

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

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 20th January 2023

TO: All 3rd, 4th & Postgraduate Students (2022/2023 AY)

REF: KarU/Rg.AA/1/Vol.9

SUBJECT: SECOND SEMESTER 2022/2023 ACADEMIC YEAR TIMELINES

The Second Semester of the 2022/2023 Academic Year will commence on **Monday, 23rd January 2023**. In preparation for the Second 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, 17th 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, 17th 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, 17th March 2023 (40th Day Rule)**).
- iv) Confirm **Registration for Examinations** by **Friday, 17th 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 **13th February 2023** to **3rd March 2023** (4th to 6th Week).
 - Second Continuous Assessment Test: between **13th March 2023** to **31st March 2023** (8th to 10th Week)
- vi) Administration of Second Semester Examinations will start on **Monday, 24th April 2023** to **Friday, 5th May 2023**. A detailed examination timetable will be released in due course.

Thank you.



Dr. Wangari Cathuthi

REGISTRAR (AA)

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

