

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

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 26th October, 2022

TO: All Third and Fourth Year Students
BSc. Nursing, 3rd Yr 2020 intake

REF: KarU/Rg.AA/1/Vol.9

SUBJECT: REMINDER OF FIRST SEMESTER 2022/2023 ACADEMIC YEAR TIMELINES

The First Semester of 2022/2023 Academic Year commenced on **Monday, 19th September 2022**. In preparation for the First Semester examinations of the 2022/2023 Academic Year, students are hereby reminded of the listed Timelines:

- i) To have completed **Online Semester Registration (ERP)** by **Friday, 14th October 2022** 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 have completed **Online Registration** of courses for blended learning through **Learning Management System (LMS/Moodle)** Student account by **Friday, 14th October 2022** and attended classes as expected.
- iii) Complete payment of Fees for First Semester 2022/2023 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 40th day after the beginning of the semester (**Friday, 11th November 2022 (40th Day Rule)**).
- iv) Confirm **Registration for Examinations** by **Friday, 11th November 2022** through individual student's 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 were scheduled as follows:
 - First Continuous Assessment Test: between **10th October 2022** to **28th October 2022** (4th to 6th Week).
 - Second Continuous Assessment Test: between **7th November 2022** to **25th November 2022** (8th to 10th Week)
- vi) Administration of First Semester Examinations will start on **Monday, 9th January 2023** to **Friday, 20th January 2023**. A detailed examination timetable will be released in due course.
- vii) 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)
Finance Officer
Deans of Schools
Ag. Director ICT
Heads of Departments
Dean of Students
Schools Administrative Assistants

