

**KARATINA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**(ACADEMIC AFFAIRS)**

TEL:+254 0716135171/0723683150

P.O Box 1957-10101,KARATINA

**INTERNAL MEMO**

**FROM:** Registrar (AA)

**DATE:** 15<sup>th</sup> August, 2022

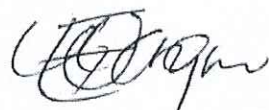
**TO:** All First and Second Year Students (2022/2023 AY) **REF:** KarU/Rg.AA/1/Vol.9

**SUBJECT:** FIRST SEMESTER 2022/2023 ACADEMIC YEAR TIMELINES

The First Semester of 2022/2023 Academic Year will commence on **Monday, 29<sup>th</sup> August 2022**. In preparation for the First Semester examinations of the 2022/2023 Academic Year, students are hereby advised to take note and adhere to the listed Timelines:

- i) To complete **Online Semester Registration (ERP)** on or before **Friday, 23<sup>rd</sup> September 2022** in line with *Fee Payment Policy Clause 5.5 (d) The individual Student whose name will not be in class list of bona fide students will be deregistered from the Semester after the lapse of 20% class attendance rule" (20% Registration Rule).*
- ii) To complete **Online Registration** of courses for blended learning through **Learning Management System (LMS/Moodle)** Student account on or before **Friday, 23<sup>rd</sup> September 2022** and attend classes as expected.
- iii) Complete payment of Fees for First Semester 2022/2023 Academic Year in line with 'Fees Payment Policy Clause 5.2' including but not limited to the following:
  - Students will pay all fees on the day of admission and/or registration.
  - Students with financial challenges may be allowed to pay in two instalments; 60% and above on admission or registration day and the balance of 40% be cleared by 40<sup>th</sup> day after the beginning of the semester (**Friday, 21<sup>st</sup> October 2022 (40<sup>th</sup> Day Rule)**).
- iv) Confirm **Registration for Examinations** by **Friday, 21<sup>st</sup> October 2022** through individual student's portal and print Examination Card. Students are required to complete an evaluation of courses he/she has registered for in the Semester before printing the Examination Card.
- v) Continuous Assessment Tests are scheduled to be administered as follows:
  - First Continuous Assessment Test: between **19<sup>th</sup> September 2022** to **7<sup>th</sup> October 2022** (4<sup>th</sup> to 6<sup>th</sup> Week).
  - Second Continuous Assessment Test: between **17<sup>th</sup> October 2022** to **4<sup>th</sup> November 2022** (8<sup>th</sup> to 10<sup>th</sup> Week)
- vi) Administration of First Semester Examinations will start on **Monday, 5<sup>th</sup> December 2022** to **Friday, 16<sup>th</sup> December 2022**. A detailed examination timetable will be released in due course.
- vii) All students are reminded to adhere to Covid-19 containment measures.

Thank you.



**Dr. Wangari Gathuthi**  
**REGISTRAR (AA)**

Cc Vice Chancellor  
Deputy Vice Chancellor (ARSA)  
Deputy Vice Chancellor (PFA)  
Registrar (P&A)  
Finance Officer  
Deans of Schools  
Ag. Director ICT  
Heads of Departments  
Dean of Students  
Schools Administrative Assistants

