

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

TEL:+254 0716135171/0723683150

P.O Box 1957-10101, KARATINA

**INTERNAL MEMO**

**FROM:** Ag. Registrar (AA)

**DATE:** 25<sup>th</sup> July, 2025

**TO:** Y2, Y3, Y4 and Post Graduate Students (2025/2026 AY)

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

**SUBJECT: FIRST SEMESTER 2025/2026 ACADEMIC YEAR TIMELINES FOR-NON  
HEALTH SCIENCES STUDENTS**

First Semester of the 2025/2026 Academic Year will commence on **Monday, 25<sup>th</sup> August 2025**. All students **EXCEPT those in the School of Health Sciences** are informed to take note and adhere to the listed timelines.

- i) To complete **Online Semester Registration (ERP)** on or before **Friday, 19<sup>th</sup> September 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, 19<sup>th</sup> September 2025**, and attend classes as expected.
- iii) Complete payment of Fees for the First Semester 2025/2026 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, 17<sup>th</sup> October 2025 (40<sup>th</sup> Day Rule).**
- iv) Confirm **Registration for Examinations** by **Friday, 17<sup>th</sup> October 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 15<sup>th</sup> September, 2025 to Friday 3<sup>rd</sup> October, 2025 (4<sup>th</sup> to 6<sup>th</sup> Week).**
  - Second Continuous Assessment Test: between **Monday 13<sup>th</sup> October, 2025 to Friday 31<sup>st</sup> October, 2025 (8<sup>th</sup> to 10<sup>th</sup> Week)**
- vi) Administration of First Semester Examinations will start on **Friday, 28<sup>th</sup> November 2025 to Thursday, 11<sup>th</sup> December 2025**. A detailed examination timetable will be released in due course.

**NB: Timelines for Students in the School of Health Sciences will be provided in due course**

Thank you.

  
Mr. Grey Mausii

**Ag. REGISTRAR (AA)**

Copy to:

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



Dean of Students  
Heads of Departments  
Senior Maintenance Officer  
Catering Officer  
Ag. Hostels Officer  
Ag. Security Officer  
Schools Administrative Assistants