

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

From: Registrar (Academic Affairs)

Date: 30th March, 2023

To: ALL Students

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

SUBJECT: REQUIREMENTS FOR SITTING EXAMINATIONS

This is to inform ALL students who intend to sit the Main Examinations starting on **Wednesday 12th April, 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 Titles** 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 TO AVOID BREAKING EXAMINATION RULES AND REGULATIONS.



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



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