an offense to attend class or participate in any official academic activity unless registered in the prescribed manner.
- ii. No contact hours will be awarded/ gained in a course in which the student did not register.
- iii. The Chairperson of the Department shall generate a class attendance list of registered students to be provided to the lecturer(s) concerned.

#### 3.2 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.

#### 3.3 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. In addition, the course outline gives a list of class texts, references, and a bibliography for further reading.

### **3.4 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's 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 for academic leave.

### **3.5 Course/ Lecturer/Technician Evaluation**

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

## 4.0 EXAMINATIONS

### 4.1 Types of Examinations

#### 4.1.1 Ordinary University Examinations

- i. Ordinary examinations shall consist of written papers, practicals, 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 sessions, tests, and or assignments.
- v. Continuous assessment shall normally contribute 40% of the total marks for postgraduate programmes with coursework.
- 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. Course units consisting of solely practical work shall be assessed out of 100% by continuous assessment.
- ix. 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.
- x. A student who is unable to sit for Continuous Assessment Test (CATs) due to unavoidable circumstances such as medical condition or bereavement, should

report - to the COD and be given a make-up CAT before ordinary examinations.

- xi. 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 Ph.D., Masters, Medical courses, and some programmes that are regulated by professional bodies is 50%.*

- xii. A student who absences 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.
- xiii. 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.
- xiv. Industrial/field attachments shall be assessed and graded according to the Attachment Policy.

- xv. 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.
- xvi. 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.
- xvii. A minimum of two (2) Continuous Assessment Tests (CATs) and two (2) Assignments must be taken per semester.
- xviii. Students are required to complete their project work and submit the final report one (1) week before sitting for their final examinations.
- xix. Students must pass 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.
- xx. 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.

#### 4.1.2 Supplementary/Special Examinations

##### 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

a supplementary examination. In addition, School Rules and Regulations shall also apply.

### **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 may, on the recommendation of the School Board of Examiners and with the approval of the Senate Board of Examiners, be permitted to take special examinations 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.

#### **4.1.3 Competency-Based Assessment**

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

#### **4.1.3 Appeal for Re-assessment**

- i. A student may appeal to the Registrar of 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 the School in consultation with the Chairman of the 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.
- v. The remark shall be done expeditiously within two (2) weeks upon approval and the results re-submitted to the Registrar of Academic Affairs to provide the student with provisional results pending senate approval.

#### **4.2 Disposal and Retention of Examination Material**

- i. The Disposal and retention of exam materials shall be done following the University's Academic policy.

#### **4.3 Examination Irregularities**

An examination offense is a serious offense 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 the Department accompanied with the following: -

- a) Student's Statement (where available)
- b) Exhibit(s) (where applicable),
- c) Duly completed Examination Invigilation Form.

Thereafter, the Chairperson of the Department will forward the documents to the Registrar (AA) for deliberation at the Student Disciplinary Committee.

## 5.0 Student Progression

- i. All communication regarding students' academic progression shall be done in writing by the Dean of the 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:

Three (3) academic years in the School of Engineering and Technology.

Two (2) academic years in the School of Business, School of 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 the School/Institute.

### 5.1 Discontinuation

- i. A student who retakes and fails supplementary for more than:  
Three (3) academic years in the School of Engineering and Technology.  
Or  
Two (2) academic years in the School of Business, School of 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 of Academic Affairs.
- iii. A discontinued student forfeits his/her right to any academic certificate from TUM. However, he/she may reapply to be admitted to another programme.

### 5.2 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 end-of-semester examinations for students who have met all their obligations to the University (academic, administrative, financial, or any other requirements) pending approval by the Senate. The provisional transcript shall have one of the following remarks:

- a. Proceed to the next semester

- b. Proceed to the next year of study
  - c. Repeat the year
  - d. Retake the course unit(s)
  - e. Deregistered
  - f. Discontinued
  - g. Award Certificate, Diploma, Higher Diploma
  - h. Confer Bachelor, Master, or Ph.D. Degree.
- iii. At the end of every academic year, the Registrar of Academic Affairs shall ensure the preparation and issuance of academic transcripts for each student in the form of literal grades for course units undertaken during the year under consideration.
- iv. Certificates shall be issued on a specified date after conferment/ awarding during a graduation ceremony upon confirmation of the availability of all the transcripts.
- v. 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.
- vi. The Registrar of Academic Affairs shall retain photocopies of certificates in the Archives.
- vii. Certified duplicates of Transcript(s) are sent to third parties upon request by a student. The request has to be presented to the Registrar of Academic Affairs in writing. A fee is charged accordingly.
- viii. Replacements of lost transcripts are done at a fee.
- ix. Students who fail to collect their certificate within 6 (six) months after graduation shall be charged an annual storage fee.

## 6.0 CLASSIFICATION AND AWARD/CONFERMENT OF CERTIFICATES

### 6.1 Requirements for Award/Conferment

- i. To be considered for the award/conferment of ANY certificate/degree at 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 must have accumulated a minimum number of course units as stipulated in the respective School Rules and Regulations.
- iv. A student who has liabilities to the institution shall not be allowed to graduate.

### 6.2 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 the degree shall be placed in one of the four categories namely:
  - a) First Class Honours
  - b) Second Class Honours (Upper Division)
  - c) Second Class Honours (Lower Division)
  - d) Pass.
- iii. The total weighted marks for the degrees specified will be averaged to **two (2) decimal points** to arrive at the final classification. The degree shall be graded as follows:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| a) 70% and above                   | First Class Honours                   |
| b) 60% and above but less than 70% | Second Class Honours (Upper Division) |
| c) 50% and above but less than 60% | Second Class Honours (Lower Division) |
| d)                                 |                                       |
| ) 40% and above but less than 50%  | Pass                                  |

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

#### Grade Point Average Conversion Table

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

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

### 6.3 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:

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

v. 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.

