



## **1. REGISTRATION OF NEW STUDENTS: TUM ACADEMIC POLICY 2019**

### **(Excerpts)**

#### **5.4 Registration Requirements for New Students**

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

- i. Admission Letter.
- ii. Original Certificates, Testimonials and/or Transcripts of previous programmes attended.
- iii. Four (4) colored passport-sized photographs.
- iv. A copy of the Pay-in/Deposit Slip acknowledging payment of all the University fees.
- v. **Notwithstanding the above, students must also comply with any other conditions as may be set by the University.**
- vi. Students are required to use Names which appear on the National Identification Card or a sworn affidavit/admission letter/ certificate/ birth certificate/ passport.
- vii. New students who will not have registered within the first three (3) weeks of beginning of the academic year shall be deemed to have declined the offer by the University. The opportunity shall accordingly be offered to another suitable applicant.
- viii. New students who for some reason are unable to register by the end of registration period, are advised to apply for deferment or registration to the Registrar Academic Affairs and may be given preference in the next admission subject to availability of the course and prevailing requirements.
- ix. Special registration shall be given to students on exchange programmes whose requirements shall be as defined by the University.





## **2. FEES PAYMENT**

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

### **6.0 Students Finance Policy**

#### **6.1 Introduction**

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

#### **6.2 Fee Payment Policy**

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

## **3. VIRTUAL BLENDED ONLINE LEARNING**

- a) Upon registration the registered student can access our student management system <https://eregistrar.tum.ac.ke> by logging in with your admission number as the User ID and password and log in to main campus. For examples: for admission number [BARC/0001J/2020](#) is what you use to login and in letter have to be in upper case. When logged in please navigate under “my academics folder” for units on offer.
- b) For e learning platform for online learning <https://elearning.tum.ac.ke> once registration is effected registration a default email is created for example:  
[barc.001j.2020@students.tum.ac.ke](mailto:barc.001j.2020@students.tum.ac.ke)

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





#### **4. INTRA AND INTER FACULTY TRANSFER**

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

Transfer forms can be downloaded from the University website filled and a mandatory fee of Ksh 500 paid for processing. The filled forms and fees bank slips should be scanned and sent to the School or Directorate email where you are seeking transfer to the courses in the school namely:

School of engineering and technology (SoET)

[dean.engineering@tum.ac.ke](mailto:dean.engineering@tum.ac.ke)

school of applied and health sciences (SoAHS)

[dean.applied-health@tum.ac.ke](mailto:dean.applied-health@tum.ac.ke)

school of Humanities and social Sciences (SoHSS)

[shss@tum.ac.ke](mailto:shss@tum.ac.ke)

school of business (SoB)

[sbs@tum.ac.ke](mailto:sbs@tum.ac.ke)

directorate of informatics and computing (ICI)

[directorici@tum.ac.ke](mailto:directorici@tum.ac.ke)

The deadline for making course transfer applications is **Friday 1<sup>st</sup> October 2021**  
midnight





#### 5.14 Intra- University Transfer of Students

- i. All Inter/intra-Department transfers shall be processed within the first three weeks of the first semester. Such transfer shall only be effected if there is vacancy and if the student meets the requisite admission criteria for the particular Programme.
- ii. All students applying for transfer shall be ranked and allocated positions on merit.
- iii. A student wishing to transfer will be required to fill an appropriate application form obtained from the University website, and obtain written recommendations from their respective Chairpersons of Departments and Deans of Schools.
- iv. The transfer forms must be completed and returned within the stipulated time.
- v. Such applications shall be tabled before the Deans Committee for deliberation and approval on behalf of the Senate. Students whose applications are approved shall meet all academic and financial requirements of their new programmes afresh.
- vi. **Successful applicants for transfer will receive an official letter of transfer from the Registrar Academic Affairs and will be expected to report and register in their new Programmes by the fourth week of the semester at the latest.**

#### 5. UNIT REGISTRATION FOR THE SEMESTER (1<sup>ST</sup> SEMESTER 2021/2022)

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

##### 12.3.1 Semester Unit Registration

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





### 12.3 My Academics

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

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

### 6. ORIENTATION AND VICE CHANCELLOR ADDRESS

The virtual orientation by respective University officers started on Wednesday 16<sup>th</sup> September 2021 online - visit the University website [www.ac.ke](http://www.ac.ke) then click on media and view gallery. You can also access the videos on YouTube.

The Vice Chancellor's address will be done on **Thursday 23<sup>rd</sup> September 2021**. All new students **MUST** log in to listen. Please join and be welcomed to be part of the TUM fraternity, welcome to TUM.

**Registrar Academic Affairs**

