



THE TECHNICAL UNIVERSITY OF KENYA

INFORMATION TO NEW STUDENTS AND JOINING INSTRUCTIONS

1. REGISTRATION AND ORIENTATION

On-line registration of new students will take place using the link sent to your e-mail address. Through the same link new students are expected to download the orientation program.

2. ACCEPTANCE OF OFFER

If you accept the offer of admission, you will be required to use the link that has been availed to your e-mail to initiate the on-line registration process.

3. NON-ACCEPTANCE OF OFFER/DEFERMENT OF REGISTRATION

If you do not accept the offer of admission or would like to defer your registration, you will be required to choose the appropriate option using the link that was sent to your email address.

4. DECLARATION FOR ADMISSION (TUKJ 001)

All candidates accepting an offer of admission must undertake to complete the course they have been admitted to.

Every student must sign the declaration FORM TUKJ 001, signifying that they have understood the content and meaning of the Rules and Regulations Governing the Organization, Conduct and Discipline of students. The signed declaration must be uploaded to the student's portal during registration.

Students are expected to adhere at all times to the parameters of discipline as spelt out in the declaration.

5. THE BOND (TUKJ 002)

Attached to the declaration form is a BOND governing admission, re-admission and studentship. Students are expected to familiarize themselves with the conditions spelt out in the BOND and to have it executed as required. The executed BOND must be uploaded to the student's portal during registration.

6. FEES POLICY

Students are advised to familiarize themselves with information provided in the Fees Policy document and make the necessary arrangement to pay on or before the on-line registration.

7. FOREIGN STUDENTS

Foreign students are advised to ensure that they have passports that are valid for the duration of their stay in Kenya. They should also make necessary arrangements to get requisite re-entry permits in the event that they have to travel during the programme of their studies. It is the duty of the students to ensure that the relevant immigration formalities (such as the acquisition and renewal of Students Pass) are complied with as per the statutory requirements. Any foreign student who encounters difficulties in processing the Students Pass may consult the Office of the Registrar – Academic for assistance.

TECHNICAL UNIVERSITY OF KENYA LIBRARY

The TECHNICAL UNIVERSITY OF KENYA has one main library situated in the Main Campus.

Services

The TECHNICAL UNIVERSITY OF KENYA library system has both print and electronic information resources. The library is open to staff and students of the UNIVERSITY for reference and borrowing.

Opening Hours

Period	Days	Time
Semester time	Monday – Friday	8.00 a.m. – .00 p.m.
		8.00 a.m. – 8.00 p.m.
	Saturdays	8.00 a.m. – 4.00 p.m.
Vacations	Monday – Friday	8.00 a.m. – 5.00 p.m.
	Saturdays	9.00 a.m. – 2.00 p.m.

- STOCK

The stock of the library is over 50,000 volumes of print books and thousands of e-journals accessed through the numerous electronic databases subscribed to by TU-K. . It also has a rich collection of E-Books The library stock includes general collection, special collection, reference collection, reserve collecton and American collection. The general collection comprise of various disciplines taught within the UNIVERSITY namely: Sciences, Engineering and Humanities.

The library's

SERVICES

The library offers the following services:

Borrowing services

Reference services

Bibliographic services

Information services.

Information Literacy Training services

LIBRARY CATALOGUE

The library has an Online Public Access Catalogue (OPAC) which can be accessed online through the library web page.

Library Etiquette (RULES And Regulations)

a. REGISTRATION

All students are expected to register for Library membership after undergoing Information Literacy Training. The Library uses Biometric System for entrance Management hence the need for each student to be registered in order to gain access.

b. Borrowing from the Library

- Only registered students will be allowed to borrow books from the library.
- No user shall take a book out of the library unless it is properly borrowed
- All persons leaving the library must show all books, in their possession to the library security staff at the exit
- All library users who damage library materials or other properties will be charged for replacement or repair of such materials.
- Marking of books and other library materials will be regarded as damage

- Readers/borrowers will be held responsible for publications lost while in their possession and will be required to pay replacement costs.

c. General Rules

- All persons entering the library must show their student I.Ds.
- Silence must be observed in the library at all times.
- Smoking, eating or drinking is not allowed in the library
- Books used in the library should be left on the tables and not shelved by the users.
- Bags will not be allowed in the library at any time. The bags should be left at the cloakroom.
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- The Library reserves the right to withdraw or refuse use of library facilities due to disregard or abuse of the above rules

