



KENYA METHODIST UNIVERSITY
P.O. BOX 267-60200, MERU, Kenya
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)
E-mail: academic.registrar@kemu.ac.ke

18TH GRADUATION CEREMONY

This is to inform all students who qualified for conferment of degrees and award of diplomas of **Kenya Methodist University** during the **2017/2018** academic year that the **18th Graduation Ceremony** will be held on **Saturday, 13th October 2018** from **9.00 a.m.** at the **Graduation Square, Main Campus, Meru.**

Detailed information regarding the preparations for the ceremony is as follows:

1. Declaration of Intent to Graduate

All prospective graduands are required to complete the Declaration of Intent to Graduate Form available in the Departments and in the KeMU website. Duly completed form should be returned to the respective Chair of the Department by **Monday 13th August 2018.**

2. Incomplete Records

All graduands with incomplete academic records such as research thesis, projects, attachment, clinicals, practicum, teaching practice and any other course (s) with missing marks MUST be sorted out by **Monday 17th September 2018.** Any marks received after this date will be considered for next graduation.

3. Fees Clearance

All prospective graduands are advised that it is mandatory to clear their financial obligations with the University and get a copy of fee clearance statement by **Monday 17th September 2018.**

4. Graduation Fees

A mandatory non-refundable fee as stated below must be paid not later than **Monday 17th September 2018.** Payments will be made to the University bank accounts at any of the branches of the banks listed below:

- (i) Equity Bank, A/C No. 0140290923812
- (ii) Cooperative Bank, A/C No. 01129020131200

s/No.	PROGRAMME	GRADUATION FEE
1.	PhD	KShs. 12,000
2.	Masters	KShs. 8,000
3.	Undergraduate Degree	KShs. 6,000
4.	Diploma	KShs. 6,000

5. Confirmation of order of names

Graduands are required to verify with their respective Departments that details pertaining to the spelling and order of their names, courses, programme of study, specialization are correct as they should appear in their certificates. A list is available in the **Registrar's office counters** in **Mombasa, Nairobi and Main Campuses** where prospective graduands MUST PRINT their **NAMES** (in upper case ONLY) in the **order they will appear in the diploma/degree certificate and final academic transcript** latest **Friday 28th September 2018**. (No new names should be inserted other than those used for admission). Any **change (s)** after the graduation date will attract a penalty fee of **Kenya Shillings Three thousand (KShs. 3,000) only**.

6. Academic Attire

Academic attire will be available for issue from **Friday 28th September to Tuesday 9th October 2018** at your respective campus. The attire must be returned by **Monday 22nd October 2018** after which a fine of **Kshs.500 (Kenya shilling five hundred only)** per day.

7. Rehearsal

Graduands wishing to participate in the ceremony MUST attend a Rehearsal and Graduation Commissioning Service at the Graduation Square, Main Campus on **Friday, 12th October 2018**. Graduands attending the rehearsal must be seated by **2.00 p.m.** and be in complete graduation attire. Vital information will be communicated during the rehearsal ceremony.

8. Graduation Ceremony

All graduands are expected to be seated at the Graduation Square by **9.00 a.m on Saturday 13th October 2018**.

9. Certificates and Transcripts

Certificate and final Transcripts will be issued as per the schedule available in the University Website (www.kemu.ac.ke) on **Friday 12th October 2018**.

REGISTRAR, ACADEMICS AFFAIRS

The future is here!