



# **Kampala International University, Uganda**

## **Academic Rules and Regulations**

**2025**

## TABLE OF CONTENT

|  |    |
|--|----|
| TABLE OF CONTENT .....   | ii |
| 2.0 Students' Entry Requirements and Admission Procedure ..... | 1  |
| 2.1 Students' Application Procedures .....                     | 1  |
| 2.2 Students' Admission Requirements.....                      | 1  |
| 2.2.1 Minimum Entry Requirements for Admission .....           | 2  |
| 2.2.2 Provisional Admission .....                              | 3  |
| 2.3 ACCESS or Pre-University Programme: .....                  | 4  |
| 2.3.   |    |
| 2.3.2 Registration for the HEC Programme: .....                | 4  |
| 2.3.3 Admission to Degree Programme after Completing HEC ..... | 5  |
| 3.0 Transfer of Credits .....                                  | 5  |
| 3.1 Credit Unit Transfer and Exemption .....                   | 5  |
| 3.2 Types of Credit Transfer .....                             | 6  |
| 3.4 Eligibility for Inter-Disciplinary Transfer .....          | 7  |
| 4.0 Prohibition of Dual Registration .....                     | 8  |
| 5.0 Registration Procedure .....                               | 8  |
| 5.1 Registration Process .....                                 | 8  |
| 5.2 Cancellation of Registration .....                         | 9  |
| 5.3 Identification Card .....                                  | 10 |
| 5.4 Officially Registered Students .....                       | 10 |
| 5.5 Late Registration .....                                    | 10 |
| 6.0 Tuition Fees .....   | 11 |
| 8.0 University Prospectus .....                                | 11 |
| 9.0 Financial Clearance .....                                  | 11 |
| 10.0 Change of Programme .....                                 | 12 |
| 11.0 Withdrawal from a programme .....                         | 12 |
| 12.0 Withdrawal from the University .....                      | 13 |
| 13.0 Academic Standards .....                                  | 13 |
| 13.1 Academic Integrity and Honesty .....                      | 13 |
| 13.2 Types of Academic malpractice .....                       | 13 |
| 13.3 Duty to guard against academic impropriety .....          | 14 |

|  |    |
|--|----|
| 13.5 Alteration of Marks and Other University Document .....   | 14 |
| 14.0 Rules and Regulations Relating to Examinations .....  | 15 |
| 14.1 Rules and Regulations .....   | 15 |
| 14.2 Penalties for examination irregularities and malpractice .....  | 18 |
| 14.3 Procedure for Dealing with Examination Malpractice .....  | 19 |
| 17.0 Duration of Academic Programmes .....   | 20 |
| 18.0 Attendance of Classes .....   | 21 |
| 19.0 Excused Absences .....  | 21 |
| 19.1 Excused Absence Procedure .....   | 22 |
| 20.0 Unexcused Absences .....  | 22 |
| 21.0 Attendance of lectures and other academic duties of a Lecturer .....  | 22 |
| 22.0 Programme Schedule .....  | 23 |
| 23.0 Student Conduct .....   | 23 |
| 24.0 Prohibition of Sexual Harassment .....  | 24 |
| 25.0 Student Grievances against the University .....   | 24 |
| 26.0 Student Handbook .....  | 25 |
| 27.0 Student Employment .....  | 25 |
| 28.0 Assessment and Examination .....  | 25 |
| 29.0 The role of Head of Department (HoD) in Examinations .....  | 28 |
| 29.0 Absences from Examinations .....  | 28 |
| 31.0 Examination Timetables .....  | 29 |
| 32.0 Performance .....   | 29 |
| 33.0 Role of Academic Affairs Directorate .....  | 30 |
| 34.0 Thesis or Dissertation Examination .....  | 30 |
| 35.0 Contact Hours, Grading, Weighing, Classification and Standardization of Awards ...  | 31 |
| 36.0 Deriving the Final Grade .....  | 32 |
| 37.0 Weights, Scores and Letter Grades .....   | 33 |
| 38.0 Classification of Awards .....  | 34 |
| 38.1 Computing Grade Point Average .....   | 34 |
| 38.2 Computing Cumulative Grade Point Average .....  | 35 |
| 39.0 Assessment for Awards .....   | 36 |
| 40.0 Regulations for Remarketing, Retaking, Probation, Repeating/Stay Put, Deferment of Semester or Year and Upgrading of a Course ..... | 37 |

|        |  |    |
|--------|--|----|
| 40.1   | Remarking .....  | 37 |
| 40.2   | Retaking a Course.....   | 38 |
| 40.3   | Probation .....  | 38 |
| 40.4   | Repeating and Stay Put by a Student .....                              | 39 |
|        | Academic Disqualification and Re-Admission .....                       | 40 |
| 40.5   | Deferment of Semester or Year .....                                    | 41 |
| 40.6   | Upgrading of a course .....  | 41 |
| 41.0   | Passing Pre-requisite Course (s) .....                                 | 42 |
| 42.0   | Course Examiners .....   | 42 |
| 43.0   | Procedure for Appointment of Course Examiners .....                    | 42 |
| 44.0   | The Roles of Course Internal Examiners .....                           | 43 |
| 45.0   | The Roles of Course External Examiners .....                           | 43 |
| 47.0   | Sitting for Written Examinations .....                                 | 44 |
| 49.0   | Examination Boards .....   | 45 |
| 50.0   | Notification of Semester Examination Results .....                     | 45 |
| 51.0   | Grade Appeal Process .....   | 45 |
| 52.0   | Graduation Exercise and Issuance of Certificates and Transcripts ..... | 47 |
| 53.0   | Revocation of University Awards .....                                  | 48 |
| 54.0   | Introduction of New Academic Programmes .....                          | 48 |
| 55.0   | Staff Development and Capacity Building (Grants or Sponsorship) .....  | 50 |
| 56.0   | Committees of Senate .....   | 52 |
| 56.1   | Quality Assurance Committee [QAC] .....                                | 52 |
| 56.2   | Senate Admissions Committee .....                                      | 53 |
| 56.3   | Senate Disciplinary Committee (SDC).....                               | 54 |
| 65.3.1 | Composition of SDC .....   | 54 |
| 65.3.2 | Functions of the SDC .....   | 54 |
| 65.3.3 | Powers to Invite Persons to Attend Committee Sessions .....            | 55 |
| 65.3.4 | Procedure before the Committee .....                                   | 55 |
| 65.3.5 | The Role of the DAA in Academic Disciplinary Matters .....             | 56 |
| 65.3.6 | Rights of the Person Standing Trial .....                              | 56 |
| 65.3.7 | Decisions of the SDC and the Appellate Process .....                   | 56 |
| 65.4   | Senate Examinations Committee (SEC) .....                              | 58 |
| 65.4.1 | Composition of SEC .....   | 58 |

|   |    |
|---|----|
| 65.4.2 Functions of SEC .....                               | 58 |
| 65.5 Senate Academic Programmes and Library committee ..... | 59 |
| 65.6 Research, Innovation and Extension committee .....     | 61 |
| 65.7 Honorary Award Committee .....                         | 62 |
| 66.0 Amendments to Academic Rules and Regulations .....     | 62 |

## DEFINITION OF TERMS

- (i) Academic Year: An Academic year means two semesters equivalent to 17 weeks of each study session or as specified by the programme of study.
- (ii) Access: A pre-University programme designed for students from countries whose educational systems lead to certifications that are not equivalent to Uganda's Advanced Level Certificate of Education but qualify for University entry under those systems.
- (iii) Auditing course: A course taken for purely students' interest and may not be required for him or her to graduate. Such a course does not carry credits but may appear on the student's Transcript.
- (iv) Contact hour: This is a unit that gives weighting to the value, level or time requirements of an academic course taken at the University
- (v) Core Courses: Essential and compulsory core courses of the academic programme offered by the School/College at which the student is registered. These must be completed by the student for purposes of graduation.
- (vi) Course: A course is a unit of specialized information that forms a part of the programme or subject in which a student pursues a certification. A student shall take a minimum or maximum number of courses in a semester as defined by the programme.
- (vii) Cumulative Grade Point Average [CGPA]: This is the average score a student earns in the period of his or her study for a given programme at the University.
- (viii) Elective Course: An elective course is one that a student can choose to study in order to meet the requisite minimum credit hours for graduation. Elective courses are chosen from a list of scheduled courses at the convenience and interest of the student and are offered to broaden his or her University life and experience.

