



THE TECHNICAL UNIVERSITY OF KENYA

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Office of the Vice-Chancellor

Prof. Dr.-Ing. Benedict M. Mutua, PhD, Rer. Nat.

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18th April, 2024

TO: ALL STAFF MEMBERS

RE: VALIDATION AND CONFIRMATION OF DIPLOMA AND
HIGHER DIPLOMA CERTIFICATES

On behalf of the University Management I take this opportunity to commend ALL employees for the cooperation that was accorded the Committee of Certificate Verification and Authentication exercise that was initiated in December, 2023. The exercise was conducted with fairness and you may have noticed that the University has given a second chance to those employees whose circumstances did not allow them to present themselves or the academic certificates.

Pursuant to the requirements of the Office of the Chairperson, Public Service Commission communicated *vide* letter ref. PSC/ADM/13(42), certificate Authentication has now moved to the second stage which involves Validation and Confirmation of the Certificates which had been scrutinised by the said Committee. Therefore, ALL employees whose highest level of training is either Diploma/Higher Diploma or who attained either Diploma/Higher Diploma as intermediary qualification required for admission to degree, are hereby instructed to process validation or confirmation as applicable.

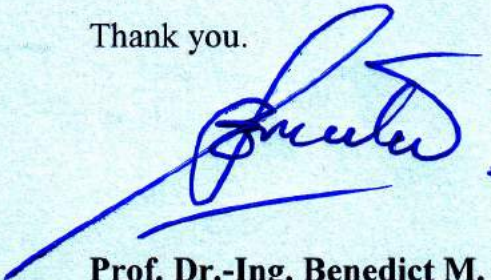
All '**internal**' Diploma/Higher Diploma certificates which were issued by individual tertiary level institutions shall be submitted by the individual employee to the **Kenya National Qualification Authority, KNQA**, for validation at the cost of the individual employee, except that KNQA shall provide feedback addressed to the Vice-Chancellor, Technical University of Kenya. On the other hand, ALL employees whose Diploma/Higher Diploma were examined by **Kenya National Examination Council, KNEC**, shall apply for confirmation of the certificates to KNEC who will provide a copy of the result slip to the Vice-Chancellor, Technical University of Kenya.

Page 1 of 2

Confirmation of KNEC issued Certificates takes an average of fourteen (14) working days. Therefore, feedback for KNEC confirmation will have a deadline of thirty (30) days from the date of this circular. On the other hand, validation of 'internal' Certificates by KNQA takes between fourteen (14) days and sixty (60) days. Therefore the feedback of validation by KNQA will have a deadline of ninety (90) days from the date of this circular.

At the expiry of the specified deadlines, the University shall not give an extension and the information that would have been collated shall be used in making decisions on employability of the certificate holder as required by the Public Service Commission.

Thank you.



Prof. Dr.-Ing. Benedict M. Mutua, PhD, Rer. Nat.
VICE-CHANCELLOR