



## OFFICE OF THE DVC ACADEMIC & STUDENT AFFAIRS

### INTERNAL MEMO

**FROM :** Prof. Joshua Gisemba Bagaka's  
Deputy Vice Chancellor Academic & Student Affairs

**TO :** All Students

**DATE :** 26<sup>th</sup> June 2026

**SUBJECT :** RE: LMS-ERP Coursework Marks Synchronization and Examination Card Generation

The University has implemented an integrated process for synchronizing coursework marks between the LMS and the ERP system. This initiative is intended to improve the accuracy of coursework records and eliminate cases of missing marks that may delay examination processing and graduation.

#### What you need to know

Lecturers are required to publish all coursework marks on the LMS by 10<sup>th</sup> July 2026, after which the marks will be synchronized to the ERP. Students are encouraged to regularly review their coursework marks on the ERP and ensure that all required assessment items have been graded and published. The table below shows the assessment items you should expect to see for your programme.

Programme Category	Assessment Items
Certificate, Diploma & Degree Regular Units (All schools)	ASS 1, ASS 2, ASS 3, CAT 1, CAT 2, EXAM
Certificate, Diploma & Degree Project Units (All schools)	PROJECT
Master's & PhD – SEASS	ASS, CAT 1, CAT 2, EXAM
Masters – SOT	ASS 1, ASS 2, CAT 1, CAT 2, EXAM
PhD – SOT	ASS 1, ASS 2, TPAPER 1, TPAPER 2, EXAM
Masters – SOB	ASS 1, ASS 2, CAT, TPAPER, EXAM
PhD – SOB	ASS 1, ASS 2, TPAPER, EXAM

**Important Guidelines:**

- The ERP will not generate an examination card for any student whose coursework marks are incomplete.
- If you have completed all coursework requirements but notice missing marks on the ERP, promptly notify your lecturer and your respective Chair of Department where necessary.
- If you are unable to generate your examination card after all coursework has been completed, report the matter immediately through your Chair of Department for investigation and resolution.

Students are advised to verify their coursework records well before the examination period to allow sufficient time for any missing marks to be resolved.

Thank you for your attention and cooperation.

Regards,



Prof. Joshua Gisemba Bagaka's  
DVC, Academic & Student Affairs

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cc: Vice Chancellor & CEO  
DVC FPD  
DVC RIO