- (ix) Final Grade and Assessment: A Student's final grade shall be comprised of coursework assessment test(s) and the final examination as shall be defined by the programme document.
- (x) Grade Point Average (GPA): This is the computational average score a student earns at the end of a semester of study.
- (xi) Half Course: This is part of a two-semester course to be completed in the proper sequence in an academic year. Usually, the first part is a prerequisite and must be passed first before starting the second half of the course.
- (xii) Leave of Absence: Leave of absence is a period when a student is away from studies upon the permission of the University.
- (xiii) Major: This is the main field that a student wants to specialise in at undergraduate level.
- (xiv) Minor: This is a second field that a student wants to specialise in while he or she undertakes the major field of study.
- (xv) Pre-requisite Course: This is a course which shall be completed by a student before proceeding to higher courses.
- (xvi) Programme: A programme shall be in form of a degree, diploma or certificate of study
- (xvii) Qualifying course: This is a course that enables a student to qualify to enter a programme of study. For example, a non-English speaking student may need to undertake some qualifying courses in English before entering the programme of study.
- (xviii) Semester: This is an academic period with a duration of 17 weeks.
- (xix) Special examination: Special examination shall be as defined by the University Policy on special examination.
- (xx) Subject: This is the specialized area in which undertakes in relation to a programme.

## **LIST OF ACRONYMS**

|       |   |  |
|-------|---|--|
| BTVET | : | Business Technical Vocational Education and Training |
| CAT   | : | Continuous Assessment Test                           |
| CGPA  | : | Cumulative Grade Point Average                       |
| CH    | : | Contact Hours  |
| CIE   | : | Chief Internal Examiner                              |
| CU    | : | Credit Units   |
| CV    | : | Curriculum Vitae                                     |
| DAA   | : | Director of Academic Affairs                         |
| DEC   | : | Departmental Examinations Coordinator                |
| DHDR  | : | Directorate of Higher Degrees and Research           |
| DoS   | : | Dean of Student Affairs                              |
| DVCAA | : | Deputy Vice Chancellor in charge of Academic Affairs |
| DVCWC | : | Deputy Vice Chancellor- Western Campus               |
| EE    | : | External Examiner                                    |
| GP    | : | Grade Point  |
| GPA   | : | Grade Point Average                                  |
| HoD   | : | Head of Department                                   |
| I     | : | Internship   |
| IE    | : | Internal Examiner                                    |
| KIU   | : | Kampala International University                     |
| LH    | : | Lecture Hour   |
| MbChb | : | Bachelor of Medicine and Bachelor of Dental Surgery  |
| MTP   | : | Major Term Paper                                     |
| NCHE  | : | National Council for Higher Education                |
| NLW   | : | Number of Lessons in a week                          |
| NW    | : | Number of weeks of class                             |
| P     | : | Practical  |

|       |   |  |
|-------|---|--|
| PH    | : | Practical Hours                                  |
| QAC   | : | Quality Assurance Committee                      |
| R     | : | Repeat   |
| RR    | : | Research Report                                  |
| Rt.   | : | Retake   |
| Shs   | : | Shillings  |
| TH    | : | Tutorial Hours                                   |
| UACE  | : | Uganda Advanced Certificate of Education         |
| UBTEB | : | Uganda Business and Technical Examinations Board |
| UCE   | : | Uganda Certificate of Education                  |
| UNEB  | : | Uganda National Examination Board                |
| UNMEB | : | Uganda Nurses and Midwifery Examination Board    |
| VC    | : | Vice Chancellor                                  |
| WC    | : | Western Campus                                   |
| Yr    | : | Year   |

## **1.0 PREAMBLE**

The Academic Rules and Regulations of Kampala International University (KIU) provide the legal framework for the orderly conduct of all the programmes offered by the University that is; Certificates, Diplomas, and Degrees. The Rules and Regulations are derived from the University Charter, Senate proceedings, Colleges, Faculties and School board meetings which are intended to ensure a thorough and complete education process for the University's graduates. These Rules and Regulations aim at aiding Faculties, Schools and Colleges in the execution of their given mandate of ensuring a holistic and qualitative education process. In developing the Rules and Regulations, the University took cognizance of the wide range of Academic Units that initiate courses, provide instruction, evaluate courses, and recommend changes in programmes. The basic unit with which a student is associated is a Department, School or where applicable a College or possibly an interdisciplinary programme. It is the responsibility of each student to know KIU Academic Rules and Regulations, Requirements and Policies so as to ensure the smooth execution of any programme.

This document is the repository of policy statements, but corrections, changes, or interpretations can be promulgated by other means including; electronic publication and accompanied briefs from various University units. When the University or one of its academic units changes course requirements, grading procedures, criteria for acceptance into particular programmes, academic standing, or graduation, the changes apply to all students enrolled at the time of implementation of the change and thereafter.

On a daily routine, the Director Academic Affairs oversees the execution of the said Academic Rules and Regulations, Requirements and Policies.

These Academic Rules and Regulations were first published on July 23, 2009 and revised on January 07, 2013. Subsequent amendments followed in November 2017, and April 2019 respectively.



## **2.0 Students' Entry Requirements and Admission Procedure**

Kampala International University (KIU) shall conduct admissions thrice a year; August, January and April in each academic year.

- (i) Admissions shall be open for a limited time and the deadlines for each intake shall be published through the media [electronic and print] and University website ([www.kiu.ac.ug](http://www.kiu.ac.ug))
- (ii) Applicants who do not meet up the application deadline shall have their admission deferred to the next intake.

## **2.1 Students' Application Procedures**

- (i) Application forms are available online ([www.kiu.ac.ug](http://www.kiu.ac.ug)) and at the Admissions Office at the Main Campus in Kansanga-Kampala, Western Campus in Ishaka-Bushenyi, and all KIU Liaison Offices in various countries.
- (ii) Applications shall be in the form of:
  - (a) Filling the application forms on-line ([www.kiu.ac.ug](http://www.kiu.ac.ug));
  - (b) Filling the application forms and enclosing the following;
    - Authenticated copies of Ordinary and Advanced Level result slips or their equivalent which are authenticated □ Evidence of payment for the application form.
    - Recent passport size photographs with owner's names at the back.
    - Photocopy of official identification document.

## **2.2 Students' Admission Requirements**

An applicant may be admitted upon fulfilling the following basic University admission requirements;

- (i) Academic achievement, good character, financial support, interest in the University mission and vision.
- (ii) The University reserves the final decision on all matters of admission, retention, and withdrawal.
- (iii) A candidate admitted to a certificate, diploma or degree programme in any College, school or faculty or any other academic unit shall comply with the conditions and meet the guidelines set in the University's admission policy. The senate admissions committee has the powers to admit or reject admission of any applicant.
- (iv) Candidates shall not be admitted into a programme until the curriculum has been approved by Senate and other relevant regulatory bodies. Such curriculum may be reviewed or revised only with the permission of Senate.