- vi. The above classification shall not apply to non-classified programmes.
- vii. Notwithstanding the above guidelines, the University reserves the right to deny or withdraw honors to a candidate for any reasons that are deemed contrary to the University's mission and philosophy.

#### 6.4 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 has to meet the following requirements:
  - a. Complete the requisite academic 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.
  - e. Meet all financial obligations and outstanding liabilities.
- iii. A candidate who is preparing to graduate has to fill out the necessary forms and submit them to the office of the Registrar of Academic Affairs through the Programme Department and School/Institute before the date of graduation.

#### 6.5 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 Honor:** Awarded each academic year to students who have excelled in their studies.



- ii. **Valedictorian:** Awarded to 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.

## 7.0 GENERAL RULES AND REGULATIONS GOVERNING STUDENTS' CODE OF CONDUCT

### 7.1 Conduct of Study and Learning Environment

#### 7.1.1 Class Times

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

#### 7.1.2 Access to the Premises

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

### 7.2 Students' Conduct and Obligations on and off Campus

All the students of the University are expected to be of impeccable behavior. 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 the rights of other students concerning the use of University facilities.
- vii. Refrain from all acts of violence, hooliganism, unruly behavior, or any conduct likely to cause a breach of peace and 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, with respect to fellow students, university staff, and the general public within and without the university.

### **7.3 Students' Association**

- i. There shall be established in the University an Association of Students hereinafter referred to as the Technical University of Mombasa Students Association (TUMSA). Whose objectives and purpose 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' opinions 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 cooperation 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 bona fide students registered in TUM on payment to the University of such fees as may be prescribed by the Association.
- iii. The TUMSA established in accordance with 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 being 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.

#### 7.4 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 or where there is a conflict of interest. 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 will require well-written constitutions before they can be registered by the University.
- vi. To receive medical attention as per the health care policy of the University.
- vii. To receive personal and academic counseling.

#### 7.5 Leadership and Responsibility

- (a) Students who desire to contest in the Tumsa elections shall be guided by the following requirements;
  - (i) Demonstrate that class work would not be compromised by obtaining an average mean mark of C in their previous exam.
  - (ii) Has not been suspended from the University at any one time.
  - (iii) Has not suffered from mental sickness/temporary insanity that may hinder academic performance and leadership.

- (iv) Has not been involved in any criminal offense, convicted, and reported to the University.
- (v) Has previously not been suspended or expelled from any other institute of higher learning
- (vi) Has integrity issues as specified in chapter 6 of the Kenya Constitution.

7.5.1 Eligible candidates for elective posts in the TUMSA elections shall be bona fide students who have cleared payments of ALL University fees and are registered in the current academic year.

7.5.2 The tenure of service in the Students Council shall be restricted to **one term of one academic year only** and such student shall be **eligible for 1 final term** and thereafter shall not serve in any other capacity.

7.5.3 A student who has completed an undergraduate degree at TUM or any other University/college and enrolls for any other programme in the university shall not be eligible to contest for council elections.

7.5.4 Membership in the Students governing Council shall cease on completion of studies and such a person shall not transact business for or on behalf of the student's council.

7.5.5 Representation in Senate will be restricted to two elected students as prescribed in the statutes who may not necessarily be the Chairperson of TUMSA.

## 7.6 Dressing Code

Students are always required to dress decently keeping a clean and trimmed appearance. The dress code must reflect business professional attire or business

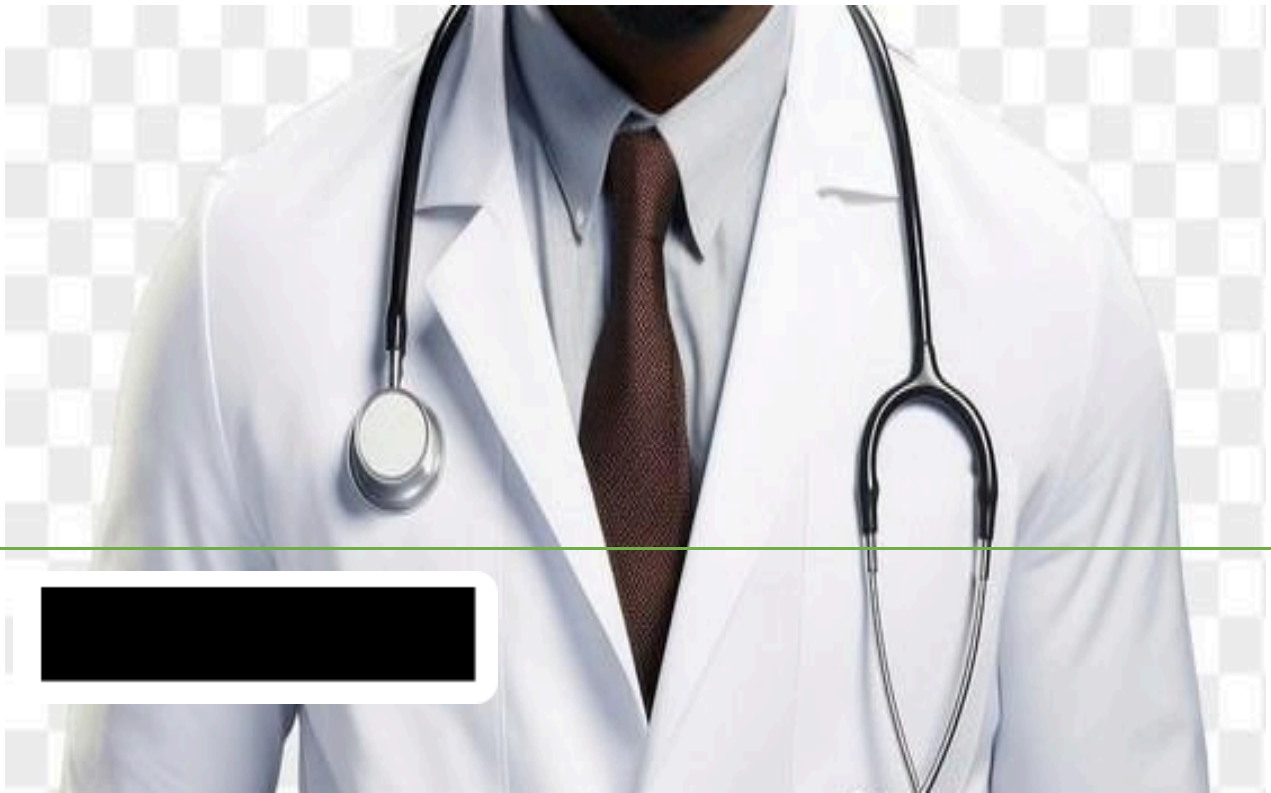
casual. The following attire is recommended for the students while attending university functions, lectures or practicals.

