



# Kenya Methodist University

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## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS INTERNAL MEMO

**TO :** ALL ACADEMIC STAFF  
**FROM :** Registrar, Academic Affairs  
**REF :** KeMU/RGAA/CSF/4/10  
**DATE :** 10<sup>th</sup> March 2025

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**SUBJECT :** 1<sup>ST</sup> TRIMESTER 2025 CATS MARKS ENTRY IN THE ERP

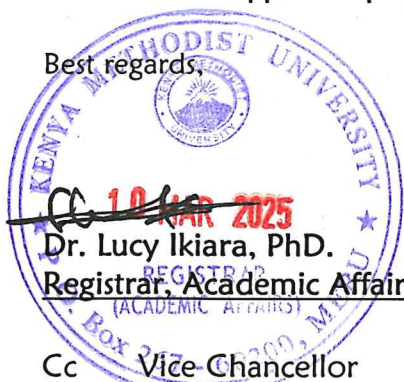
Reference is made to the above subject matter.

As earlier communicated on 19<sup>th</sup> February 2025 through a memo REF: KeMU/RGAA/CSF/4/08 you are hereby informed that the ERP system will be open for entry of 1<sup>st</sup> Trimester 2025 Continuous Assessment Tests (CATS) marks from Monday, 17<sup>th</sup> March 2025 to Monday, 24<sup>th</sup> March 2025.

Ensure all CATS marks are keyed in the ERP system and a hardcopy of the CAT marks sheet submitted to the respective CoD for record keeping.

**Note:** You are only allowed to enter CATS for courses you are teaching or facilitating this trimester. The approved procedure for handling incomplete marks in the past trimesters applies.

Best regards,



**Dr. Lucy Ikiara, PhD.**  
**Registrar, Academic Affairs**

Cc **Vice-Chancellor**  
Deputy Vice Chancellor (ASA)  
Principal, Nairobi Campus  
Director, Mombasa Campus  
Director, TVET Institute  
Deans  
CoDs  
Head ICT