

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

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**INTERNAL MEMO**

**FROM:** Registrar (AA)

**DATE:** 8<sup>th</sup> August, 2023

**TO:** Y2, Y3, Y4 and Post Graduate Students (2023/2024 AY)

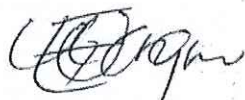
**REF:** KarU/Rg.AA/1/Vol.10

**SUBJECT:** **FIRST SEMESTER 2023/2024 ACADEMIC YEAR TUITION TIMELINES**

First Semester of the 2023/2024 Academic Year tuition will commence on **Monday, 11<sup>th</sup> September 2023**. All students are therefore advised to take note and adhere to the listed timelines.

- i) To complete **Online Semester Registration (ERP)** on or before **Friday, 6<sup>th</sup> October 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, 6<sup>th</sup> October 2023**, and attend classes as expected.
- iii) Complete payment of Fees for the First Semester 2023/2024 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 40<sup>th</sup> day after the beginning of the semester (**Friday, 3<sup>rd</sup> November 2023 (40<sup>th</sup> Day Rule)**).
- iv) Confirm **Registration for Examinations** by **Friday, 3<sup>rd</sup> November 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 **2<sup>nd</sup> October, 2023 to 20<sup>th</sup> October, 2023** (4<sup>th</sup> to 6<sup>th</sup> Week).
  - Second Continuous Assessment Test: between **30<sup>th</sup> October, 2023 to 10<sup>th</sup> November, 2023** (8<sup>th</sup> to 10<sup>th</sup> Week)
- vi) Administration of First Semester Examinations will start on **Friday, 8<sup>th</sup> December 2023 to Friday, 22<sup>nd</sup> December 2023**. A detailed examination timetable will be released in due course.

Thank you.



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

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

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