**7.6.1 Ladies:**

- i) Smart business casual blouses, collared shirts, or button-ups with short or long sleeves, culottes, or loose flowing dress.
- ii) Official closed or open shoes, ladies' sandals, ankle boots, wedges, and low-to-mid heels.
- iii) Neat plaited or styled hair, short, modest wigs.  
Hijab, Burqa, Dress pants, distress-free denim jeans, flowy or pencil skirts, Knee-length skirt, dress, or well-fitting trouser/trouser suit.
- iv) Well-trimmed neat nails.
- v) Simple earrings, necklaces, bracelets, and watches.



Recommended female Medical student official attire



Recommended attire for a male medical student.



Female Student wearing a pencil skirt







Female student wearing demin skirt with long sleeves blouse





Female Student with neatly plaited hair





Student wearing a hijab

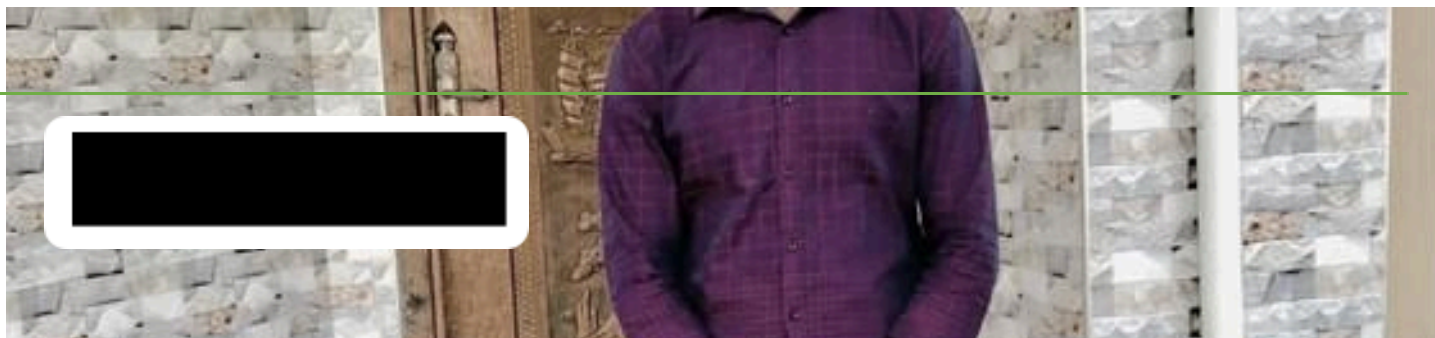
#### **7.6.2 Gentlemen:**

- i) Official closed or open shoes, boots, loafers, or sneakers/ rubber shoes
- ii) Neat close-cropped hair, well kempt long hair, well-trimmed beards, or close-shaved beards.

- iii) Short/long sleeved shirts, T-shirt, polo shirt, sweater, jumper, blazer or sport coat, suit, or overalls (Workshop attendance).
- iv) Business casual or official pants/trousers, plain Khaki or denim jeans.



Student wearing smart casuals



Student wearing official attire



Student wearing long-sleeved casual



## 7.7 Academic Conduct

All students have to conduct themselves diligently in the courses of study approved by the University Senate 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 good cause e.g. on account of illness, such absence has to be authorized by the Chairperson of the 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, the same is referred to the Senate through the Dean of the School for appropriate action.

## 7.8 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 or hostels once allocation has been done is not allowed except with a recommendation from the Dean of students.

- ii. Allocation of rooms shall be done upon production of evidence that a student has paid 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. The behavior of a guest is the direct responsibility of the host/hostess.
- v. Remove no furniture or equipment from their rooms or any other part of the hostels or from other premises within the hostels except by permission from the Accommodation Manager.
- vi. Take reasonable care of furniture, fittings, and any other items in the hostels. Any loss or damages in the rooms deemed to have been caused by the action or negligence of a student or persons connected with him/her, shall be borne by the student.
- vii. Surrender all keys issued in respect of the rooms to the Accommodation Manager before proceeding for vacation.
- viii. The use of videos, radios or any musical instruments in the halls of residences is permitted only on condition that the sound does not cause any disturbance to the other residents and that they are played between hours 6.00 a.m and 11.00 p.m.
- ix. Report all absence from residence in the halls to the Accommodation Manager. Any student absent from 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 leave his/her contact address.

