



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE

FROM: REGISTRAR (ASA)

REF: MksU/REG-ASA/OC/VOL.2

TO: ALL MACHAKOS UNIVERSITY STUDENTS

DATE: 24TH JULY 2025

SUBJECT: SUPPLEMENTARY/SPECIAL EXAMINATIONS WINDOW

The above subject refers.

Following the release of the Examination results for the 2024/2025 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 4th and 8th August 2025.

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 the form to the departments for registration of the units in question, proceed to the students' finance for payment and obtain a proof for 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 will be allowed to progress to the next level pending units.*
- 2. Application for special examination should have the necessary approvals and evidence attached therein.*

Thank you.



PATRICK OKEMBA

A.G. REGISTRAR (ACADEMICS AND STUDENTS AFFAIRS)

Cc.

- | | |
|---------------------------------|---------------------------------|
| 1. Vice Chancellor | 7. Deans of Schools |
| 2. Deputy Vice Chancellor (ASA) | 8. CODs |
| 3. Deputy Vice Chancellor (APF) | 9. Student Leaders |
| 4. Deputy Vice Chancellor (RIL) | 10. ICT Directorate |
| 5. Chief Finance Officer | 11. Director, Security Services |
| 6. Dean of Students | 12. Examinations office |

PO/jmg



ISO 9001:2015 CertifiedCo-creating sustainable future