



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Office of the Registrar (Academic Affairs)

Memo

From: Registrar (AA)

Date: 21st November, 2025

To: ALL STUDENTS

Ref: KAFU/501/SM/012/VOL. 3 (80)

SUBJECT: CONDUCT DURING EXAMINATIONS

This is to inform you that end of Semester I examinations for academic 2025/2026 will commence on 1st December, 2025 and will end on 16th December, 2025. During the entire examination period you are required to abide by examination rules some of which include:

1. Avail yourself at the examination venue 15 minutes before the exams starts,
2. Do not write on the question paper,
3. Write your registration number, course codes and course titles on answer booklets,
4. Provide your National Identification Card or University Identification Card and a duly signed examination card,
5. No books, bags, notes, rough papers and any other paraphernalia should be brought to examination rooms,
6. Invigilators have authority to confiscate any unauthorized materials and expel any candidate from the examination room who creates disturbance,
7. Phones, Smart watches, ear phones or any other unauthorized digital and AL gadgets and applications are **not allowed in** the examination room,
8. Do not leave the examination room when the examination is in progress (without permission),
9. Dress decently during examinations.

You are expected to familiarize yourself with ADDITIONAL regulations in the Student Code of Conduct: Rules and Regulations.

Please note that contravention of these will lead to disciplinary action stipulated in the Student Code of Conduct: Rules and Regulations.

Kindly note that any student involved in exam malpractice will be expected to appear before the Disciplinary Committee with his/her parent(s). Failure to honour the invitation will lead to the verdict/penalty being passed in his/her absence.

NOTE:

Students who have not been issued with University Identity Card should provide National Identity Card (or birth certificate) and admission letter (affixed with coloured passport size photograph on the top-right hand corner).



Dr. Jane Amunga

Senior Assistant Registrar (AA)

Cc Deputy Vice-Chancellor (ASA&R)
Deans: SOBE, SCIT, SOSCI, SESS, SOHES
Director, Kobujoi Campus & Graduate Studies
Directorate of ICT - to upload on the website and students portals
In-charge Security
In-charge Quality Assurance and Management Systems
In-charge Examinations
Chairman KAFUSA
Students Notice Boards



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Office of the Registrar (Academic Affairs)

Memo

From: Registrar (AA)

Date: 28th November, 2025

To: ALL STUDENTS

Ref: KAFU/501/SM/012/VOL. 3 (81)

SUBJECT: PAYMENT OF HOUSEHOLD COSTS

Kindly note that no student will be barred from sitting end of Semester exams because the scholarships funds have not been released by the Government.

However, all students whose household costs have been determined are expected to pay up so that they can access exam cards

REPORTING

Any student who had not reported in the system should do so between today 28th November, 2025 5.00 pm and Sunday, 30th November, 2025 at 6.00 pm.

Dr. Jane Amunga

Senior Assistant Registrar (AA)

Cc Deputy Vice-Chancellor (AFP&D)
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