### **2.2.1 Minimum Entry Requirements for Admission**

#### Postgraduate Programmes:

1. Postgraduate Diploma: A Bachelor's Degree or its equivalent from a recognized Institution of Higher Learning
2. Master's Degree: A Bachelor's Degree or its equivalent from a recognized Institution of Higher Learning.
3. Doctoral Degree: A Bachelor's and Master's Degree or their equivalents from a recognized Institution of Higher Learning.

#### Undergraduate Programmes:

1. Bachelor's Degree:
  - (i) A Uganda Certificate of Education (UCE) with at least five (5) passes and at least two (2) principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent.
  - (ii) Ordinary Diploma with a credit or distinction level in the relevant field and from a recognized Institution of higher learning. Diploma holders who wish to enter a degree programme may be admitted to

the first year of study regardless of the diplomas they hold until the College or School advises otherwise. The courses done at diploma level may not be transferable to degree level.

- (iii) Bridging or Access or Remedial course: Accredited by National Council for Higher Education (NCHE) for students who have done their secondary education outside Uganda
  - (iv) In-Service: Certificate of teachers' education.
2. Advanced or Higher Diplomas
- (i) An Ordinary Diploma from a recognized Institution of Higher Learning.
3. Ordinary Diploma Programmes
- (i) Uganda Certificate of Education (UCE) with at least five (5) passes obtained at the same sitting and Uganda Advanced Certificate of Education (UACE) with one (1) principal pass and two (2) subsidiary passes obtained at the same sitting or at least two (2) principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent.
  - (ii) Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council for Higher Education.
4. Ordinary Certificate Programme
- (i) Uganda Certificate of Education (UCE) with at least three (3) passes obtained at the same sitting or as the programme may specify. Note: Applicants must in addition satisfy the appropriate requirements as stated by the programmes' entry requirements.

### **2.2.2 Provisional Admission**

- (i) Provisional Admission may be granted to candidates who at the time of admission do not have original copies of required academic documents.
- (ii) Provisional admission shall be granted to those candidates who do not meet the entire criteria for regular admission for a period of not more

than one month from the commencement of their first semester during which all known deficiencies shall be rectified.

- (iii) Provisional admission of any applicant shall be cancelled if he or she fails to submit the original documents within the stipulated time.
- (iv) There may be additional requirements for specific academic programmes, based on the professional demands.
- (v) Prospective applicants whose final High School grades are in percentage and average systems shall have their grades first equated or standardized by Uganda National Examination Board or National Council for Higher Education (NCHE) before they can be admitted to KIU.

### **2.3 ACCESS or Pre-University Programme:**

The ACCESS programme is a “Pre-University Course” which shall be completed in a single session of 17-24 weeks, involving 800 contact hours. Students who have done their secondary education outside Uganda and do not have advanced certificate of education but qualify to join a University in their countries shall undertake and pass an ACCESS programme first and then apply to be admitted to a degree programme.

#### **2.3.1 Procedure for Admission to ACCESS or Pre-University Programme**

- (i) An application form shall be completed and submitted to the Admissions office.
- (ii) After careful consideration, an admission letter may be issued to the candidate.
- (iii) There are two intakes for the ACCESS programme in an academic year.
  - Those that begin the ACCESS programme in March, join the degree programme in August in the first Semester of the new academic year.

- Those that begin the ACCESS programme in September, join the degree programme in April of the following calendar year for their degree programme.
- The commencement of the Access programme may vary from time to time as decided by the University management.

### **2.3.2 Registration for the HEC Programme:**

This is a foundation program designed for the students for two categories of students:

- (i) Students from other education backgrounds and systems like Kenya, South Sudan among others. It is for students who qualify for university entry under their home country's educational systems but did not go through the advanced level.
- (ii) Students from Uganda who did not get the minimum entry requirements to universities in Uganda.

Students who pass this HEC with at least a CGPA of 3.00 qualify for KIU undergraduate courses. KIU offers HEC program in three main areas:

- (i) Biological sciences
- (ii) Physical sciences
- (iii) Humanities

A student will select each of the above depending on the degree or diploma program he or she wishes to pursue after completing HEC.

### **2.3.3**

#### **3.0 Transfer of Credits**

Transfer of credit shall be the process of accepting credits earned from another programme or institution to a current programme. Credits shall only be transferred from an accredited programme.

### **3.1 Credit Unit Transfer and Exemption**

- (i) Students attending any other Higher Education Institution who wish to join KIU shall seek written advice from the Dean or Principal of the relevant School or College before applying for a transfer of credits.  

Transferred credits shall be independently ascertained and evaluated.
- (ii) A candidate shall be admitted as a transferred student only if he or she is found to be of good character. However, granting of transfer of credits shall be on the discretion of the Director of Academic Affairs on the recommendation of the School or College academic unit.
- (iii) A complete official Transcript from the former College or University shall be submitted to the Director of Academic Affairs for approval.
- (iv) Credits are accepted only if they meet the minimum requirements of the specific academic programme offered at the University and if they conform to similar course contents and the required credit hours.
- (v) Once transfer of credits has been approved by the Director of Academic Affairs, the name of the previous institution, the total number of equivalent credit hours transferred, shall then be transferred into the student's permanent records of the University with an accompanied transfer form.
- (vi) Once admitted, a transferred student shall be subject to the same academic rules and regulations of the University.
- (vii) A Student shall not transfer more forty (40) percent of the total Credit Units for the programme for an award of the University degree or diploma or certificate.
- (viii) Transferred credit Units must have been earned within a period of five (5) years before the date of enrolment at KIU.
- (ix) For a credit unit to be transferred, it must be of minimum grade of 60%.
- (x) No person shall be admitted on transfer if the basis of transferring is dismissal from another institution.

### **3.2 Types of Credit Transfer**

Credit Transfer may be either vertical or horizontal:

- (i) Horizontal or lateral credit transfer: Credit transfer shall take place between two (2) programmes at the same level e.g. two diploma Level programmes, two degree-level programmes or two post-graduate level programmes.
- (ii) Vertical Credit Transfer (Career Laddering): This is when credit transfer takes place between two (2) programmes at different levels, i.e. when an academic qualification is carried over to a higher level academic programme. This shall be allowed if the content of the lower level qualification is the same as the higher level programme. However, a lower level qualification may be considered in exempting courses on a higher level programme in so far as it does not exceed 40 percent credit units for the programme, and this shall be subject to the provisions on transfer credits. The applicant shall pay an exemption fee which shall be determined by the University Finance Committee in consultation with Academic Affairs Department. Vertical Credit transfer shall not apply between undergraduate and postgraduate programmes.

Vertical or horizontal credit transfer may either be intra or inter-institutional.

(a) Intra-institutional credit transfer: The credit may be transferred from one course (Diploma or Degree) to another at the same level in the same or related field within the same University.

(b) Inter-institutional (lateral credit) transfer: The credit transfer process will operate across two institutions. Students transferring from other institutions shall pay costs for verification of their Certificates and Transcripts as shall be determined by the Finance Department. For Credit Transfer between different taught Postgraduate Programmes at KIU and between different streams of study at the same award level within the same programme.

### **3.4 Eligibility for Inter-Disciplinary Transfer**

- (i) A student who has passed examinations and has been recommended to proceed to the next level of the programme or has failed and has

been recommended to retake the course (s) failed or to repeat the year of study may be allowed by Senate to transfer to another programme of his or her choice provided that at the time of joining the University he or she was qualified to join that programme of transfer.

