

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

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 12th July, 2024

TO: Y2, Y3, Y4 and Post Graduate Students (2024/2025 AY)

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

SUBJECT: **FIRST SEMESTER 2024/2025 ACADEMIC YEAR TUITION TIMELINES**

First Semester of the 2024/2025 Academic Year will commence on **Monday, 19th August 2024**. 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, 13th September 2024** 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 **Monday, 14th October 2024**, and attend classes as expected.
- iii) Complete payment of Fees for the First Semester 2024/2025 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 (**Monday, 14th October 2024 (40th Day Rule)**).
- iv) Confirm **Registration for Examinations** by **Monday, 14th October 2024** 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 **9th September, 2024 to 27th September, 2024** (4th to 6th Week).
 - Second Continuous Assessment Test: between **7th October, 2024 to 25th October, 2024** (8th to 10th Week)
- vi) Administration of First Semester Examinations will start on **Friday, 22nd November 2024 to Wednesday, 4th December 2024**. A detailed examination timetable will be released in due course.

Thank you.



Dr. Wangari Gathuthi
REGISTRAR (AA)

Cc

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

Deans of Schools
Dean of Students
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