



THE TECHNICAL UNIVERSITY OF KENYA

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Office of the Academic Registrar

NOTICE TO ALL STUDENTS

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

Wednesday, February 25, 2026

The University welcomes all students to the Second Semester of the 2025/2026 Academic Year following the recess.

Students must note the following key dates:

| Item | Start Date | End Date |
|------------------------------|---------------------------------|----------------------------|
| Second Semester | 23 rd February, 2026 | 30 th May, 2026 |
| End-of-Semester Examinations | 18 th May, 2026 | 30 th May, 2026 |

1. Signing of the Nominal Roll

University policy mandates that all students register each semester by signing the official Nominal Roll on the student portal within the first three (3) weeks.

Deadline: Friday, 13th March, 2026

Only students with a zero fee balance from the preceding semester may sign the Nominal Roll.

2. Consequences of Failure to Sign

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 for lecturers to record your 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

Students are ineligible for examinations unless:

- i. The Official Nominal Roll has been signed; and
- ii. A minimum of 75% attendance has been attained in each registered course unit.

In accordance with the University Fees Payment Policy (available at www.tukenya.ac.ke), 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 outlined below:
 - a. **First Instalment (60% of total fees):** On or before 13th March, 2026 (within the first three weeks of the semester).
 - b. **Final Balance (40%):** On or before 17th April, 2026 (by the end of the eighth week of the semester).

Non-compliance will result in denial of University services, including examination eligibility.

Your academic success is our priority; please take prompt action to ensure full compliance.

For inquiries, please contact: registrar.academic@tukenya.ac.ke

ACADEMIC REGISTRAR