- (ii) A candidate transferring to another programme shall start from the first year, first Semester or Term or Trimester of the new programme. However, such student may be granted credit transfer of courses passed on the transferring programme.
- (iii) A candidate who fails examinations and is recommended to be discontinued from a given programme may be allowed by Senate to transfer to another programme of his or her choice provided that at the time of admission into the University he or she was qualified to join the new programme. The following shall also apply:
  - Student shall start from year one, Semester or Term or Trimester one of the new programme.
  - Student shall not receive any credit transfer for courses done in the part of the programme at the end of which he or she was recommended to be discontinued from the programme.
  - Student shall be allowed only one chance to transfer from one programme to another.

#### **4.0 Prohibition of Dual Registration**

A student shall not be registered for more than one programme (s) in the University. However, a student who has fulfilled all academic requirements and is awaiting graduation may be allowed to apply for another programme in the University upon the recommendation of the School, College or academic unit and the approval of the Director of Academic Affairs.

## **5.0 Registration Procedure**

A student shall be required on admission to register with the Department or School/Faculty or College. Registration shall be by way of filling an online registration form or a hard copy or both. The online registration shall be accessed from a student's online academic account.

### **5.1 Registration Process**

The process shall require completing four (4) copies of the registration form, obtain required signatures, and then submit the form to the required offices. The registration process involves the following steps;

- (i) Check the semester's schedule in reference to the academic programme structures as outlined in the Academic Prospectus or College Catalogue and make a personal list of courses to be taken that semester
- (ii) Pay the required fees directly to the Bank and present the receipt to the Directors of Finance and Academic Affairs respectively.
- (iii) Pick the Registration Form from the Director of Academic Affairs Office and fill it in.
- (iv) Get the required signatures, notably, HOD, Dean or Principal or as may be stipulated from time to time.
- (v) Submit one copy to the Director of Academic Affairs, one copy to the Director of Finance, one copy to the School/Faculty, or collage and keep one copy for personal reference.
- (vi) If changes need to be made in the list of courses after obtaining signatures or submitting the forms, a student shall complete a CHANGE OF PROGRAMME form. All changes must be made before the given deadline in the University Academic Calendar.
- (vii) Upon submission of the completed and signed registration form, a Class Entrance Permit is issued with a list of courses that the student has registered for signifying that he or she has been officially permitted to sit in the listed classes or lectures for the semester.

- (viii) As a condition for registration, students must sign the behaviour contract as part of their commitment to observe the University policies and regulations.

## **5.2 Cancellation of Registration**

- (i) Senate may after the semester examinations in any academic year, cancel a Student's registration for the remainder of that academic year on grounds of poor academic performance.
- (ii) Senate may refuse to grant permission to a student to renew registration in any College or school/faculty if the student is unable to satisfy the minimum requirements of study prescribed by the faculty or College or School in which they are registered by the end of the academic year.

## **5.3 Identification Card**

- (i) After registration, each student shall be issued with a University identification card. The card shall be presented to access library services and is required for admission to University events and when using other University facilities or services. The identity card is not transferable and is validated every academic year after payment of all financial dues.

## **5.4 Officially Registered Students**

- (i) Unless the above registration requirements are satisfied, a student shall not be officially registered for a particular semester.
- (ii) Attending classes without being officially registered is an offence. No grade shall be issued for a course for which a student has not registered for.
- (iii) Proof of registration must be presented on request to the University management at all times.

## **5.5 Late Registration**

- (i) A specific time period will be given to students who, due to unavoidable circumstances are unable to meet the registration deadline.
- (ii) A student who registers late shall pay a late registration fee along with the normal fee and complete the registration process before the deadline for late registration.
- (iii) Absence from classes during this period is noted and counted as excused absence that is part of the absence quota permitted to students.
- (iv) Students shall be responsible for registering on time and for paying full tuition fees by the deadline as indicated on the University Academic calendar and published by the Director Academic Affairs office.
- (v) Students should confirm the accuracy of their registration and recognize that incorrect registration may result in academic and financial difficulties.

## **6.0 Tuition Fees**

- (i) All University students are required to pay University dues in order to access University services unless partially or fully exempted by University Management in writing.
- (ii) A student who is unable to pay the prescribed fees in full, but wishes to sit for the examinations, can do so, provided that he or she pays a specified percentage of the full Semester or Trimester fees plus the total semester registration fee as may be determined from time to time by University Management.

## **8.0 University Prospectus**

Upon completion of registration, a student shall receive a University Prospectus. The prospectus may be accessed online or in hardcopy from the office of Director Academic Affairs.

- (i) The University shall ensure adherence to the prospectus.
- (ii) Subject to this policy, a student on leave of absence shall be bound by the current prospectus upon resumption.

## **9.0 Financial Clearance**

- (i) Financial clearance shall be required for a student to receive academic services.
- (ii) No students shall be allowed to carry a fee forward to a subsequent Semester or Term or Trimester except with the authorization of management.
- (iii) Where a student is unable to meet his or her financial obligations to the University, the student shall apply for a dead semester, Term or Trimester.

## **10.0 Change of Programme**

Change of programme shall take place where a student registered for one programme decides to undertake another programme within the university.

- (i) The University may permit such a change only during the first month of the semester of study provided that the student qualifies for the new programme.
- (ii) Change of Programme of Study shall be on the authorization of the School/faculty, collage and Director of Academic Affairs.
- (iii) The change shall be made after completing a Change of Programme Form.
- (iv) The reasons for change of programme shall include:
  - a. Official cancellation of a programme due to low enrolment or nonavailability of teaching staff (in such a case, change of programme fee is not charged to the student);
  - b. Non-completion or failure of pre-requisite courses;

- c. Financial constraints; and
- d. Health challenges.

### **11.0 Withdrawal from a programme**

Withdrawal from a course shall be a process where a student is discontinued from a particular programme either voluntarily or on the decision of the University.

- (i) Voluntary withdrawal from a course shall be permitted at any time when circumstances giving rise to the withdrawal become known to the student. The circumstances may include; health challenges, poor academic performance, financial challenges and any other reasons.
- (ii) A student who withdraws from a course shall be charged administrative withdrawal fee as shall be determined from time-to-time by the University.
- (iii) A student wishing to withdraw from a programme shall consult with the Dean or Principal of School or College before applying for withdrawal.
- (iv) A programme withdrawal form shall be accessed online in the student's academic account or with the Director of Academic Affairs.
- (v) The provisions of these Academic Rules and Regulations shall apply in cases of withdrawal by the University provided that the University shall retain discretion over the issuance of results.

### **12.0 Withdrawal from the University**

Withdrawal from the University shall be a process where a student is discontinued from the University either voluntarily or on the decision of the University.

- (i) A student who may wish to withdraw from the University shall complete the University Withdrawal Form obtained from the Office of Director of Academic Affairs.
- (ii) No transfer of credits may be released to another University or institution until the official withdrawal procedure is complete.

- (iii) A student who has officially withdrawn from the University may apply for re-admission, and if granted shall follow the new Academic Programme in force provided that no admission under this sub-section shall be granted within one year.

### **13.0 Academic Standards**

The University shall at all times, and as far as practical, ensure adherence to academic standards in line with national and regional frameworks as well as international best practices.

### **13.1 Academic Integrity and Honesty**

KIU expects a high level of academic integrity and honesty from both staff and students. Conduct that is contrary to academic integrity and honesty may amount to academic malpractice.

