

KENYA METHODIST UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

MEMO

TO : ALL STAFF
ALL STUDENTS

FROM : Registrar, Academic Affairs

DATE : November 21, 2019

SUBJECT : MISSED EXAMINATION CHARGE AND ADMINISTRATION OF
SUPPLEMENTARY EXAMINATIONS

Reference is made to the above subject matter.

The 114th Senate held on 15th May 2019 approved that missed examinations should be charged a fee of KSh. 2, 000.00 for each unit.

In reference the academic handbook (June 2009 edition) sub-section 5.1(d) supplementary examinations - A student who obtains a grade E (fail) in an examination may be allowed to sit for a supplementary examination in the same course on payment of a fee specified by the Senate. A student who fails a re-sit examination will be required to repeat the course, on paying a specified re-examination fee.

The 115th Senate meeting held on 17th July 2019 considered and approved administration of supplementary examinations for academic programs with trimestral examinations as follows:

1. The Academic Registrar publishes the registration numbers of all students with fail grade alongside the courses failed after the examination results approval by senate.
2. The student applies and pays the stipulated fee for the supplementary examination as per academic handbook section 8.1 - schedule of charges.
3. The supplementary examinations will only be administered together with the regular examinations on offer.
4. The supplementary examinations to be valid for only one academic year (two consecutive trimesters).
5. Failure to seat the published supplementary examinations within this period, the student should register afresh for the unit.

Thank you.



Prof. Peter Kihara, PhD
Registrar, Academic Affairs

cc: Vice Chancellor
Deputy Vice Chancellor (ASA)
Deputy Vice Chancellor (F&A)
Financial Controller
In Charge ICT