



KENYA METHODIST UNIVERSITY
OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

P.O. BOX 267-60200, MERU, Kenya

E-mail: academic.registrar@kemu.ac.ke

21st September 2023

23RD GRADUATION CEREMONY

This is to inform all students who have qualified for conferment of degrees and award of diplomas and certificates of Kenya Methodist University during the 2022/2023 academic year that the 23rd Graduation Ceremony will be held on **Saturday, 14th October 2023** from 8.30 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 intent to graduate google form available in the KeMU website at www.kemu.ac.ke as well as the intent to graduate form available in the student portal before or by **Friday 9th June, 2023**. The form should be filled in triplicate (3 Copies) and a copy be deposited at the Registrar, Academic Affairs' office.

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 latest before or by **Friday 9th June, 2023**.

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 before or by **Friday 29th September, 2023**. No student with a fee balance will be cleared for graduation.

4. Graduation Fees

A mandatory non-refundable graduation fee as stated below must be paid not later than **Friday 29th September, 2023**. 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.	Certificate	Kshs. 4000

5. Confirmation of order of names

Graduands are required to verify with the office of Registrar Academic Affairs 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 and final transcripts by **Friday 6th October 2023**. Please note, according to the University Examination and Certification Policy names **cannot** be changed after graduation.

6. Academic Attire

Academic attire will be available for issue from **Monday, 2nd October 2023** to **Friday 11th October, 2023** at your respective campus. The attire must be returned by **Monday 30th October 2023** after which a fine of **Kshs.500** applies per day.

7. Graduation booklet

Official graduation e-booklet will be available for download in KeMU website on **Monday 9th October 2023**.

8. Rehearsal & Commissioning Service

Graduands wishing to participate in the graduation ceremony must attend the rehearsal and the commissioning service on **Friday 13th October 2023**. Graduands should be seated at **1.00 pm**. The Academic procession will start at **1.30 pm**.

9. Graduation Ceremony

All graduands participating in **23rd graduation ceremony** should be seated at the Graduation Square, Main Campus, by **8.00 a.m.** on **Saturday, 14th October 2023**.

10. Certificates and Transcripts

Certificate and final Transcripts will be issued as per the schedule to be communicated in the University Website (www.kemu.ac.ke) after graduation.



DR. LUCY IKIARA, PhD.
REGISTRAR, ACADEMICS AFFAIRS

The future is here!