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## OFFICE OF THE DEPUTY VICE CHANCELLOR

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**DATE** : 28<sup>TH</sup> JULY 2020

**SUBJECT** : **TRIMESTER UPDATES**

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Dear KCA University Students,

Over the last several months, our faculty and staff have been working very hard to develop and stabilize our remote engagement system, to ensure continuity of our students. Despite the many challenges presented by COVID-19, it is my pleasure to report that the May-August 2020 trimester is progressing smoothly as we head to the final examinations. I am cognizant of the tremendous efforts made by our students, faculty and staff towards enriching the experiences in the virtual classrooms. Our focus remains steadfast in offering support mechanisms to our students and faculty to ensure that the trimester is completed on schedule. I urge all KCAU students to use this opportunity to enhance their skills and knowledge in this new normal for the benefit of their careers.

With reference to the above, please take note of the following:

### **1. Release of Examination Results - January-April 2020 Trimester**

Examination results for the January-April 2020 trimester for all undergraduate and postgraduate students have been released. Please login to the student portal to access your grades through the University Website - [www.kca.ac.ke](http://www.kca.ac.ke).

## 2. Supplementary and Special Examinations

The Supplementary and Special Examinations for the January-April 2020 trimester will be offered from **Wednesday, 5<sup>th</sup> - Sunday, 9<sup>th</sup> August 2020**. Refer to the University Website - [www.kca.ac.ke](http://www.kca.ac.ke) for the examination timetables.

Please register by completing the request form available on the University Website and submit it to your respective School/College through the following links:

Copy the link to your browser or press control and click on the link to access the request form

➤ **College of Business**

<https://docs.google.com/forms/d/1FKAOHM1gY-pldpmGMZY5z6bTrxOXvvgj4zgEHxhcYJ0/edit?usp=sharing>

➤ **College of Technology**

<https://forms.gle/ZrFjMRrz9Gc36emw8>

➤ **School of Education**

<https://docs.google.com/forms/d/1FKAOHM1gY-pldpmGMZY5z6bTrxOXvvgj4zgEHxhcYJ0/edit?usp=sharing>

➤ **School of Professional Programmes**

<https://docs.google.com/forms/d/1YJcWghfZmnlaNjTjhGQfMC03rbAhehuUZKFjMPtMgwo/edit>

**NB: Those sitting for Supplementary Examinations will be required to pay fees as outlined below:**

- Certificate/Diploma/Bachelors - KSh. 2000 per unit
- Masters - KSh. 3000 per unit

## 3. Completion of the May-August 2020 Trimester

All academic students are notified on the following important dates:

i. End of trimester examination dates -

Start Date - **Monday, 17<sup>th</sup> August 2020**

End Date - **Saturday, 5<sup>th</sup> September 2020**

- ii. Trimester break/Recess - **Monday 7<sup>th</sup> - Friday, 12<sup>th</sup> September 2020**
- iii. Fees balance should be cleared by **Friday, 14<sup>th</sup> August 2020** before the start of examinations

NB: Examination timetables will be availed on the university website in due course.

#### **4. Registration for September-December 2020 Trimester**

- i. Start of the September-December trimester - **Monday, 14<sup>th</sup> September 2020. Please take note that classes will commence promptly.**
- ii. Register online through the student portal available on the University Website - [www.kca.ac.ke](http://www.kca.ac.ke) from **Monday, 10<sup>th</sup> August - Monday, 31<sup>st</sup> August 2020**

#### **5. Professional Programmes**

Students pursuing professional examinations with ACCA, KNEC and KASNEB are reminded to refer to the earlier communication on examinations dates as notified by the respective bodies.

#### **6. 2020 Commencement (Graduation) Ceremony**

The University will be holding the **12<sup>th</sup> Commencement Ceremony** on **Friday, 20<sup>th</sup> November 2020.**

Clearance process for this year's graduation has commenced. Students who have completed their course requirements successfully are notified to send their request to [registrar@kca.ac.ke](mailto:registrar@kca.ac.ke) to be cleared from the respective departments.

The University Senate, on **20<sup>th</sup> May 2020**, resolved to **waive all the non-graded attachment/internship requirements** during the COVID-19 period due to the difficulties posed by the pandemic. Students who completed coursework in December 2019 and the subsequent trimesters (January-August 2020), have been exempted of this requirement.

Comprehensive information on graduation plans and the graduation fee will be communicated in next circular. Congratulations to the Graduating Class of 2020!

Let us keep safe at all times as we pursue our dreams!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joshua Gisemba Bagaka', written over a large, faint watermark of the KCA University logo.

Prof. Joshua Gisemba Bagaka's  
DVC-Academic Affairs, Research, and Innovation

Cc: Vice Chancellor & CEO, KCA University  
University Registrar  
Deans/Directors, CoDs-Faculties/Schools  
Principals/Managers-Satellite Campuses