

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

INTERNAL MEMO

From: Registrar (Academic Affairs)

Date: 25th January, 2023

To: 1st & 2nd Yr. Post-Graduate Students
Semester 1, 2022/2023

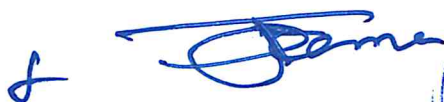
Ref: KIBU/ACA/CORR.21/VOL.2

SUBJECT: REQUIREMENTS FOR PROCEEDING TO NEXT YEAR OF STUDY

As you prepare for the forthcoming examinations scheduled between 27th January, 2023 and 12th February, 2023, we wish to inform you that you will not be permitted to proceed to the next year of study without having satisfied the entire Examination Requirements of the current Academic Year, as stipulated in Students' Handbook Section 14.4.

The requirements include sitting and passing examinations in all courses for which you are registered.

In view of the above, you are advised to take your examinations with the seriousness they deserve.



Prof. Ernest S. Mohochi
REGISTRAR (ACADEMIC AFFAIRS)



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



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

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SUBJECT: REQUIREMENTS FOR SITTING EXAMINATIONS

This is to inform ALL students who intend to sit the Main Examinations starting on **Friday 27th January, 2023** of the following **mandatory requirements** for attendance of the Examinations:

1. All students **MUST** have completed payment of fees and have **no fees balance** on the ERP system as stipulated in the Students Handbook.
2. All students **MUST** have a **valid Students Identification Card**.
3. All students **MUST** have completed the **online registration of Semester Course Units and Course Title** on the ERP Student Portal.
4. Download Examination Card from Student Portal.

Please note that your online course registration details **MUST** indicate the appropriate Semester and Academic Year, Course Unit and Course Title which will appear on the **Examination Attendance Register** to be circulated in the Examination Room.

ONLY STUDENTS WHOSE REGISTRATION NUMBERS APPEAR IN THE EXAMINATION ATTENDANCE REGISTER WITH ZERO BALANCE WILL BE ALLOWED IN THE EXAMINATION ROOMS. THE OFFICE OF THE REGISTRAR WILL NOT GIVE ANY EXEMPTIONS ON THE ABOVE.

ALL CANDIDATES ARE ADVISED AVOID BREAKING EXAMINATION RULES AND REGULATIONS.


Prof. Ernest S. Mohochi
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