



UNIVERSITY OF EMBU

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

INTERNAL MEMO

FROM: Deputy Vice-Chancellor (ARE)

DATE: 29th March, 2019

TO: All Students

REF: UoEM /EXAMS/EM/VOL 3 /53

**SUBJECT: 2018/2019 ACADEMIC YEAR SUPPLEMENTARY/SPECIAL
EXAMINATIONS FOR REGULAR AND SCHOOL BASED STUDENTS**

This is to remind all Postgraduate, Undergraduate, Diploma and Certificate students in both regular and School Based programmes that Supplementary Examinations for the 2018/2019 Academic year are scheduled to begin on 24th June, 2019.

All 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. Students with supplementary Examinations should therefore familiarize themselves with the University Examinations Rules and Regulations.
2. Students sitting for Supplementary Examinations should make a payment of Ksh.800 for each Examination paper to any of the University accounts (available on the University Website) and present the receipt to the invigilator during the Examinations. Payment can also be made through the University Pay Bill number following the payment procedure provided on the University Website.
3. Where payment is made to any of the University accounts, unit codes for the Supplementary Examinations should be indicated on the receipt. Units' codes should also be indicated for payments made via the University pay bill.
4. Students wishing to use their overpayments to settle the Supplementary Examinations charges should visit the student finance for clearance to do so.
5. Accommodation at the University hostels at a daily cost is Ksh.100 shall be available for students interested in University accommodation.

Kindly note that first year undergraduate students are not eligible to sit for Supplementary Examinations. ALL First Year students will be required to retake the failed units when next offered. Examination results for the Second Semester 2018/2019 will be uploaded on the University website in June 2019.

Thank you.

Prof. Kiplagat Kotut
Deputy Vice-Chancellor (Academics Research & Extension)

/kk

Copies to: Vice-Chancellor
DVC (PAF)
Registrar (ARE)
Director, Examinations
All Deans



All CoDs
Examination Coordinators
University Timetable Coordinator
Head of Accommodation
Head of Finance



ISO 27001:2013 Certified

Knowledge Transforms



ISO 9001:2015 Certified