

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

INTERNAL MEMO

From: Registrar (Academic Affairs)

Date: 4th November, 2022

To: 3rd & 4th Yr Students, Part-time,
Evening/Weekend & Post-Graduate
Students

Ref: KIBU/ACA/CORR.21/VOL.2

**SUBJECT: ONLINE APPLICATION FOR SPECIAL /SUPPLEMENTARY
EXAMINATIONS (*Reminder*)**

This is to **remind** the **above-mentioned groups of students** that applications for Special/ Supplementary Examinations for 2021/2022 academic year scheduled for 14th November, 2022 to 25th November 2022 will **strictly** be done **online through the students' portal**.

Kindly note: -

1. The **Deadline** for the online application will be **9th November, 2022** and the concerned students should ensure they have **no fee balance**.

2. All the Examinations will be considered as Supplementary Examinations except for students taking Special Examinations who must fulfill the Examination Handbook article **2.15 (iii)** which reads: -

“Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents or any other reason as approved by Senate from time to time.”

3. Attending an Examination without registration and payment of the required fees will constitute an Examination irregularity as stipulated in article **3.2 (xv)** of the Examination Handbook and one will be liable to disciplinary action.

Please comply.


Prof. Ernest S. Mohochi
REGISTRAR (ACADEMIC AFFAIRS)



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



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