EXAMINATIONS PROCESSES AND PROCEDURES

- (i) **Rules and Regulations** - Examinations are very important component of a student's academic life and students are expected to familiarize themselves with the general examination rules and regulations and specific examination rules and regulations in the programmes they have been admitted to and that they have fulfilled all the examination requirements in each semester.
- (ii) **Registration** - At the start of each semester (within the first three weeks) every student must register for courses and the examinations that they are due to take during the semester, by completing the relevant forms at the Directors of school offices. It is important that students get the right information for their respective schools on the examination they are expected to take in each semester.
- (iii) **Attendance** - Students should note that they are required to attend all course units they are registered in and to take the requisite continuous assessment tests in those course unit in order to be allowed to sit the end of semester examination.
- (iv) **Problems** - A student who experiences a problem, which is likely to affect his/her examination performance (i.e. sickness, bereavement etc) must report such problems in writing to the Director of the school. Any problem that is reported after taking the examination shall not be acceptable for examination appeals.
- (v) **Examination cards** - Every student who is registered for UNIVERSITY examination will be issued with an examination card by their respective schools. This card is the property of the UNIVERSITY.
- (vi) **Lateness** - Lateness to examination venues will not be tolerated and no student will be allowed to enter an examination room 30 minutes after the start of the examination, and also no student will be allowed to leave the examination room during the last 30 minutes of the examination.
- (vii) **Cheating** - Any student caught cheating in examinations e.g. by copying, having or making reference to unauthorized materials; communication with other students verbally or through other means shall be expelled from the UNIVERSITY and shall not be eligible for re-admission to any other programmes of the UNIVERSITY. Students are advised to ensure that at no time do they carry unauthorized materials such as notes, books, handbags, mobile phones e.t.c into the examination rooms.
- (viii) **Missing an examination** - Missing an examination without good cause is a serious offence. Misreading of examination timetables is not taken to be a good cause of missing examinations and it's therefore not condonable.
- (ix) **Appeals** - All appeals must be made within 30 days for the day the results are released. This includes requests for remark of examination scripts.
- (x) **Answer books** - Students must not take answer books form the examination rooms.
- (xi) **Examination results** - Provisional examinations results will be released from the respective office of the Director of school and availed to students through their online portal.
- (xii) **Academic Transcripts** - Academic transcripts are available at the end of each academic year and are issued on application to the Registrar Academic Affairs. The application shall be through the student portal.

IMPORTANT INFORMATION ON UNIVERSITY PROCEDURES AND PROCESSES

Deferment of admission - An applicant who for any reason is unable to take up the offer of admission will be required to inform the Registrar Academic Affairs by submitting request online through the student portal. This information should reach the Registrar Academic Affairs registrar at least one week prior to the date of registration. Such deferment will lapse after two years and the applicant will be required to reapply afresh for admission. It is important that an applicant who defers admission ensures that he or she receives an official letter of deferment of admission from the Registrar Academic Affairs. An applicant who fails to inform the Registrar Academic Affairs of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the programme admitted to.

Student identity cards - After the registration formalities and payment of fees, every student is issued with a student identity card bearing his/her picture and name, registration number and the programme and, school, registered in and the duration of the programme. The identity card allows easy identification of students and gives the student access to various UNIVERSITY services (e.g. the library, the hostel etc.) Every student must ensure that they have their student identity card at all times and that the card has the correct information and is valid for the duration the student is in the UNIVERSITY.

Loss of identity card - A student who loses his/her UNIVERSITY identity card will be required to report the loss to a police station and acquire an abstract. They will also be required to report the loss to their school offices from where they get a letter confirming the loss and their student status. After getting these two documents the student should report to the library for a clearance not to indicate that the card is not held in the library. After that the student report to the Admissions office for a re-issue of the student card upon payment of Kshs.500.

Temporary withdrawal - If for any reason a student who is already registered for a programme has to leave the University for a particular period, the student will be required to apply to the Registrar Academic Affairs for temporary withdrawal. All applications for temporary withdrawal must be endorsed by the Director of the respective school and must state the reasons and the duration of such withdrawal. Any student who withdraws from a programme without seeking appropriate authority will be deemed to have absconded from the programme and will therefore be de-registered.

Absence due to illness –

A student whose illness may affect learning must contact the University Director Medical services at the earliest time possible. The advice given by the Director Medical services will then be communicated to the Director of the school and the Academic Registrar.

Nominal roll - The nominal roll is a record of students registered in each degree programmed every term. It gives important details on the student as well as recording the progress of the student each semester (and yearly). It is important for every student to ensure that he/she signs the nominal roll in the Directors office of their respective school at the beginning of each semester and to ensure that the information given in the nominal roll is correct and up to date. This shall also be done prior to commencement of a term.