- 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 Medical Officer of Health 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. Students are not allowed to modify, add or remove any property within the halls of residence.
- xiv. Students are not allowed into the hostels of the opposite sex after 10.00 p.m and before 10.00 a.m.
- xv. All students entering hostels after 10.00 p.m are required to identify themselves with the hall's Janitor at the reception.
- xvi. All residents have to keep their rooms clean by disposing of all litter in provided bins.
- ~~xvii.~~—No student is permitted to conduct the business of any kind in the hostels
- xviii. Students shall not be allowed to sublet the hostel's room allocated to them.
- xix. No student shall reside with a member of the family in the University Hostels, e.g. child, mother, father, or any other relative unless in specified areas which the University may identify.
- xx. No student shall cohabit in the hostels.

## **7.9 Vacation Residence**

- i. Students are prohibited from residing in the University during vacation, except with written permission from the Dean of Students.



### **7.10 Conduct in Relation to 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.
- ii. No student shall enter the serving area, kitchen, or stores without prior permission from the Catering Staff.
- iii. Students shall pay for the desired meals at the cost prescribed on the menu.

### **7.11 Conduct in Relation to Health Matters**

The University has a medical facility that provides health services to all students. All students are required to comply with the following requirements when seeking medical services at TUM:

- i. All cases of emergency or serious illness requiring medical attention are to be reported at once to the University clinic.
- ii. The University Medical Officer of Health shall submit a report to the Dean of students and Chairperson of the Department for all cases of absenteeism from class on account of sickness.
- iii. Students shall meet their medical expenses for all health services received outside of the university.
- iv. The University has Voluntary Counseling and Testing Unit (VCT) services at the Students Counselors Office for all students who wish to know their HIV/AIDS status.

### **7.12 Conduct with the Public**

In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationship with members of the

general public and of conduct and utterance in matters that lie in the public domain wherefore: -

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

### **7.13 Pregnancy**

All female students of the University have to abide by the specific rules and regulations, concerning students' pregnancy while at the University. The University Health clinic will render advisory and other services related to the matter. The following specific rules apply in case of student pregnancy:

#### **i. Reporting the Pregnancy**

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

- a) Information
- b) Guidance and Counseling on antenatal and post-natal care.

#### **ii. Rules for Expectant Students in the University hostels**

- a) In the event of pregnancy either before or after taking residence in the hostels the student has to vacate the hostels' halls of residence before confinement.
- b) An expectant student who proceeds on confinement shall resume her studies in the next available class.

#### **7.14 Marriage of Students**

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

#### **7.15 Counseling**

i. The Guidance and Counseling office provides services aimed at improving the well-being of students. Students with individual problems or concerns are advised to avail themselves of these services. All matters presented on a personal level to the Guidance and Counseling office are treated in strict confidence.

#### **7.16 Sports and Recreation**

Students are encouraged to participate in the University sporting and recreational activities available. Rules enacted by the Games and Sports Department must be observed. The following sports are offered by the university; soccer, rugby, basketball, badminton, chess, volleyball, swimming, softball, woodball, ceestoball, karate, taekwondo, netball, and table tennis among others.

#### **7.17 Clubs and Societies**

- i. Clubs or societies are registered by the Dean of Students upon the availing of their constitution.
- ii. Upon registration, the clubs or societies operate in accordance with the provision of their approved constitutions and are expected to be financially self-supporting.
- iii. The University may refuse and/or cancel the registration of a club or society without assigning any reason.
- iv. All scheduled club/society activities shall have prior approval by the Dean of students.

- v. Tribal alliances are not allowed in the formation of clubs.

### 7.18 Channels of Communication

Students are expected to go through the laid down channels and procedures in the redress of grievances as follows:

- a) **Academic Matters:** Class Representatives, Academic Advisors, Chairperson of Departments, Deans/Directors of Schools/Institutes, Registrar (AA), and DVC (ARE) in that order.
- b) **Welfare Matters:** Housekeeper/ Janitor/ Accommodation Manager/Dean of Students, and DVC (ARE) in that order.

### 7.19 Security

- a) All students entering the University are required to identify themselves at the gate using student ID.
- b) Vandalism is prohibited. Any student involved in vandalism or damage to University property is liable to disciplinary action as stipulated in Section 12.12.
- c) Stealing is prohibited. Any student found stealing is liable to disciplinary action as stipulated in Section 12.12.
- d) Students are expected to safeguard their property and lock their doors. Any case of theft should immediately be reported to the Security Office.
- e) Unauthorized entry into restricted areas is prohibited.
- f) Fighting in the University is prohibited and against the penal code.
- g) Holding unauthorized parties and gatherings within the University is illegal.
- h) Lost and found items should be surrendered and claimed from the Security office.

## 7.20 Visitors

Visitors will not be allowed in the University between 8.00 pm and 6.00 am.

- a) All visitors must sign the visitors' book and identify themselves at the gate on entry and departure. Visitors must wear visitor's identification card at ALL times when at the University premises.
- b) Any luggage entering and leaving the University compound must be inspected by the security personnel.
- c) Failure to comply may lead to disciplinary action.

## 7.21 Disclaimer

The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on the University premises.

## 7.22 Students Abled differently

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

- a) Access physical, recreational, and information facilities while on the university premises.
- b) Be able to interpret the material provided to them without compromise or modification.
- c) Students that sustain injuries, that render them with a disability, should be reported to the Dean of students.