### **13.2 Types of Academic malpractice**

- (i) Plagiarism. This shall include but not limited to copying of assignments of another student whether authorized or unauthorized. It shall also be plagiarism where a research report/thesis previously submitted is reproduced whether in part or in whole by a student, or where an assignment or report is submitted without acknowledging the source(s) of information, or where the same assignment is submitted for two different assessments.
- (ii) Cheating in assignment or examination: This includes copying another person's answers, submitting information not based on personal study efforts, using any material (mechanical or electronic) that would permit an unfair advantage over other students in the class. Cheating shall also include writing research reports, thesis or assignments by proxy.
- (iii) Forgery of signatures or falsification of data.
- (iv) Unauthorized access to University files or accounts.

- (v) Removal, mutilation, or deliberate concealment of materials belonging to the University.
- (vi) Impersonation defined as pretending to be or assuming the identity of some other person.

### **13.3 Duty to guard against academic impropriety**

- (i) It is the responsibility of all School/College/faculty members to report all instances of academic malpractice to the appropriate Principal of the College or Dean of the School who will then inform the Director of Academic Affairs and the Deputy Vice Chancellor Academic Affairs.
- (ii) It is the responsibility of the student to avoid aiding or abetting examination malpractice.

A student shall take all necessary measures to guard against plagiarism of his/her academic work including reporting to the appropriate authority of the University. Plagiarized work shall not be accepted in fulfilment of course requirements.

### **13.5 Alteration of Marks and Other University Document**

- (i) Any person, who unlawfully alters, procures, facilitates or conspires to alter marks or any other university document commits an offence.
- (ii) The university shall be entitled to recover all documents in the possession of the person referred to in paragraph (i).
- (iii) Any person found guilty of the offence in paragraph (i), shall be punished under one or more of the following:
  - Cancellation of paper or papers. In case of cancellation, such student shall not be entitled to do the paper or papers in Special Examination.
  - Suspension for a period of NOT more than two (2) semesters.

- Dismissal from the university.
- Without prejudice to the foregoing provisions, in the case of altered marks, the marks shall simply be reverted to the original position where it is adjudged to be a systemic error.

## **14.0 Rules and Regulations Relating to Examinations**

The examinations shall comprise of written, oral/viva, practical and clinical examinations as the examiners may determine, subject to approval by Senate.

### **14.1 Rules and Regulations**

Subject to these academic rules and regulations, the following rules shall apply to all examinations in the University.

- a) Examination dates shall be communicated by the Director Academic Affairs.
- b) School/colleges/faculties shall be responsible for ensuring adequate preparation for the examinations including; setting, moderating, constituting panels, identifying suitable external examiners and liaising with the office of the Director Academic Affairs for the proper conduct of examinations.
- c) A student shall not be allowed to sit for examinations without having completed the required fee as confirmed by the Finance Directorate.
- d) A Student shall present an examination card and any other University identification document before sitting for examinations.
- e) No student shall sit for the final examination having not done CATs. Where a student sits for final examinations without CATs marks, the examination marks shall be disregarded.
- f) A student admitted for a particular session shall not sit for examinations with another session save with the approval of the school/college or faculty.
- g) All examinations shall be properly invigilated and/or supervised.

- (i) Invigilators shall be academic staff and shall enforce examination rules and regulations throughout the period of the examination.
- (ii) There shall be a Chief Invigilator for each examination who will assume overall responsibility for conducting examinations and for signing any official document pertaining to the examinations. The chief invigilator shall be appointed by the HoD who is the chief internal examiner.
- (iii) The Chief Invigilator shall receive examination materials from the Office of the Director of Academic Affairs at least 30 minutes before the examination is due to start.
- (iv) The Invigilators shall ensure that the examination room is free of all unauthorized materials before students are checked into the examination room. Subject to these Regulations, unauthorized materials shall be as per the instructions accompanying the examination.
- (v) Students shall be checked into the examination room at least 30 minutes before the commencement of the examination.
- (vi) Students shall not enter the examination room with material other than pens, pencils, erasers and calculators. Items such as handbags, clipboards, purses, mini-computer calculators, smart watches, cell phones, papers magazines, sweaters, jackets lighters, and matchboxes, food or drinks shall not be allowed in the examination room except in specified situations.

Where an examination is designated “Open Book”, Students may be allowed to take into the examination room any written or printed material including books, Acts, etc. These shall be subject to thorough check before entry into the examination room. An open book examination may be either partial or complete.

- No material taken into the examination room may be attached to the examination script and submitted for marking as part of the examination.
- The material brought into the examination room should be material only relevant to the subject in question.

- (vii) An “Open Book” examination must be approved by the School/college or faculty management.
- (viii) The Invigilators shall observe and record events in the examination room and shall ensure the signing of attendance list by all students sitting the examination.
- (ix) No copy of the examination questions shall be carried out of the examination room by anybody within the first 30 minutes of the examination. The only exception when the examination questions shall be carried out is when an invigilator is going to make extra copies of the questions for that particular examination.
- (x) No students shall be allowed into the examination room 30 minutes after the start of the examination.
- (xi) Students who are late shall take the examination in the following semester when offered at own cost.
- (xii) No student shall be allowed out of the examination room before 30 minutes of the commencement of the examination.
- (xiii) Any student who wishes to use the washroom during the examination shall obtain permission from invigilator. Only one student shall be allowed to go at a time and for a period not exceeding five minutes or any other reasonable time as may be determined by the invigilator. The number of times a student may use the washroom shall be at the discretion of the invigilator.
- (xiv) Any student who walks out of the examination room under protest or without permission shall not be allowed to return to the examination room. Such a student shall be made to face the Senate Disciplinary Committee. The student in addition to re-sitting the paper at own cost, may be required to tender a letter of apology or may be suspended for a period not exceeding one academic year.
- (xv) The Invigilator shall ensure that all scripts are accounted for at the end of the examination and delivered at the central marking room or any other place as may be designated by the Director Academic Affairs.

- (xvi) It is an offence for a student to take out of the examination room an answer booklet or part of it.
- (xvii) The Chief Invigilator shall write a brief report on the conduct of the examinations highlighting irregularities if any that may have occurred. Alternatively this information can be provided on an official form provided by the Director Academic Affairs.
- (xviii) Invigilators shall have powers to confiscate any unauthorized material or aid brought to the examination room, and to expel from the examination room any candidate(s) who create(s) any disturbance(s). At all times, the unauthorized material so confiscated, shall not be destroyed, mutilated or torn by either the invigilator or student.
- (xix) Any examination offence committed by a student will mandate a student to sign the examination malpractice form. The matter shall then be referred to the Senate Disciplinary Committee for hearing and decision.

#### **14.2 Penalties for examination irregularities and malpractice**

There shall be minor and major offences depending on the nature the infraction and the severity of penalty.

##### **(i) Minor Offences**

Any student found in possession of unauthorized materials as defined in this Academic Rules and Regulations; or copying from unauthorized material in an examination; or circulating unauthorized material to other candidate(s) during an examination; or found repeatedly communicating during an examination; or found in possession of used or unused examination booklet in the examination room other than the one issued by the invigilator; or having prior knowledge or taking part in circulating a leaked examination; or refuses or fails to submit examination answer booklet after the stipulated time; or willfully disrupts the process of university examinations; or willfully destroys university examination materials; or writing on the question paper; or going out with the question paper during examination; or staying

outside the examination room beyond the approved time without justification; or refusing to comply with a lawful instruction from the invigilator; commits an offence and when found guilty shall receive one or more of the penalties hereunder:

- Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee.
- Have the paper cancelled and repeated at own cost.
- Be served with a warning letter from the Directorate of Academic Affairs.
- Be suspended for a specific period as shall be determined by the Senate Disciplinary Committee.

