

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

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**INTERNAL MEMO**

**FROM:** Registrar (AA)

**DATE:** 4<sup>th</sup> February, 2025

**TO:** First Year and Post Graduate Students

**REF:** KarU/Rg.AA/1/Vol.11

**SUBJECT:** **REMINDER ON SECOND SEMESTER DATES OF 2024/2025 ACADEMIC YEAR**

Learning activities of the Second Semester (2024/2025 AY) commenced on **Monday, 3<sup>rd</sup> February 2025**. In preparation for the Second Semester examinations of the 2024/2025 Academic Year, First Year and Post Graduate Students are hereby advised to take note and adhere to the listed Timelines:

- i) To complete **Online Semester Registration (ERP)** on or before **Friday, 28<sup>th</sup> February 2025** 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, 28<sup>th</sup> February 2025**, and attend classes as expected.
- iii) Complete payment of Fees for the Second 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, 28<sup>th</sup> March 2025 (40<sup>th</sup> Day Rule)**).
- iv) Confirm **Registration for Examinations** by **Friday, 28<sup>th</sup> March 2025** 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 **Monday, 24<sup>th</sup> February 2025 to Friday, 14<sup>th</sup> March 2025** (4<sup>th</sup> to 6<sup>th</sup> Week).
  - Second Continuous Assessment Test: between **Monday, 24<sup>th</sup> March 2025 to Friday, 11<sup>th</sup> April 2025** (8<sup>th</sup> to 10<sup>th</sup> Week)
- vi) Administration of Second Semester Examinations will start on **Tuesday, 6<sup>th</sup> May 2025** to **Tuesday, 20<sup>th</sup> May 2025**. A detailed examination timetable will be released in due course.

Thank you.



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

Copy to:

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  
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