Course Unit registration - Every student is required to register for the units he/she will undertake by filling in the relevant form at the Directors office at the beginning of every term (first three weeks). The student must ensure that the registration is complete by having the form approved and signed by Directors of the respective Schools. When registering for the units, the student will do well to ensure that the correct unit codes are used and that the form is returned to the Director's Office promptly.

**RULES AND REGULATIONS GOVERNING THE ORGANISATION, CONDUCT AND
DISCIPLINE OF STUDENTS**

1. PRELIMINARY

- i. These regulations are made by the University Senate and approved in accordance with the provisions of the statutes whose objects and purpose, inter alia, is to provide for the control, governance and administration of the UNIVERSITY.
- ii. The regulations came into effect pursuant to the TECHNICAL UNIVERSITY OF KENYA Legal Notice NO. 159 of 27th August 2007 Cap 210 of the Laws of Kenya and shall be binding upon every student of the UNIVERSITY upon registration and so long as such student remains so registered.
 - a. Every student shall, before he/she is registered be required to read these regulations and to sign a declaration appended hereunder, that he/she has understood the content and meaning hereof and that he/she undertakes to be bound thereby.
 - b. Failure or refusal to comply with clause (a) herein may constitute ground for denial of registration.
- iii. Nothing in these regulations shall preclude the UNIVERSITY from requiring any student to execute a bond assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.
- iv. For purposes of these regulations the term “student” means:
 - a. Any person who has been formally admitted to a programme of study for a period of not less than a year to study for an undergraduate degree, diploma or certificate in the UNIVERSITY.

2. ORGANIZATION OF STUDENT

- i. There shall be established an organization of students in the UNIVERSITY () whose objectives and purposes shall be:-
 - a) The promotion of the welfare of the students of the UNIVERSITY.
 - b) The promotion of the academic welfare of students of the UNIVERSITY.
 - c) The establishment of cooperation with such other organizations of students within the UNIVERSITY as may be recognized by the Council.
 - d) Membership of college students organization shall be open to all students registered in the UNIVERSITY on payment to the UNIVERSITY of such fees as may be prescribed by the organization.
 - e) UNIVERSITY students organization established in accordance with these regulations shall not be dissolved except by a resolution of the Council.
- ii. students organizations shall determine their own interim organs and procedures in particular shall develop in each case a constitution setting out clearly:-
 - a) The officers of that organizations
 - b) The duties and powers of such officers
 - c) The frequency of and the procedures of the meetings
 - d) The purposes to which the funds of the organization are to be applied
 - e) The manner and form in which professional/academic associations of student organization shall be conducted.
- iii. For purposes of students’ membership in Council, and all academic bodies of the UNIVERSITY, the following procedures shall apply:-
 - a) For purposes of section 2 (1) of the Act, the UNIVERSITY Council recognizes all college students’ organization as organization representative of student in the UNIVERSITY.
 - b) For purposes of membership in Council:-

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- i. The TECHNICAL UNIVERSITY OF KENYA Students Union shall nominate through a democratic and participatory process one representative to the Council.
- ii. The UNIVERSITY administration shall initiate the procedure necessary for the constitution of an electoral college under this clause.

The Electoral College constituted under this clause shall stand dissolved as soon as it has held the election referred to in (i) herein.

- c) For purposes of membership in College Academic Board,, the college student organization shall elect a representative.
- iv. In addition to any other permits required by the law, all meetings and other activities of the UNIVERSITY students' organization and of any association of students (whether professional, academic or otherwise) to be held within UNIVERSITY precincts shall not take place until permission is first obtained from the Vice-Chancellor or his duly appointed officer for this purpose.

3. THE CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and so far as it is applicable outside UNIVERSITY premises.

GENERAL CONDUCT

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and, in particular shall:-

- i. Respect and adhere to the administrative and academic procedures and structures established by the TECHNICAL UNIVERSITY OF KENYA order for the control, governance and operations of the UNIVERSITY.
- ii. Respect the rights and privileges of the members of the UNIVERSITY community at all times
- iii. Refrain from any conduct that might bring the UNIVERSITY or any section or program thereof to disrepute or public decorum and
- iv. Carry themselves in all public places or fora with such humility and dignity as befits their status as mature and responsible citizens.

ACADEMIC CONDUCT

All students shall apply themselves diligently to the programmes of study approved by the Council and University Senate and for which they are registered and in particular shall:-

- i. Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled programmes of instructions.
- ii. Refrain from any conduct whose object or logical consequences is to disrupt the operations of academic programmes of the UNIVERSITY and
- iii. Comply with all other regulations made by departments and schools for the proper conduct of specific programs.