## 8.0 Library

The University library provides a wide range of services and resources to support teaching, learning, and research activities at the University. Services provided by the library include

- a) Lending services.
- b) Access to daily newspapers.
- c) Africana and Special Collection.
- d) An archival collection of bound newspapers dating back to 1983.
- e) Access to electronic resources and online databases.
- f) Computer lab with PCs dedicated to accessing e-resources.
- g) WIFI hot spots within and outside the library building.
- h) Information Literacy and training.
- i) Online access to past examination papers.
- j) Online Public Access Catalogue (OPAC) which allows users to access the library catalogue across all libraries.
- k) Access to University Institutional Repository- an online archive which contain research output produced by TUM staff and students.
- l) 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. 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*.

### 8.1 Rules and Regulations for Accessing and Using Library Services

- a. Only registered students shall be allowed to access the library and use library services.
- b. Students MUST identify themselves before entering the library.
- c. Library transactions are strictly done using members' own student/staff ID cards. It is an offense to use another person's ID card.
- d. Queuing system during peak hours has to be observed.
- e. Every student coming to the library must observe proper passage IN and OUT of the library.
- f. Any student leaving the library should declare their possession at the counter or at the security desk for inspection.
  - i. Bags, handbags, parcels, overcoats, umbrellas, files, folders, envelopes etc. must be left in the baggage area.
  - j. All cell phones (mobiles) have to be switched off or put on silent mode before entering the library.
  - k. All personal textbooks and those on loan to a user are not to be brought into the library.
  - l. Library seats should not be reserved by users for their own personal use or friends.
  - m. Silence has to be observed within the library premises.
  - n. 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 halls.
- e. Any breach of the above will lead to disciplinary action.

## 8.2 Rules for Borrowing Library Materials

- i. Registered students may borrow materials from the library upon presenting a valid student 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 standard loan period for circulating library materials from time to time. For the time being, postgraduate students may borrow 5 books for 21 days, Undergraduates students may borrow 4 books for 14 days while diploma and certificate students may borrow 3 books for 14 days.
- v. Items on high demand will be issued on a short loan basis i.e. 2 days.
- vi. 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. For the time being the charges are KShs. 10 per book per day excluding Sundays and Public Holidays.
- vii. Borrowing privileges shall be suspended if borrowed books have not been returned or fines paid.
- viii. 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.
- ix. Find details of these and other rules and regulation in the library policy and the library guidelines, rules, and regulations



## 9.0 Students' Scholarships/ Financial Support

### 9.1 The Students' Work Programme

The mission of the programme is to promote dignity and respect for work among the student body by creating opportunities for students to undertake any work available within the University. This programme will be 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 victim to circumstances beyond their control while studying at the University. This is therefore a programme to help students "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. Successful applicants work for a maximum of 4 hours per day earning a rate of money that shall be determined by the university from time to time.
- iv. 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.
- v. The office of the Dean of Students vets and offers the Work-study Programme.
- vi. The Vice-Chancellor may be at liberty to consider encouraging students to work for experiential purposes or on vocational work by token payment provided such payment is not solicited.
- vii. Student's academic performance and general discipline are considered in the recruitment process.
- viii. Except under very exceptional circumstances, students to be considered are those who have completed one year of their study at the University.

## 9.2 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 bona-fide students hence access to / consideration for the funds allocation
- v. County Government Scholarships.
- vi. The office is also well versed with Educational Trusts/ Charitable institutions across the country and therefore recommends needy students to these institutions for consideration and eventual sponsorship.

## 10.0 Student Management Information System (E-Registrar)

### 10.1 Guidelines

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

### 10.2 Logging into the system

2. Open your Browser i.e. Mozilla Firefox, Google chrome, opera, etc.
3. Type <https://www.tum.ac.ke> and press enter.
4. Select the E-Register option then Public Access.
5. From the displayed screen below, enter your username (your student registration number) and your password (the initial password is the student number).
6. Select your campus and click on the *Sign In* button.
7. Once logged in, the Student Dash Board screen with six modules will be displayed as shown below:

### 10.3 Change your password

1. Once logged in move the mouse over your username at the top of the screen. A small screen showing *My Profile, Notice Board* and *Help* will be displayed as shown below. Click on *My Profile*.
2. From the displayed screen, click on "*Change Password*".
3. Enter your current password.

4. Type the new pass and confirm it.
5. Click on *Save* button to effect the changes.

#### 10.4 Forgot user password or user ID

1. From the Sign In screen, click *I can't access my account.*
2. This will open a Sign in Helper screen.
3. Check the Password and/or User ID boxes (whichever you have forgotten).
4. Select **Current Student** from *My/Our Account is of Type: \**
5. Select your campus from the *Registered at* option.
6. Enter email you provided on registration at *My/Our Registered Email Address is:\**
7. Click Email Me button for the system to send you a new password to your email.
8. Get the new password from your email account and proceed to login.

#### 10.5 My Admissions Module

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

- a) 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.
- b) My Programmes shows all the programmes that you have studied in Technical University of Mombasa. Also, you can view any programme transfers that you undertook plus academic leave taken.
- c) All awards and achievements earned come under the **Awards** sub-module.

## 10.6 My Finance Account

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

### 10.6.1 My fees payments (Statement)

**To check your fee statement: -**

1. Click on my payments.
2. Choose your programme in case you have more than one programme.
3. Click “Get” button to view your comprehensive statement.

### 10.6.2 Financial Aid

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

### 10.6.3 My Academics

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

1. Under **units loading**, you have the following information;
2. My Course Unit Loading – This gives you a detailed view of the units you are registered for within a given term.
3. My Course Unit Exemption – This gives you a view of the exempted units in your coursework.

