

KIBABII UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)
INTERNAL MEMO

From: Registrar (Academic Affairs)

Date: 15th December, 2021

To: All Students

Ref: KIBU/ACA/CORR.21/VOL.

RE: SPECIAL/SUPPLEMENTARY EXAMINATIONS

This is to inform ALL students that Special/Supplementary Examinations are scheduled for **Friday 7th - 21st January, 2022.**

The following are the **mandatory requirements** for attendance of the Examinations:

1. All students must complete payment of fees (**Zero Fee Balance**).
2. All students must fill and submit application forms for Special/Supplementary Examinations to Chair of Department (COD), Dean of Faculty and Registrar Academics for approval.
3. All students sitting for Supplementary Examination must pay ksh 500 per examination paper.
4. Visit COD and DEAN for online registration /booking in order to appear in the examination attendance list.
5. Have the duly approved application form for Special/Supplementary Examinations during the exams.
6. All candidates must observe Examination Rules and Regulations.

Please, note that **no student will be allowed to proceed to the next year of study** with pending examination issues.

Please treat this information with the seriousness it deserves.



J.K.KARANJA

FOR: REGISTRAR (ACADEMIC AFFAIRS)

- Copy to:**
- Vice Chancellor
 - Ag. Deputy Vice Chancellor (ASA)
 - Deputy Vice Chancellor (AFD)
 - Deputy Vice Chancellor (PPRI)
 - Deans/CODs