RESIDENTIAL CONDUCT

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 Office of the Dean of Students.
- ii. Share rooms, in addition to other facilities of common use
- iii. Allow visitors in their rooms only between the hours of 10.00 a.m and 10.00p.m.

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- iv. Remove no furniture or equipment from their rooms or any other part of the hostels or from other premises within the hostels and catering services except by permission from the head of the department concerned
- v. Report any losses, breakages or missing items immediately to the house keepers or custodians of the hostels on which the losses/breakages or missing items occur.
- vi. Except with a written permission of the Dean of the Students, vacate all rooms during vacations. Vocational residence will be in specified hostels and paid for in advance.
- vii. Report all absence from residence in the hostels to the hostels administrator. Any student absent from the hostels for a continuous period of two weeks shall be deemed to have forfeited his/her residence.
- viii. Appear for meals at the prescribed dining hall and times only. Students will be required to produce their meal cards or any other acceptable evidence as they enter the dining hall
- viii. Video players, T.Vs, DVD's or musical instruments can be used in the hostels on condition that the sound produced does not cause any disturbance to other residents and that they are played between 6.00 a.m. and 11.00 p.m.
- ix. No meals or beverages shall be taken out of the dining halls, except when such person has permission from the officer-in-charge of the dining hall.
- x. Carry no utensils or cookery out of the dining hall
- xi. Desist from entering the kitchen severy or store at all times.
- xii. In the event of pregnancy either before or after taking residence the hostels (months after confinement. (1) Report that condition to the Dean of Students or medical officer within three months of its occurrence.(2) Vacate the hostels at least one month before confinement. Such student should re-apply for accommodation three months after confinement.

In addition to any other liabilities that may be attached thereto, student remain accountable to the UNIVERSITY in respect of their relationship with members of the general public, and of conduct and utterances in matters that lie in public domain, wherefore:-

- a) All correspondence to the press or other mass media by student or officials of college student's organizations or of other associates within the UNIVERSITY in their individual capacities shall bear their names and private addresses.
- b) All public statements affecting the UNIVERSITY which are intended to be issued on behalf of any organizations or associations of students must receive prior approval of the Vice-Chancellor,
- c) Invitations to government ministers, representatives of foreign governments or any other public personalities to visit the UNIVERSITY in their official capacity shall be channeled through appropriate UNIVERSITY authorities.

The provision of the above regulations notwithstanding all students shall:-

- a) Not keep any motor vehicles in UNIVERSITY premises without the written permission of the Deputy Vice-Chancellor (Administration, Finance and Operations); such permission to be issued only on proof of a current driving license, valid vehicle registration and of taxes that may be in force and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.
- b) Refrain from acts of hooliganism, unruly or rowdy behaviour (including fighting), emission of unreasonable or excessive noise, or conduct likely to cause annoyance or disturbance to other residents within or outside UNIVERSITY precincts.
- c) Desist from tampering with fire-fighting appliances installations and use such appliances for firefighting purposes only.
- d) Desist from interference with electric power system and electric power outlets.
- e) Desist from misuse or willful damage to or destruction of UNIVERSITY property, and default of which such student or group of students shall bear full responsibility thereof;

- f) Avoid drunkenness or drunken behavior as would constitute a disturbance to other students and staff of the UNIVERSITY and
- g) Desist from abuse of drugs and totally refrain from the use of drugs the possession of which is prohibited by law.

4. THE DISCIPLINE OF STUDENTS

The following provisions shall apply to all disciplinary actions taken against students in respect of disciplinary offences committed within or outside the UNIVERSITY precincts:

- a. **Disciplinary Authority** - For purpose of these regulations the Vice-Chancellor, acting on behalf of the Council is the disciplinary authority of the UNIVERSITY and shall have powers to:
 - i. Suspend any student suspected of committing any disciplinary offence under these regulations pending disciplinary action
 - ii. Take any other measures necessary for the proper operation of disciplinary procedures set out herein.
- b. **Disciplinary Offences** - Any infringement or persistent disregard or contempt of any of the Sections III – IV above shall constitute a disciplinary offence for which disciplinary action will be taken against a student in accordance with Clause (b) herein without prejudice to the generality for the above provision. The following conduct shall constitute specific disciplinary offences under these regulations.
 - i. Boycott of scheduled lectures, tutorials, practicals and other programmes of instruction and assault of or insurance of threats to other students in contemplation or furtherance of any such boycotts.
 - ii. Assault of members of staff while discharging their official duties.
 - iii. Participate in any form of picketing or organized obstruction of students and staff in any manner whatsoever,
 - iv. Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic programmes
 - v. Malicious or willful damage to or loss of UNIVERSITY property
 - vi. Disorderly conduct and molestation of the members of the UNIVERSITY community
 - vii. Admission of unauthorized persons into the hostels
 - viii. Any attempt to convene or organize any participation or involvement in demonstrations, gatherings, processions, or public ceremonies for which permission has not been obtained from the UNIVERSITY or government authorities
 - ix. Drunken and disorderly behavior and abuse of or use of drugs the possession of which is prohibited by law and
 - x. Conviction in a court of law for a criminal offence of such nature as should in the opinion of the Council, warrant expulsion from UNIVERSITY.
- c. **Disciplinary Procedures** - These proceedings are of management nature internal to the TECHNICAL UNIVERSITY OF KENYA and therefore shall not involve legal representation.
- d) **Penalties** - Disciplinary committee at the hostels and schools levels shall have power to recommend any one or more of the following college penalties:
 - A letter of warning or reprimand
 - The payment of damages commensurate with the nature and gravity of the offence committed
 - Expulsion from the hostels
 - Suspension from the UNIVERSITY for a specified period
 - Any other penalty which the committee may deem fit to impose or recommend to the senate disciplinary committee.

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- ii) No student may be expelled from the UNIVERSITY, and any penalty recommended by a disciplinary committee in accordance with sub-clause (d) (1) here in shall take effect without the approval of the University Senate.
- iii) In arriving at any appropriate penalty or combinations thereof the appropriate disciplinary committee shall be at liberty to consider the total conduct (past and present) of ; the student within or outside the UNIVERSITY and not merely the immediate circumstances furnishing the reason for disciplinary action against the student.
- iv) The record and decision of any disciplinary action taken against a student shall be reported to hostels administration, Head of the department, Dean of school, and the Vice-Chancellor, and shall form part of the student's record at those levels.
- v) Nothing in this section shall preclude the University Senate from proceeding against any student nor shall anything in these regulations be read so as to impede the power of departments, school, University Senate and University Management Board in respect of the administration of academic affairs of the UNIVERSITY..
- vi) The provision of these regulations and any decisions made by disciplinary committees hereunder, shall not derogate from the right of the police or any member of the public so entitle, to bring any action, or to institute criminal proceedings in respect of the same state of facts against any student in a court of law nor shall anything herein preclude the state from taking any action which it may deem necessary against any student in the interest of security and public order.

MISCELLANEOUS MATTERS

1. The UNIVERSITY disclaims all responsibilities for loss of or damage to any property belonging to students or their guests while such property is on UNIVERSITY premises.
2. The UNIVERSITY Council in consultation with University Senate reserves the right to change, add, amend, or otherwise vary these regulations at any time without notice.

DEAN OF STUDENTS' OFFICE

1. ACCOMODATION

The Technical University of Kenya is considered as a day institution and does not have adequate accommodation for all its students. However, the Dean of Students has prepared a list of privately-managed hostels that can be downloaded using the link that has been sent to your e-mail address. For further enquiries you may wish to contact the Office of the Dean of Students through the e-mail address dean.students@tukenya.ac.ke. It is expected that you make arrangements for your own accommodation well before the commencement date of orientation.

2 COUNSELLING

The Counselling Service is available to all Students. The aim is to enable students to achieve their academic and personal goals by providing confidential counseling and support for any difficulties the students may encounter while at TECHNICAL UNIVERSITY OF KENYA.

3 CHAPLAINCY

Chaplaincy Service provides support to students in an inclusive and non-judgmental environment, regardless of faith. Confidential support is offered in a comfortable environment about concerns students may have. If students are new to the city, assistance can be offered on various worship centers in the city.

4 STUDENTS ABLED DIFFERENTLY

The UNIVERSITY welcomes students with disabilities and tries to meet individual's requirements, as far as possible.

5 HEALTH CARE

All students have access to the University's first aiders for minor emergency treatment during the day.

6 SPORTS AND RECREATION

There are extensive opportunities for sports and recreation. Tournaments and leagues take place throughout the year. A range of sporting activities is organized by Sports Officer including, football, basketball, hockey, rugby, volleyball and athletics.

7 CLUB AND SOCIETIES

Clubs and societies are open to all students, regardless of ability and experience. Further details about clubs and societies are available at the Dean of Students office.