



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR

(ACADEMIC AND STUDENT AFFAIRS)

NOTICE

FROM: REGISTRAR (ASA)

REF: MksU/REG-ASA/OC//VOL 1

TO : ALL MACHAKOS UNIVERSITY STUDENTS

DATE: 5TH JULY, 2024

SUBJECT: SUPPLEMENTARY/SPECIAL EXAMINATIONS WINDOW

The above subject matter refers.

Following the release of the Examination results for the 2023/2024 Academic Year by the University Board of Examiners, the Office of the Registrar-ASA hereby announces to all students that the Supplementary/Special Examinations window is open. The Examinations have been scheduled to be administered between 15th and 19th July, 2024. Registration for the supplementary/special examinations shall be from Friday, 5th July, 2024 to Friday, 12th July 2024.

Students who have either failed some units or have been approved to sit for special examinations are advised to download the Special/Supplementary Examination Application form from the Machakos University website: www.mksu.ac.ke, fill and present to the Departments for registration of the Units in question, proceed to students' finance for payment and obtain proof for the payment. The filled form should then be scanned and forwarded to the Office of the Registrar-ASA through this link: <https://forms.gle/MMm9PeKF3DmpVuzbA>.

Note that:

1. No student shall be allowed to progress to the next level with pending units.
2. Applications for Special Examinations should have the necessary approvals and evidence attached therein.


Mr. PATRICK OKEMBA,

DEPUTY REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

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. ICT Directorate

8. Deans of Schools

9. CODs

10. SAMU Leaders

