

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

INTERNAL MEMO

From: Registrar (Academic Affairs)

Date: 1st December, 2025

To: ALL STUDENTS

Ref: KIBU/ACA/RAA/CORR.128/VOL.2

SUBJECT: REQUIREMENTS FOR SITTING EXAMINATIONS IN SEMESTER ONE 2025/2026 ACADEMIC YEAR

Reference is made on the above subject matter.

Semester One Examinations 2025/2026 Academic Year are scheduled to commence on **Wednesday, 7th January, 2026** and end on **Thursday, 22nd January, 2026**. All students must register and print an examination card. The student portal will be opened for registration of Regular, Special and Supplementary Examinations and closes on **19th December, 2025**. Students are guided as follows:

1. All PSSP students (undergraduate and postgraduate) **MUST** clear all the requisite School Fees before registering for examinations.
2. All Government-Sponsored Students in Year Four (4) **MUST** clear all School Fees and register for examinations.
3. All Government Sponsored Students in Year 1, 2 & 3 who successfully applied for funding to clear the expected household fee and register for examinations. Those who did not apply for funding **MUST** clear all fees.
4. Students with Supplementary Examinations **MUST** clear all the required fees, including for the affected course units and register for the specific examination papers.
5. Students with Special Examinations **MUST** clear all requisite fees and register for specific examination papers.

Thank you


Sr. Dr. Jacklyn Okello Alati
REGISTRAR (ACADEMIC AFFAIRS)

Copy to:

- Vice Chancellor
- DVC (ASA)
- DVC (AFD)
- Finance Officer
- Deans and CoDs
- In Charge, Students Affairs
- Security Officer

JOA/ln



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