

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

TEL:+254 0716135171/0723683150

P.O Box 1957-10101,KARATINA

INTERNAL MEMO

FROM: Registrar (AA)

DATE: 18th January 2023

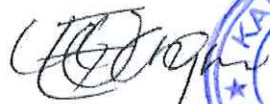
TO: All First and Second Year Students (2022/2023 AY) **REF:** KarU/Rg.AA/1/Vol.9

SUBJECT: AMENDED SECOND SEMESTER 2022/2023 ACADEMIC YEAR TIMELINES

The Second Semester of the 2022/2023 Academic Year commenced on **Monday, 9th January 2023** as referenced in the communication KarU/Rg.AA/1/Vol.9 dated 13th December 2022. The University Senate, in its 115th Regular Meeting held on 18th January 2023 varied the timeline on second semester examination administration. In preparation for the Second Semester examinations of the 2022/2023 Academic Year, students are hereby reminded and advised to take note and adhere to the listed Timelines.

- i) To complete **Online Semester Registration (ERP)** on or before **Friday, 3rd February 2023** 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, 3rd February 2023**, and attend classes as expected.
- iii) Complete payment of Fees for the Second 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 the 40th day after the beginning of the semester (**Friday, 3rd March 2023 (40th Day Rule)**).
- iv) Confirm **Registration for Examinations** by **Friday, 3rd March 2023** through individual student 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 **30th January 2023** to **17th February 2023** (4th to 6th Week).
 - Second Continuous Assessment Test: between **27th February 2023** to **17th March 2023** (8th to 10th Week)
- vi) Administration of second Semester Examinations will start on **Tuesday, 11th April 2023** to **Friday, 21st April 2023**. A detailed examination timetable will be released in due course.

Thank you.



Dr. Wangari Gathuthi
REGISTRAR (AA)

Cc

Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deputy Vice Chancellor (PFA)
Registrar (P&A)
Finance Officer
Director ICT

Deans of Schools
Dean of Students
Heads of Departments
Schools Administrative Assistant

