

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

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 19th October, 2021

TO: All First Year Students (2021/2022 AY)

REF: KarU/Rg.AA/1/Vol.8

SUBJECT: FIRST SEMESTER 2021/2022 ACADEMIC YEAR TIMELINES

The First Semester 2021/2022 Academic Year commenced on **Monday, 13th September, 2021** and reporting date extended to **Friday, 15th October 2021**. In preparation for first semester examinations for 2021/2022 Academic Year, students are hereby advised to take note and adhere to the under listed Timelines:

- i) To complete **Online Semester Registration** on or before **Friday, 5th November 2021** 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 lapse of 20% class attendance rule* (20% Registration Rule).
- ii) Complete payment of Fees for First Semester 2021/2022 Academic Year by **Friday 5th November 2021** in line with *Fees Payment Policy Clause 5.2 "Students will pay all fees on the date of admission and registration"* (40th Day Rule).
- iii) Confirm **Registration for Examinations** by **Friday 5th November, 2021** through individual student portal and print Examination Card. Students are required to complete evaluation of courses he/she has registered in the Semester before printing Examination Card.
- iv) Continuous Assessment Tests are scheduled to be administered as follows:
 - First Continuous Assessment Test: between **4th October 2021** to **22nd October 2021** (4th to 6th Week)
 - Second Continuous Assessment Test: between **1st November 2021** to **19th November 2021** (8th to 10th Week)
- v) Administration of First Semester Examinations will start on **Monday, 10th January, 2022** to **Friday, 21st January, 2022**. A detailed examination timetable will be released in due course.
- vi) All students are reminded to adhere to Covid-19 containment measures.

Thank you.


Dr. Wangari Gathuthi

REGISTRAR (AA)

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

