



THE TECHNICAL UNIVERSITY OF KENYA

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OFFICE OF THE REGISTRAR ACADEMIC

NOTICE TO ALL STUDENTS

MANDATORY SIGNING OF THE NOMINAL ROLL (A PREREQUISITE FOR EXAMINATION ELIGIBILITY)

This is a **critical reminder** that signing the **Nominal Roll** is a mandatory and non-negotiable requirement for all students in order to be eligible for the forthcoming End-of-Semester Examinations.

1. ACADEMIC CALENDAR: KEY DATES

- **Semester Duration:** 1st September, 2025 – 13th December, 2025
- **Examination Period:** 24th November, 2025 – 13th December, 2025

2. EXAMINATION ELIGIBILITY: MANDATORY CONDITIONS

Students will **NOT** be permitted to sit for examinations unless they have satisfied **BOTH** of the following conditions:

1. Signed the **Official Nominal Roll**.
2. Achieved a minimum of **75% attendance** in each registered course unit.

3. DEADLINE AND CONSEQUENCES: NOMINAL ROLL SIGNING

The deadline for signing the Nominal Roll is **Friday, 26th September, 2025**.

- **Your signature is required for inclusion on the official TUSoft class lists, which serve as the basis for verifying attendance compliance.**
- **Failure to comply by the stated deadline will result in the mandatory deferment of studies for a period of not less than one (1) academic year and up to two (2) academic years. No exceptions will be granted.**

4. FEES CLEARANCE: A COROLLARY REQUIREMENT

Full fees payment is a prerequisite for signing the Nominal Roll and, by extension, for examination eligibility.

- **All students are required to clear their fees in full at the beginning of the Semester.**
- **Continuing Students** who opt for the instalment plan, in line with the **Fees Payment Policy** (available at www.tukenya.ac.ke), must strictly observe the following schedule:
 - **First Instalment (60% of total fees):** Due on or before **Friday 26th September, 2025.**
 - **Final Balance (40%):** To be cleared in full by the **eighth (8th) week of the semester.**

Please note: Failure to clear outstanding fees will result in denial of access to University services, including the ability to sign the Nominal Roll.

Your academic success is our shared priority. You are therefore **strongly advised** to treat this notice with the utmost seriousness and take **immediate action** to ensure full compliance.



DR. MOSES WAMALWA
REGISTRAR ACADEMIC