



TECHNICAL UNIVERSITY OF MOMBASA
Office of the Registrar Academic Affairs

INTERNAL MEMO

Ref : TUM/RAA/ADM/04Vol 6 (090)
From : REGISTRAR ACADEMIC AFFAIRS
To : ALL STUDENTS (MAIN, KWALE AND LAMU) CAMPUSES
Date : 20TH DECEMBER 2019
SUBJECT : NOTICE ON REGISTRATION, CLASS ATTENDANCE AND ADHERENCE TO CALENDAR DATES FOR 2ND SEMESTER JANUARY APRIL 2020

Reference is made to the 2019/2020 Senate approved academic calendar dates, the TUM Academic policy of 2019, and Financial Management policy of 2019. Kindly you are reminded of the following calendar dates to enable you to have a smooth and cohesive 2nd Semester of the 2019/2020 academic year beginning 6th January 2020.

S/No	Activity	Timeline	Access point	Reference
1.	Registration and Signing of nominal roll	<u>6th to 10th January 2020 Nominal roll signing</u> <u>Units registration 23rd December 2019 to 24th January 2020</u>	Department, Registrar AA	-(TUM academic policy of 2019 (Section 5.5)
2.	Fees payment	<u>100% Fees During registration new students Continuing students Fee policy applies for instalments</u>	Students Finance Department	Finance management policy 2019 Section 6.2 b& c
3.	Class attendance	Lecture begins on the <u>13th January 2020. Time table at departments</u>	Department (COD)	-(TUM academic policy of 2019 Section 5.9)
4.	Units registration	For all students the e-registrar Closes on the <u>Friday 24th January 2020</u>	E-registrar individual portal	-(TUM academic policy of 2015 Section 5.4 - 5.5)
5.	Readmissions	continuing students with academic issues by <u>13th January 2020</u>	Department, (COD)	-(TUM academic policy of 2019 Section 5.11)
6.	Semester examinations	<u>14th to 25th April 2020</u>	COD, University timetable	-(TUM academic policy of 2019 Section 6.2 & 6.3)



Dr. Gichuhi Paul Njihia

Registrar Academic Affairs and Secretary to the Senate Board

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



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