In applying the penalties above recourse shall be made to the gravity of the offence and the conduct of the offender among other things.

**(ii) Major Offences**

Any person found impersonating or attempting to take the place of another student; or found in possession of forged documents in an examination; or found in possession of dangerous weapons in an examination; or indulges in bribery, blackmailing, intimidation or any other conduct capable of compromising the examiner, whether before, during or after an examination commits an offence and when found guilty shall receive one or more of the penalties stated under.

- Suspension from the university for one academic year;
- Dismissal from the university without the option of readmission;
- Handed over to the Police

**14.3 Procedure for Dealing with Examination Malpractice**

- i. At the beginning of any examination, the invigilator shall draw the attention of students to the rules and regulations governing the examinations.
- ii. A case of examination malpractice shall be reported through an examination malpractice Form duly filled and signed by the student and

invigilator. Where the student refuses or fails to fill the examination malpractice Form, the invigilator shall state so in the report. Such refusal or failure shall amount to a minor offence as described in these Academic Rules and Regulations. The student shall however be allowed to continue with the examination.

- iii. At the end of the examination, the invigilator shall separate the examination booklet (s) of a malpractice case and attach therewith, the examination malpractice form together with any other unauthorized materials. The booklet and attachments shall then be handed over to the Directorate of Academic Affairs.
- iv. For purposes of accountability, the invigilator shall indicate on the attendance list, the booklet or booklets removed on the basis of malpractice.
- v. The Directorate of Academic Affairs shall, within a reasonable time, compile and forward all examination malpractice cases to SEC for consideration.

## 17.0 Duration of Academic Programmes

The following shall be the duration of academic programmes offered by the University:

**Table 1: Duration of Programme**

| <b>Programme</b>                                       | <b>Minimum number of Years</b> | <b>Maximum number of Years</b> |
|--|--------------------------------|--------------------------------|
| <b>Postgraduate Degrees</b>                            |                                |                                |
| (i) Doctoral Degrees                                   | 3                              | 5                              |
| (ii) Master Degrees                                    | 2                              | 4                              |
| (iii) Postgraduate Diplomas                            | 1                              | 3                              |
| <b>Undergraduate Degrees</b>                           |                                |                                |
| (i) Engineering and Law                                | 4                              | 6                              |
| (ii) MBChB   | 5.5                            | 7.5                            |
| (iii) Nursing, Pharmacy and Medical Laboratory Science | 4.5                            | 6.5                            |

|  |          |   |
|--|----------|---|
| (iv) Others Degree Programmes                        | 3        | 5 |
| (v) In-Service Course                                | 2        | 4 |
| Diplomas   |          |   |
| (i) Advanced or Higher Diploma                       | 2        | 3 |
| (ii) Ordinary Diploma                                | 2        | 3 |
| (iii) Ordinary Diploma in Medical related programmes | 3        | 5 |
| Certificates   |          |   |
| (i) Ordinary Certificate                             | 1        | 2 |
| (ii) Access or Pre-University                        | 24 Weeks | 1 |

### 18.0 Attendance of Classes

- (i) Student's attendance of classes shall be compulsory for all registered courses from the beginning to the end of the semester.
- (ii) In addition, each student shall attend scheduled University functions such as orientation, general assemblies, recreational events, and graduation ceremonies.
- (iii) A student shall attend classes or lectures for at least three-quarters [75%] of the particular semester to be eligible to sit for examinations.
- (iv) A maximum of 21 days per semester of cumulative excused or unexcused absences may be allowed provided that a continuous absence for more than seven days shall not be allowed.
- (v) Absences beyond this limit shall be permitted by the Director Academic Affairs if the student wishes to continue with studies for the semester or appear for final exams.
- (vi) A student shall not be permitted to sit for final examinations if he or she does not meet the required quota attendance and is assigned an F grade for the course.
- (vii) Undergraduate and postgraduate students on certain programmes may be required to attend sessions outside regular periods and at weekends.

### 19.0 Excused Absences

- (i) The Director of Academic Affairs or the Deputy Vice Chancellor Academic Affairs may excuse a student with valid reasons such as; personal illness, or family emergencies from classes upon recommendation by the Dean or Principal of the College, School or Faculty.
- (ii) It shall be the responsibility of the student to check with the Lecturer immediately upon his or her return to the University after an excused absence to determine the required make up work and to complete any work according to the deadline set by the Lecturer.

### **19.1 Excused Absence Procedure**

To obtain an excused absence, a student;

- (i) Shall submit a written request and appropriate documentation (such as a doctor's medical report) through the Principal or Dean to the Director of Academic Affairs.
- (ii) Shall submit a written notification of return through the Principal or Dean to the Director of Academic Affairs within 3 working days of return.

### **20.0 Unexcused Absences**

All absences from classes or other activities scheduled by the School, College or Faculty other than excused absence shall be considered unexcused. Unexcused absence for a cumulative period of 21 days in a semester shall disqualify the student from sitting for the end of semester examination. A student who registers less than 21 days of cumulative unexcused absence shall receive a warning letter from the Director Academic Affairs and in addition, shall be required to enter an undertaking to abide by all University Rules and Regulations.

### **21.0 Attendance of lectures and other academic duties of a Lecturer**

- (i) It shall be the duty of a lecturer to report for lectures as per timetable.

- (ii) A lecturer who unjustifiably fails to attend to students and other departmental responsibilities shall be cautioned by the HoD and later referred to the Principal or Dean who may further refer to the Director of Human Resource.
- (iii) A lecturer shall be considered absent from lectures if he/she fails to appear within 30 minutes. However, a lecturer who fails to turn up for class appointments as scheduled shall with consultation of the HoD, compensate for the missed time and these shall be documented in the course file.

## **22.0 Programme Schedule**

- (a) Academic programmes shall be conducted in the order and manner provided for by the programme curriculum and/or other specifications.
- (b) A student shall not be allowed to register in the semester, two courses, one of which is prerequisite to the other.
- (c) The University shall endeavor to make special arrangement to avoid holding sessions and examinations and lectures on Sabbath, public holidays or religious festivals designated as public holidays, but shall reserve the right to hold examination on such days if no alternative time is practicable.

## **23.0 Student Conduct**

In the course of his/her studies, a student shall observe all academic rules and regulations, and the moral standards prescribed in the student behaviour contract, in particular:

- (i) A student shall maintain a respectful and pleasant conduct in the University premises and elsewhere as an ambassador of KIU.
- (ii) A student shall show respect to all authorities inside and outside the classroom.

- (iii) A student is expected to observe etiquette and politeness in all circumstances.
- (iv) A student who is a member of the students' Guild shall abide by the Guild Constitution.
- (v) The consumption of alcohol and drugs on the University premises is strictly forbidden and prohibited.
- (vi) The language used within the University premises shall reflect the refinement and usage expected of scholars and educated persons. Use of foul or abusive language is strictly forbidden.
- (vii) Students shall abide by the dress code as stipulated in the KIU Students' Handbook and as described in the programme requirements.

