

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

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**INTERNAL MEMO**

**FROM:** Registrar (AA)

**DATE:** 29<sup>th</sup> January 2024

**TO:** First Year Students (2023/2024 AY)

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

**SUBJECT: SECOND SEMESTER 2023/2024 ACADEMIC YEAR TIMELINES**

The Second Semester of the 2023/2024 Academic Year commence on **Monday, 29<sup>th</sup> January 2024**. In preparation for the Second Semester examinations of the 2023/2024 Academic Year, First Year students are hereby advised to take note and adhere to the listed Timelines:

- i) To complete **Online Semester Registration (ERP)** on or before **Friday, 23<sup>rd</sup> February 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 **Friday, 23<sup>rd</sup> February 2024**, 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, 22<sup>nd</sup> March 2024 (40<sup>th</sup> Day Rule)**).
- iv) Confirm **Registration for Examinations** by **Friday, 22<sup>nd</sup> March 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 **Monday, 19<sup>th</sup> February 2024** to **Friday, 8<sup>th</sup> March 2024** (4<sup>th</sup> to 6<sup>th</sup> Week).
  - Second Continuous Assessment Test: between **Monday, 18<sup>th</sup> March 2024** to **Friday, 5<sup>th</sup> April 2024** (8<sup>th</sup> to 10<sup>th</sup> Week)
- vi) Administration of Second Semester Examinations will start on **Monday, 6<sup>th</sup> May 2024** to **Friday, 17<sup>th</sup> May 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  
Deans of Schools  
Director ICT  
University Timetable Coordinator  
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Dean of Students  
Schools Administrative Assistants