



# MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

## NOTICE

**FROM: REGISTRAR (ASA)**  
**TO : ALL STUDENTS**

**REF: MKSU/REG-ASA/NOT/VOL**  
**DATE: 23<sup>RD</sup> JULY 2018**

### SUBJECT: SUPPLEMENTARY/SPECIAL EXAMINATIONS

The dates for supplementary/special examinations 2017/18 Academic year will be from 20<sup>th</sup> August 2018 - 7<sup>th</sup> Sept 2018. A student will be allowed to write a maximum of eight (8) supplementary examinations in one session.

Students who wish to write supplementary examinations are required to apply by filling the University prescribed form (available in the University website) and pay a fee of Kenya Shillings One Thousand Five Hundred (**Ksh. 1, 500**) per unit.

The application form and bank deposit slip should be forwarded to the Chairman of Department for approval by Friday 3<sup>rd</sup> August 2018.

Students are advised to take the supplementary examinations progressively i.e. starting from First to Fourth year.

Please comply



**PROF. E ONDARI-OKEMWA, PhD**  
**REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)**

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cc

1. Vice Chancellor
2. Deputy Vice Chancellor (ASA)
3. Deputy Vice Chancellor (APF)
4. Deputy Vice Chancellor (RIL)
5. Chief Finance Officer
6. Dean of Students
7. Deans of schools
8. COD's
9. ICT Directorate
10. Student Leaders