#### **24.0 Prohibition of Sexual Harassment**

- (i) All University staff and students shall exhibit the highest standards of morality and respect for the opposite sex.
- (ii) Any staff or student who is a victim of sexual harassment shall report the matter to the University authorities.
- (iii) All care shall be taken to ensure the confidentiality of the information involved.
- (iv) A person who is found guilty of acts or conduct deemed to be sexual harassment shall be suspended or dismissed from the University depending on the gravity of the act or conduct. Acts or conduct deemed to be sexual harassment shall include; touching the victim's physical body without his or her consent; making indecent sexual remarks, exposing delicate body parts, making unsolicited sexual advances, sending unsolicited indecent information, etc.
- (v) In severe cases, the University or the victim of sexual harassment may lodge a complaint with the Police.

- (vi) Malicious or reckless allegations of sexual harassment shall attract a penalty of suspension or dismissal on the part of the person making the allegation or a collaborator.

## **25.0 Student Grievances against the University**

Student grievances shall be any complaint relating to academic, social or personal matters affecting the student.

- (i) Student grievances in academic matters shall be addressed to the appropriate authorities of the University in the following order:

- Lecturer concerned if any,
- Head of Department,
- Dean or Principal of School or Faculty or College,
- Director of Academic Affairs,
- Deputy Vice Chancellor in charge of Academic Affairs,
- The Senate.
- University Council.

In social and personal matters, student grievances shall be lodged as follows:

- Warden
- Dean of Student Affairs
- Deputy Vice Chancellor in charge of Administration and Finance
- Senate
- The University Council

## **26.0 Student Handbook**

- (i) A student Handbook which outlines in relevant detail the rules and regulations specific to students shall be availed for student reference at the office of the Dean of Students' Affairs.

- (ii) Every new student shall obtain and acquaint himself or herself with the content of the Students' Handbook.

## **27.0 Student Employment**

The University does not offer employment to students. However, the University may not object to a student being employed elsewhere, where such employment does not negatively affect the student in his or her studies. A student so employed, shall inform the Dean of Students' Affairs about the place and nature of the employment.

## **28.0 Assessment and Examination**

- a. The purpose of the assessment and examination shall be to establish the extent to which students have fulfilled the objectives of their major concentration and demonstrate their knowledge and understanding of the various components of the curricula. The purpose of examinations is to assess the knowledge, skills and level of understanding of students with regards to the course content as enshrined in the curriculum.
- b. Student assessment shall take a variety of forms appropriate to the course. These include: written examinations, practical or laboratory based examinations, oral or viva voce examinations, project assessment, dissertations or theses, supervised professional practice, continuous assessment; and other approved forms of assessment.
  - (i) A student who did not sit for CATs during the course of the semester shall not be eligible to sit for end of semester examinations. A student who sits for end of semester examination in violation of this clause, commits an offence under the minor category.
  - (ii) All coursework assessments shall take the form of at least a written TEST (CATs) on the official University booklet and any other form of assessment mentioned in these Regulations.
  - (iii) Excuse of student from a scheduled assessment shall only be authorised by the dean/ principal in consultation with the Director Academic Affairs.

- (iv) Every Lecturer who conducts a Course Assessment shall be required to submit a copy of the attendance list of the assessment to his or her Head of Department as soon as the assessment is complete.
- (v) All courses shall be examined by written or conventional examination during the Academic year in which they are taught. Conventional examinations shall consist of Continuous Assessment Tests [CATs] and end of semester examinations. Final examinations shall be given at the end of all courses. Except in predominantly laboratory or clinical courses, examinations may not be given during the last week of classes. Examinations shall not exceed the scheduled length of 3 hours. Where an examiner deems it necessary to conduct an exam for more than three hours, permission should be granted by the Director Academic affairs through the Head of Department and the Dean/Principal.
- (vi) In some courses regulations shall be specified in the programme curriculum that a minimum level or threshold of performance in each unit of a subject is required. The percentages awarded for various forms of assessment shall be as specified in the programme curriculum.
- (vii) The marking of University examination shall be anonymous. For the avoidance of doubt 'anonymous' means that a student shall not indicate his or her name on the examination booklet. A student shall be identified by registration number ONLY. Course works may, however be exempted from the rule of anonymity. The indication of name by a student shall be considered as an examination malpractice under the category of minor offences.
- (viii) Planning, organizing, processing of results, and the conduct and monitoring of assessments shall be the responsibility of Senate through the Directorate of Academic Affairs of the University.
- (ix) All assessment materials set and prepared on behalf of the University shall be the property and copyright of the University.
- (x) All materials submitted by a candidate for assessment (except in circumstances where an industry-based project is involved) shall be the property and copyright of the University.

- (xi) All written assessments shall be preserved for a period of five (5) years from the graduation date.
- (xii) Continuous Assessment Test (CATs) results shall be discussed and approved by the School or Faculty or College Board of Examiners before end semester examinations. The School or Faculty or College shall;
- Generate a list of students who sat for the CATs and shall therefrom constitute an examination attendance list for the respective course units;
  - Generate a list of students who did not sit for the CATs and thus ineligible to sit for end of semester examinations;
  - Publish student's CATs immediately and a list of those students who did not sit for the CATs.
  - Resolve all complaints related to the assessments.
  - Through the Dean/Principal, endorse the results after the approval by the College or Faculty or School Board of Examiners and submit the same to the Directorate of Academic Affairs. The results shall then be prepared for presentation to Senate.

## **29.0 The role of Head of Department (HoD) in Examinations**

The HoD shall be the chief internal examiner for all courses in the department and shall ensure full compliance of examinations with these rules and regulations in particular that:

- (i) No student is allowed to sit for end of semester Examinations without fulfilling the examinations requirements in these academic rules and regulations in addition to presenting an authentic University Student Identity Card.
- (ii) Students are familiar with coursework submission dates, examination dates and the location of examination rooms or halls.

- (iii) Candidates who fail to present themselves for the examination without due permission are properly documented for purposes of ascertaining the academic progress of the students.
- (iv) Students shall attend all assessments for the courses they have registered for.
- (v) Make adequate arrangements for examination invigilation.
- (vi) Suitable proposal is made to modify examinations arrangements where applicable especially in cases of disability where such student is registered with the Directorate of Academic Affairs or in cases of ailment upon valid medical evidence.
- (vii) Examinations questions are set in time for moderation and that the examinations instructions are consistent with these academic rules and regulations or programme specifications.
- (viii) Examinations papers are marked on time for the results to be prepared for consideration by the School, College or Faculty Board.
- (ix) Handle all students' complaints relating to examinations.

The role of subject lecturer

- (i) The course lecturer shall set fair, standard and appropriate examinations
- (ii) Shall be available for examination invigilation and to address issues arising out of the examination questions if any
- (iii) Shall be responsible for grading examinations
- (iv) Shall be responsible for inputting the results for students' feedback

### **29.0 Absences from Examinations**

A student shall be considered absent from an examination where the student fails to inform the School, College/Faculty and the Director of Academic Affairs in writing, before or on the day of examination of his/her absence. Absence from an examination may be considered justified on the grounds of ailment supported by valid medical report, and bereavement involving parent, spouse, child or confirmed sponsor.

- (i) If absence from a final examination is unjustified in line with the provisions above, such a course shall be registered as a RETAKE and shall be carried forward as per regulations.
- (ii) If the absence is justified in line with the provisions above, the student qualifies for special examination subject to the policy in force.

### **31.0 Examination Timetables**

- (i) There shall be a Central Examination Timetabling Committee of the University comprising; the Deputy Director of Academic Affairs in charge of Examinations, the Departmental Teaching and Learning Coordinators, a representative of the Directorate of Quality Assurance and chaired by the Deputy Director of Academic Affairs in charge of Teaching and Learning.
- (ii) The Committee shall prepare a draft examinations timetable which shall be forwarded to various schools, colleges or faculties for further inputs.
- (iii) A tentative Examinations Timetable shall be published one month to the start of the examinations.
- (iv) The final examinations timetable shall be approved by the Deputy Director Academic Affairs in charge of Examinations and published one week to the start of the examinations. Any changes thereafter shall be approved by the Director Academic Affairs ONLY.