### 10.6.4 Semester Unit Registration

- a) Click on **Register** button in the unit loading sub-module.
- b) Select the **programme** you are to register in.

- c) Choose the **academic year** and the **semester** then click on **add units** button.
- d) Select the units you are taking for the semester in the displayed screen and click **Use button**.
- e) On the Unit Registration screen, click on **amend registration** to complete the registration process.

#### 10.6.5 Performance watch

As the name suggests “performance watch” helps you monitor your performance by checking through a list of units you are required to do before you can graduate from the University. It integrates other rules such as the required pass marks among others which the system checks against to caution if you are meeting the requirements on time.

#### 10.6.6 Exam results

Under Exam results, you are expected to view and print your **provisional results** for the term and a complete provisional/unofficial **transcript**. To view your results/transcripts: -

1. Choose the programme to view its results/transcript.
2. Click on get to view the content of your results/transcript.

#### 10.6.7 Timetable

The timetable module will give you various options including; Class timetable, personal timetable, and exam timetable.

Each of the above will be attached to its respective lecturer, lecturer hall/venue and the time to be taught.

## 10.7 Hostel Services

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

### Reservations

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

1. Click on “*Reservations*” followed by “*Reserve*” buttons.
2. From the small screen that loads, choose the hostel you want to stay in.
3. Move to room and choose the rooms loaded under the hostel you have chosen.
4. Move to beds and choose the bed in the room that you choose.
5. 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.

## 10.8 Utilities

Utility module brings you extra features including fellow students’ contacts “*directory*” among others.

## 11.0 RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS.

### 11.1 Students' Disciplinary Committee

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

#### Membership

1. Deputy Vice-Chancellor (Academic, Research, and Extension) – Chairperson
2. Deputy Dean of Students- Member
3. Chairperson of the Department in which the affected student is registered-Member
4. Two student representatives-Members
5. Registrar (Academic Affairs) – Secretariat
6. Corporation Secretary- In attendance
7. The officer responsible for counseling- In attendance
8. Any other person co-opted by the committee- In attendance

#### 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 have adverse effect on the students 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.

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

## **11.2 Notification of Misconduct**

- a) Complaints of misconduct by or with respect to students should be forwarded in writing to the Registrar of Academic Affairs at the earliest time possible, enclosing any information that would facilitate the speedy investigation.
- b) A student shall not be charged with misconduct until a written and signed statement containing accusation, complaint or allegation made against him/her has been submitted to the Registrar Academic Affairs or any other person authorized by University.

### 11.3 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 other relevant office in writing, clearly stating the nature of the problem.
- iv. The student is bound to report to any summons without fail from the Security Officer or any other authorized person(s). Failure to do so shall constitute a disciplinary action.
- v. The Security Officer or any other authorized officer then compiles a comprehensive report and sends it to the Registrar AA for action.
- vi. If the Registrar AA is of the opinion that there are reasonable grounds for a charge of misconduct based on the results of the preliminary investigations, he/she draws up a written charge for hearing and determination by the Student Disciplinary Committee.
- vii. The Chairperson of the Students' Disciplinary Committee convenes a meeting of the committee within 14 working days.

#### 11.4 Guiding Principles

- a) Security Officer in the course of investigation is not permitted to harass or intimidate a student physically or otherwise.
- b) In the event a student is caught committing a crime, evidence should be collected and statements recorded immediately by Security Officer or any other authorized person(s).
- c) 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 has to be informed of such activity taking place.
- d) If a search is required, the warrant to do so must be issued by the Dean of Students after consultation with the Security Officer.
- e) Depending on the nature of the offense, the Dean of Students in consultation with the Security Officer may, through the office of the Vice Chancellor, refer the complaint for further investigation and action to the law enforcement agents in the public domain.
- f) Any student involved in breaking Kenyan law within and or outside the University premises shall be handed over to law enforcement agents for appropriate investigation and action.

#### 11.5 General Guidelines in Hearing of a Disciplinary Case

- a) The quorum of the Students' Disciplinary Committee(s) shall be 2/3 of the membership.

- b) The Chairperson of a Student' Disciplinary Committee may refer the hearing to another body of the University if he/she is of the opinion that the charge concerned is to be heard by another body.
- c) The Chairperson of a Student Disciplinary Committee may stop the hearing at any point before the case is determined if he/she is convinced that the proceedings do not meet the conditions stipulated or it is not in the best interest of all the parties involved.
- d) The proceedings of a Students' Disciplinary Committee are recorded and kept in strict confidence.
- e) In case the Secretary to the committee is absent, the Chairperson of a Student' Disciplinary Committee shall appoint another person to provide secretarial services to the committee. All documents and recordings shall be kept in safe custody by the Secretary.
- f) In cases where a Students' Disciplinary Committee requires special expertise, the Chairperson of the Committee may co-opt a member to attend, but in an advisory capacity only.
- g) If at any stage during the hearing of a disciplinary case, one or more members of a Students' Disciplinary Committee are no longer able to attend/participate in the proceedings, the hearing continues provided that the remaining members form a quorum.
- h) A member of a Students' Disciplinary Committee who has laid a complaint of misconduct against a student disqualifies him/herself from the proceedings of the committee for the hearing of a charge arising there from. In addition, where there is a possibility of conflict of interest by a member, such a member shall disqualify him/herself from the committee proceedings.

