



THE TECHNICAL UNIVERSITY OF KENYA

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Office of the Registrar (Academic)

AUTOMATION OF PROCESSES WITHIN THE ACADEMIC DIVISION SEPTEMBER, 2020

1.1 INTRODUCTION

The Academic Division is charged with the responsibility of ensuring that all academic activities in the university are well coordinated. These processes range from Student Recruitment, Student Admission and Registration, Teaching and Learning, University Examinations Planning and Reporting, Secretarial Services, to Graduation matters.

The automation of these processes therefore, is a key component for the seamless flow of operations and information dissemination. The automation is to ensure the effective and efficient co-ordination of the processes and the smooth linkage to various sections/units involved. In order to carry out the above itemized activities effectively and efficiently, there is need for full automation of the various processes.

The following processes have been automated: -

1.2 SIGNING AND GENERATION OF THE NOMINAL ROLL

The students are expected to sign the nominal roll at the beginning of each semester and it is envisaged that this tool will serve three (3) major roles, namely: - automatic invoicing of students, clean-up of class lists and helpful in the planning for the semester.

1.3 MANAGEMENT OF STUDENT FEES FOR THE TERM STUDENTS

This tool is ready to be used on Term students since invoices and receipts for these students have already been fed into the system. Generation of fee statements has been made easier since the tool is synchronized with the signing of the Nominal Roll.

1.4 CLEARANCE BY STUDENTS WHO WISH TO GRADUATE

The tool is to be used by students who have successfully completed their studies and are ready to graduate.

1.5 CLEARANCE BY STUDENTS WHO WISH TO EXIT MID-STREAM

The tool is to be used by students who wish to terminate their studies at TUK before graduation.

In both 1.5 and 1.6, it is expected that students initiate the processes using a link on their portal and the approval process will involve the following offices:

1. School
2. Health and Wellness Services
3. Hostels and Accommodation
4. Games and Sports
5. Dean of Students
6. Library Services
7. Examination and Certification
8. Students Admissions and Recruitment
9. Financial and Accounting Services

Output: Clearance certificate

1.6 DEFERMENT OF ADMISSION

This tool is available to applicants who for any reason are unable to take up the offer of admission at the University and are therefore seeking to delay the commencement of your course until a later teaching period.

1.7 DEFERMENT OF STUDY

This tool is available to applicants who for some reason(s) elect to take time-off from their studies, with the current place in your programme held for them.

In both 1.7 and 1.8, students are expected to initiate these processes using a link on their student's portal and after on-line approval at different levels, the students are enabled to download letters of deferment. This tool also ensures that students who have deferred their studies at the University do not have access to university services.

Output: Deferment letter

1.8 REINSTATEMENT OF NEW STUDENTS

The tool is available to new students who were unable to take up the offer of admission at the University and sought to delay the commencement of their programme.

1.9 REINSTATEMENT OF CONTINUING STUDENTS

This tool is available to continuing students who elected to take time-off from their studies, with assurance of current place in their programme.

In both 1.9 and 1.10 students are expected to initiate these processes using a link on their students' portal and after on-line approval at different levels, the student is reinstated to resume studies.

Output: Approval

1.10 INTER-FACULTY/INTRA-FACULTY TRANSFERS FOR 1ST YEARS

The tool would be used by new students who have been placed at TU-K by KUCCPS and wish to transfer to different programmes within the institution that they qualify to join.

1. The student initiates an online transfer application.
2. The Deans Committee considers and approves the applications.
3. The applicant downloads the approval of transfer letter.
4. The Registrar Academic notifies KUCCPS for Module I students.

Output: Transfer letter