



# THE TECHNICAL UNIVERSITY OF KENYA

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## Office of the Academic Registrar

# NOTICE TO STUDENTS

## EXTENSION OF DEADLINE FOR SIGNING THE NOMINAL ROLL (A Prerequisite for Examination Eligibility)

Wednesday, April 15, 2026

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The Second Semester of the 2025/2026 Academic Year commenced on **23<sup>rd</sup> February, 2026** and is scheduled to end on **30<sup>th</sup> May, 2026**. End-of-Semester Examinations will be conducted from **18<sup>th</sup> May, 2026 to 30<sup>th</sup> May, 2026**.

### 1. New Deadline for Signing the Nominal Roll

University policy requires all students to register each semester by signing the Nominal Roll via the student portal within the first three (3) weeks of the semester. Accordingly, the initial deadline was **Friday, 13<sup>th</sup> March 2026**.

However, **Senate has approved an extension of the deadline to Friday, 17<sup>th</sup> April 2026. This is the final extension, and no further extensions will be granted.**

**Note:** Only students with a **zero fee balance from the preceding semester** are eligible to sign the Nominal Roll.

### 2. Consequences of Failure to Sign the Nominal Roll

Failure to sign the Nominal Roll by the stated deadline will result in:

- i. Exclusion from TuSoft-generated class lists used for attendance verification;
- ii. Exclusion from TuSoft-generated examination lists;
- iii. Inability of lecturers to record marks in TuSoft.

Non-compliance will lead to mandatory deferment of studies for a period of **one (1) to two (2) academic years**.

*No exceptions will be granted.*

### **3. Examination Eligibility Requirements**

A student will only be eligible to sit for examinations upon meeting the following conditions:

- i. Signing the Official Nominal Roll; and
- ii. Attaining a minimum of **75% attendance** in each registered course unit.

### **4. Fees Payment Requirements**

In accordance with the University Fees Payment Policy (available on the University website), students are required to either:

- i. Pay the **full semester fees** at the beginning of the semester; or
- ii. Opt for the approved **instalment plan**, as stipulated in the Fees Payment Policy.

Failure to comply with the fees policy will result in denial of University services, including **examination eligibility**.

Your academic success is our priority. You are strongly advised to take immediate action to ensure full compliance.

For inquiries, please contact: [registrar.academic@tukenya.ac.ke](mailto:registrar.academic@tukenya.ac.ke)

## **ACADEMIC REGISTRAR**