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 stands suspended until they appear before the student disciplinary committee. Should the student fail to appear in three consecutive student disciplinary committee hearings the student stands expelled. Students shall be informed in writing as well as through an SMS on Student Disciplinary Committee hearings scheduled.
- j) If a student charged with misconduct interferes with or obstructs any proceedings of a disciplinary case or refuses to heed instruction from the Chairperson, he/she may be ordered to withdraw from the proceedings. The proceedings may then continue in his/her absence.
- k) If a student charged with misconduct pleads guilty to the charge, the Students' Disciplinary Committee shall give the appropriate penalty as listed for the offense in consideration of the mitigation offered by the student.
- l) In case of the absence of the substantive Chairperson, the person performing the duties of the Chairperson shall Chair the meetings.

#### **11.6 Notice of Meeting**

- a) The Secretary shall notify the affected students and the complainant of the date and time of the meeting and of their right to be present and to call a witness or witnesses.
- b) At all proceedings of a Disciplinary Committee before which a student is summoned, the student shall be present in person and not represented by any other person or lawyer.

- c) The Committee shall hold an inquiry but shall not be required to adhere to the rules of evidence or procedures 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.
- d) The Committee's decision shall be arrived at either by a simple majority of votes or through a secret ballot. Where there exists a tie the Chairperson of the committee shall break the tie.

### **11.7 Implementation of Disciplinary Measures**

- a) The Student Disciplinary Committee shall ensure that disciplinary measures are appropriate and commensurate to the nature and gravity of the misconduct of which the student has been found guilty of.
- b) If the Disciplinary Committee finds a student guilty or not guilty, the committee shall notify the student in writing of the finding(s) and of the disciplinary measures(s) imposed.
- c) The Students Disciplinary Committee or the University is not held liable for any inconvenience, exposure, embarrassment, compensation, or any other claim arising in the event that the student(s) is found GUILTY OR NOT GUILTY.
- d) When an appeal is lodged against a decision of the Students' Disciplinary Committee, the earlier decision remains in force pending the outcome of the appeal.
- e) If a student is temporarily or permanently deprived in terms of this code of a right or privilege, which he/she enjoys as a student, or if he/she is temporarily or permanently denied admission to the University, such a student forfeits any claim for repayment, refund, reduction, or remittance of money paid or payable to the University.

### 11.8 Students' Disciplinary Appeals Committee

There shall be a Students' Disciplinary Appeals Committee of the Senate established under the Statutes of the 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 in which the affected student is registered- Member
- iv. President of TUMSA and One Student Representative- Members
- v. Registrar (Academic Affairs) – Secretariat
- vi. Legal Officer - In attendance
- vii. The officer responsible for Counseling- In attendance
- viii. Any other person co-opted by the Committee- In attendance

#### Terms of Reference

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

### 11.9 Disciplinary Appeals Procedures

- a) A student who has been found guilty of misconduct after having pleaded guilty to the charge against him/her has no right to appeal against

such a finding but can only appeal the sentence given by the student disciplinary committee.

- b) The appeal is heard solely on the grounds of the record of the first hearing together with any documents, evidence, and exhibits earlier placed.
- c) 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.
- d) The Students' Disciplinary Appeals Committee upon consideration and determination of an appeal, may:
  - i. Uphold the decision of the Student Disciplinary Committee wholly or in part and set aside or amend the decision.
  - ii. Pardon the accused student or make any other decision that it may deem necessary in the prevailing circumstances.
  - iii. Refer any question pertaining to the hearing back to the Disciplinary Committee concerned and order that a report be submitted.
- e) The decision of the Students' Disciplinary Appeals Committee is final.
- f) After disposing of an appeal, the Students' Disciplinary Appeals Committee, should communicate the verdict to the student within 5 working days.



### 11.10 Disciplinary Authority

a) The responsibility of maintaining discipline at the University is vested in the Vice-Chancellor who can from time to time delegate such authority and powers to other officers of the University for the purpose of investigation and enforcement.

b) For purposes of these regulations the Vice Chancellor, acting on behalf of Council, is the disciplinary authority of the University and may in that capacity:

- (i) Vary or add to the list of disciplinary offenses specified herein.
- (ii) Suspend any student(s), suspected of committing an offence under these regulations, from the University pending further disciplinary measures for a period not exceeding 4 months.
- (iii) Take any other measures necessary for the proper operation of disciplinary procedure and maintaining law and order.

a) The administrative and academic staff of the University have authority in areas of their jurisdiction or competence to ensure that the rules and regulations are adhered to by the students.

b) Students on Field Attachment are subject to the supervision and disciplinary authority of the mandated University staff and of the officers of the host organization under whom the University has placed them.

c) In the event of a breach of these rules and regulations on Field Attachment and depending on the nature of severity of the offense, the staff and officers responsible shall take the following action:

- i. Warn or caution the student in writing.
- ii. Report the student in writing to the Dean of School/ Institute /Dean of Students enclosing all documentary evidence.

- iii. Take any other actions that may deem appropriate.

