



UNIVERSITY OF EMBU

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMICS, RESEARCH & EXTENSION)

INTERNAL MEMO

FROM: Deputy Vice-chancellor (ARE)

DATE: 12th April, 2017

TO: 2017 4th Year Students

REF: UoEM /EXAMS/GM/VOL 1 /095

SUBJECT: SUPPLEMENTARY EXAMINATIONS 4TH YEAR STUDENTS

This is to notify **ALL** students in their 4th Year that Supplementary Examinations for the 2016/2017 Academic Year are scheduled for between **15th and 19th May 2017**.

Students with Supplementary Examinations should take note of the following:

1. The University Examinations regulations (e.g. possession of a student ID etc.) shall apply. All affected students should therefore familiarize themselves with the ***University Examinations Rules and Regulations***.
2. Students with Supplementary Examinations should make prior arrangements to pay the supplementary fees of Ksh. 800 for each examination paper to the University account (Kenya Commercial Bank, Account Number: 1141890933) and obtain an acknowledgement receipt of payment from the Finance Department. The acknowledgement receipt should be presented to the Invigilator during the Examinations. The unit code(s) for the supplementary paper(s) should be indicated on the receipt.
3. Accommodation for those who are unable to make their own arrangements will be available at a daily rate of KSh. 100. Those interested should contact the Head of Accommodation for room reservation.

The results of the Second Semester 2016/17 Examinations will be posted online. Students with supplementary examinations will also be contacted individually. All students are therefore advised to ensure that they leave accurate contact details at the Admissions Office

Any changes in the dates will be communicated to all students through the University website.

Thank you,

Prof. Kiplagat Kotut

Ag. Deputy Vice-Chancellor (Academics Research & Extension.

/pi

Copies to:

VC	DVC (PAF)	Deans	CoDs	HoF
Director, Examinations	Examination Coordinators	UTC	Head of Accommodation	Webmaster