



TECHNICAL UNIVERSITY OF MOMBASA

Office of the Registrar Academic Affairs

INTERNAL MEMO

Ref : TUM/RAA/ADM/04Vol 7 (180)
From : Registrar Academic Affairs
To : ALLSTUDENTS (MAIN, KWALE AND LAMU) CAMPUSES
Date : 8th June 2021
SUBJECT : COMMUNICATION ON PROGRESSION TO THE 2020/2021 ACADEMIC YEAR AND MODALITIES OF CLEARING THE PENDING ACADEMIC ISSUES

Reference is made to the deliberations of the Special Senate board meetings held on the 24th, 25th May 2021 and 7th June 2021 concerning the students with progression issues resulting from academic matters. In this regard, all students are required to note and adhere to following Senate Board recommendations:

A. NOVEMBER 2020 – APRIL 2021 ATTACHMENT PERIOD

1. All students who missed to partake the external attachment session during the specified period above and were proceeding to the final year of study, they will be allowed to proceed to the final year of study. However, their examination results will not be declared and hence not processed for graduation until they complete the post attachment. All attachment due process, procedures and payments will be followed with reference to University policies.
2. All students who proceeded to the external attachments without log books will be required to follow the due process of log book application, transfer attachment records and procedurally submit the attachment records/logs, reference letter from attaching company to their respective Chairpersons of the department for further processing, recording and clearance.





B. PENDING ACADEMIC ISSUES

1. All students meant to proceed to their final year of study at all levels (certificate diploma, degree and postgraduate) and have pending academic issues shall not proceed to the final year of study during this academic year 2020/2021 which commenced on the 12th April 2021 and should ensure they complete all their pending units before proceeding to the next academic year study.
2. All continuing students who joined year 2, 3, 4 for the 5 year courses (SOET degree), and year 2 and 3 for four year courses (SOAHS, SOHSS, SOB, and ICI) and have pending issues of **ONLY UP TO THREE (3) COURSE UNITS** in the form of supplementary and special examinations will be allowed to proceed in the current academic year and concurrently sit examinations for the pending course units with the course units offered during the (April-August 2021 Semester) and clear all the pending course units of the preceding academic year by the end of the 1st semester of April- August 2021.
 - a) Students for example in third year but have pending first year course units or in fourth year with pending year 2 or year 1 course unit shall not be allowed to progress until they clear the academic matters.
 - b) Students with retake course units will be required to attend classes and pay applicable fees for retake course units and ensure they meet the 2/3 threshold rule for lecture attendance.
 - c) Fees for retake course units will be invoiced in the student account and the registration of the retakes will be handled administratively by the concerned offices.
3. All continuing students with **MORE THAN THREE (3) COURSE UNITS** as pending course units shall not proceed to the next academic year during this April- August 2021 semester and will be required to clear all pending academic matters before joining the next academic year.



A large, stylized handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.



TECHNICAL UNIVERSITY OF MOMBASA

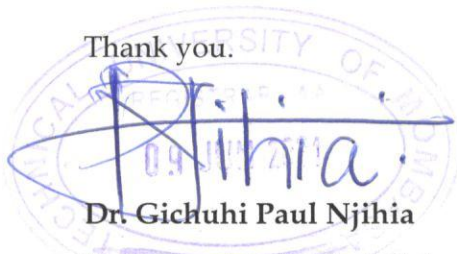
4. All students pursuing Masters, Diploma and Certificate courses should note that the progression notes B (1, 2, and 3) above applies to them effectively.
5. All students are required to liaise with their respective Departments, Schools and Institutes for correct guidance and direction on all the Senate Board meeting matters agreed upon in A and B above to avoid illegal progression.
6. All students are required to note that all those that do not fulfil the criteria given by the Senate Board meeting deliberations will be removed from the student management system e-registrar.

C. RETAKE FEES CHARGEABLE PER UNIT

1. The applicable fees for the retake course units for the KUCCPS placed degree students, SSP degree students, and KUCCPS and SSP diploma students for all courses and programmes are available in the Schools and Institutes offices as approved by the Senate board and the same will be uploaded and published in the University website.
2. The fees invoicing and registration of the retake course units will be done administratively by the concerned offices.

Additionally, please note the Senate board meeting pronounced these measures to be taken during this extraordinary period and by the end of the April- August 2021 Semester concerned students should ensure all matters are addressed to completion and avoid illegal progression.

Thank you.



Dr. Gichuhi Paul Njihia

Registrar Academic Affairs and Secretary to the Senate Board

Cc: VC, DVC ARE, DVC AFP, FO, DCLO, Dean (SoAHS, SoET, SoB, and SoHSS), Dean of Students, Director (ICI, SGS, QA, Kwale and Lamu) All COD's, SAR (Examinations), ARA, ARL and TUMSA