### 11.11 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.

### 11.12 Offences and Penalties

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

**Table 3: Categories of Criminal offenses and penalties**

S/N	OFFENCES	PENALTY
<b>CATEGORY A- MINOR OFFENCES</b>		
1.	Drunk and disorderly	Written warning to offender copied to sponsor and Counselling of the Student
2.	Interfering with the rights and freedom of other people	
3.	Illegal/unlicensed trade or hawking	
4.	Trespass	
<b>CATEGORY B- SERIOUS OFFENCES</b>		
1.	Possession of illicit intoxicants, drug abuse,	1. That the student fully recompenses

2.	Sub-letting a hostel room/	<p>any loss or damage as shall be commensurate with the nature or gravity of the offence committed.</p> <p>2. Suspension for a period of up to 2 or more academic years</p> <p>3. Forwarding the Matter to the appropriate authorities, i.e, the police.</p> <p>4. Any other penalty as shall be decided by the Disciplinary committee.</p>
3.	Cohabiting	
4.	Procuring an abortion	
5.	Assaulting, molesting, bullying, fighting.	
6.	Theft, Stealing or attempting to steal library book(s), Mutilating library book(s)	
7.	Using profane or abusive language	
8.	Abetting crime or failure to report criminal activity to the University	
9.	Inciting fellow students, staff, or other members of the University community	
10.	Boycott scheduled lectures, practicals, other courses of instruction, or examinations	
11.	Participation in riots, demonstrations, picketing, and illegal gatherings/Meetings which have not been authorized by the University.	
12.	Intimidation of or issuance of threats, written or verbal, to students with an intent to disrupt academic activities or other processes	
13.	Malicious or willful damage to University property, that of other students or members of the public	



14.	Authorship, publication and/ distribution of anonymous letters or any other literature of a malicious or libelous nature including placards	
15.	Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the University.	
16.	Un-natural acts or indecent assault (e.g. homosexuality, lesbianism)	
17.	Interference with the movement of university vehicles or causing traffic obstruction in or outside the campus.	
18.	Cyber harassment/bullying, violation of privacy, data breaches, pornography, phishing scams, and identity theft	
19.	Aiding Suicide and attempted suicide	
<b>CATEGORY C- VERY SERIOUS OFFENCES</b>		
1.	Drug trafficking, peddling, or sale of drugs.	Expulsion from the University and where applicable forwarding the matter to the appropriate authorities i.e. the police.
2.	Arson/attempted Arson	
3.	Impersonation and false pretenses.	
4.	Forgery, Fraud, Counterfeiting, money laundering	

5.	Possession of firearms or any other offensive weapon	
6.	Rape or attempted rape	
7.	Sexual harassment/ indecent assault / defilement	
8.	Kidnapping, abduction, detentions.	
9.	Murder, Manslaughter.	
<b>CATEGORY D- OTHER CRIMINAL OFFENCES</b>		
Committing any other criminal offense not listed above.		As decided by the Students Disciplinary Committee with the reference to the above-mentioned penalties.

**Table 4: Categories of Examination offenses and penalties**

S/ N	OFFENCES	PENALTY
<b>CATEGORY A- MINOR OFFENCES</b>		
1.	Disobeying instructions of invigilators.	Written warning to offender copied to sponsor.
2.	Disrupting an examination by being a nuisance.	



<b>CATEGORY B- MODERATE OFFENCES</b>		
1.	Attending, or attempting to attend classes or other academic activity whilst not duly registered after the expiry of the registration period.	Nullification  Results and /or suspension up to 2 years.
2.	Attending, or attempting to attend classes or other academic activities without paying the requisite school fees.	
3.	Attending, or attempting to clear from the University and graduate without settling fee balances.	
<b>CATEGORY C- SERIOUS OFFENCES</b>		
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 examination room, by means of loud music, howling, screaming, shouting, or other forms of unpleasant vocalization.	
<b>CATEGORY D- VERY SERIOUS OFFENCES</b>		
1.	Offering or attempting to offer gifts, or bribes presents to an instructor or any other officer for purposes of gaining an undue advantage in academic work or examination and/or changes in grades.	Suspension equivalent to the time period of your course.
2.	Destroying or attempting to destroy evidence including swallowing unauthorized material during an exam.	
3.	Attending or attempting to sit for an examination, after being barred, suspended, dismissed, or discontinued from the University for any reason whatsoever.	
4.	Impersonating or attempting to impersonate in an examination or 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 acknowledgment of the same.	
7.	Copying or attempting to copy reading from other candidates or some other unauthorized source.	
8.	Exerting or attempting to exert 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 or smart watch during an exam.	
10.	Possession of any unauthorized material during an exam such as books, notes, papers, electronic devices or formulations, pre-written answers, and smartwatches.	
<b>CATEGORY E- MISCELLANEOUS OFFENCES</b>		
Committing or being involved in any activity or act which is deemed by the Senate Disciplinary Committee to be an academic offense.		As shall be decided by the Students Disciplinary Committee using the above penalties.





## 12.0 TECHNICAL UNIVERSITY OF MOMBASA ALUMNI ASSOCIATION

### 12.1 Preamble

The Alumni association is established under Section 23 of the Technical University of Mombasa Charter (2013). The Alumni Association acts as an interactive forum for members fostering 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 all holders of certificates, diplomas, and degrees, of the Technical University of Mombasa, including honorary graduates and as described in the TUM statutes of 2019.

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

- a) To promote social and intellectual interaction between the University and the Alumni.
- b) To contribute to the growth of the University by participating in development projects nationally and internationally.
- c) To, promote cohesion and core values of local and international chapters.
- d) To promote, improve, and protect the interests of the members and Alumni Welfare.
- e) To support and recognize the scholarship and academic excellence of the University and its members.

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

**12.2 Location**

The registered office of the association shall be based in (name of the building) ground floor of the office of the Registrar (Academic Affairs), adjacent to the liaisons office, Technical University Mombasa P.O. Box 90420 - 80100, Mombasa, Kenya.

**12.3 Handbook Review**

This student handbook shall be reviewed after every five (5) years or as the need may arise.

**THIS STUDENT HANDBOOK IS EFFECTIVE FROM THIS .....DAY OF  
.....2024**

**SIGNED.....**

**COUNCIL CHAIRPERSON**





**CONTACT:**  
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