### **32.0 Performance**

(i)

A student who does not meet the required standards of academic performance in a semester shall be placed under academic probation or is considered academically disqualified as per these Rules and Regulations.

- (ii) A student's performance in one semester determines the class load he or she may be permitted to take in the following semester(s).
- (iii) A student who failed three or more course units in a previous semester shall first repeat those units he or she failed before he or she progresses to the next semester.
- (iv) No Student shall be allowed to graduate unless he or she has passed all the prescribed compulsory and elective courses.

### **33.0 Role of Academic Affairs Directorate**

- (i) The Academic Affairs Directorate and College Principals or Deans shall ensure that there is consistency in the formats of examinations at College or School level and transparency in their conduct.
- (ii) The Head of Department shall have a marking guide or scheme for each paper examined. Students shall have a right to access the marking guide(s) or scheme after the examination results are approved by the Senate.
- (iii) Students shall have a right of appeal if they perceive lack of transparency in the conduct of examinations, unfair treatment or poor assessment of their work in line with this Rules and Regulations.

### **34.0 Thesis or Dissertation Examination**

- (i) The thesis or dissertation shall consist of an original research work.
- (ii) The thesis or dissertation shall be equivalent to three (3) course units and five (5) Credit Units for Law students or as per programme curriculum.
- (iii) The thesis or dissertation shall be assessed by one (1) external examiner and two (2) internal examiners of whom none should have been the candidate's supervisor(s). The examiners shall submit their reports and

marks to the Director of Higher Degrees and Research Directorate (DHRD) at least eight (8) weeks before the commencement of semester examinations.

- (iv) During the viva voce, the external examiner shall be invited to participate in assessing the candidate either physically or virtually.
- (v) The pass mark shall be 60% for postgraduates and 50% for undergraduates.
- (vi) The marks of the thesis or dissertation shall be distributed as follows for postgraduates;
  - Format and content of the thesis or dissertation 60%
  - Public defence 40% (viva voce)
- (vii) After the public defence, the candidate shall correct the thesis or dissertation within a maximum period of six (6) months.
- (viii) A candidate who passes the viva voce with minor corrections shall be given a period not more than three (3) months to correct them. A student who passes with major corrections shall be given a period not more than six (6) months to correct them.
- (ix) A Candidate who fails in the thesis or dissertation shall be asked to resubmit the thesis or dissertation for re-examination.
- (x) A masters dissertation recommended for re-writing shall be given two more chances for re-submission.

A PhD thesis recommended for re-writing shall be given three more chances for re-submission.

35.0 Contact Hours, Grading, Weighing, Classification and Standardization of Awards

- (i) A programme or course shall be clearly specified in terms of semesters and calendar months or years at the start of each academic year.
- (ii) The course content in form of topics and sub-topics will be enumerated in the curricula
- (iii) Examination evaluation, marking system and appeal mechanism will be published in the curricula.
- (iv) Each semester shall take at least fifteen (15) weeks of teaching and two (2) weeks of examinations.
- (v) Theory courses and practical subjects shall be allocated at least the following hours per week:

**Table 2: Contact Hours**

| <b>Course or Subject</b>             | <b>Hours per week</b> | <b>Required</b>   |
|--------------------------------------|-----------------------|---|
| Theory courses                       | 3                     |   |
| Practical subjects                   |                       |   |
| Undergraduate Science Programmes     | 15                    | Practical class per semester  |
| Undergraduate Medical Programmes     | 30                    | Practical class per semester  |
| Undergraduate Engineering Programmes | 15                    | Practical class per semester, workshop practise and Industrial trainings in second and third year, second semesters |
| Undergraduate Education Programme    | 8                     | School practice in second and third year, second semesters  |
| Undergraduate Law Programme          | 4                     |   |
| Diploma in Education Programme       | 8                     | School practice in first and second year, second semesters  |

- (vi) The assessment of individual course will be done on the basis of marks but shall be converted into letter grades.
- (vii) Individual courses taken by the student shall be weighted in units or credit hours for a whole semester.
- (viii) The weighting unit is a credit unit. One Credit Hour can be defined as follows:

- (a) One (1) Credit Hour (CH) is equivalent to one (1) Lecture Hour (LH) or Contact Hour
  - (b) Two (2) Tutorial Hours (TH) are equivalent to one (1) Credit Hour (CH)
  - (c) Two (2) Practical Hours (PH) is equivalent to one (1) Credit Hour (CH)
- (ix) Each Credit Unit is equivalent to 15 Lecture Hours or 30 Practical Hours. Contact Hours (CH) shall be calculated as follows;

$$CC = (LD \times NLW \times NW)$$

where;

LD = Lesson Duration in hours,

NLW = Number of Lessons in a week,

NW = Number of weeks of class

- (x) Credits shall also be allocated to project work, thesis or dissertation, industrial placements and practicum, provided that the components are part of the degree programme.
- (xi) Credits shall also be given to the course units that are compulsory or core courses as well as electives or optional courses.
- (xii) Each course shall be allocated a minimum of two (2) hours per week.
- (xiii) Classification of final awards shall use a five (5) Point Grading System averaging the final grade of a graduate.

### **36.0 Deriving the Final Grade**

- (i) Unless otherwise stated in the programme curricula, the final written examination shall account for sixty percent (60%) of the mark in each course while Continuous Assessment Tests (CATs) shall account for forty percent (40%) of the total mark.
- (ii) The final examination for Bachelor of Laws and Diploma in Law shall account for seventy percent (70%) of the mark in each course while

Continuous Assessment Tests (CATs) shall account for thirty percent (30%) of the total mark.

- (iii) Candidates shall be required to take semester examinations and pass all courses
- (iv) All courses shall be examined through a three hour written examinations.
- (v) The pass mark obtained after a retake examination shall be recorded but with RTK against it in the candidate's Transcripts to show that it was obtained after retaking the course. This shall apply to candidates who passed but want to improve their grade. Pass mark shall be 50% for undergraduate equivalent to two (2) Grade Points and 60% equivalent to three (3) Grade Points for postgraduate students respectively in the candidate's Transcripts.
- (vi) The course work shall include all elements and requirements of a course such as; assignments, reading reports, projects, research reports or research papers, class presentations, group discussions and presentations, participation in all class activities, all types of tests and quizzes including mid-semester exams and class attendance.

### **37.0 Weights, Scores and Letter Grades**

- (i) The final results of all courses shall be recorded as letter grades. Each letter grade is assigned weight in terms of Grade Points.
- (ii) Grade Points shall be used to compute the Grade Point Average (GPA).
- (iii) Scores in students' Grade Point Average (GPA) shall be a result of assigned letter grades.
- (iv) The examinable grading system for the degree courses shall be as follows:

**Table 3: Weight, Scores and Letter Grades**

| <b>Marks (%)</b> | <b>Letter grades</b> | <b>Grade Points</b> |
|------------------|----------------------|---------------------|
| 80+              | <i>C</i>             | 5.0                 |

|         |    |     |
|---------|----|-----|
| 75_79.9 | C+ | 4.5 |
| 70_74.9 | C  | 4.0 |
| 65_69.9 | C+ | 3.5 |
| 60_64.9 | C  | 3.0 |
| 55_59.9 | C+ | 2.5 |
| 50_54.9 | C  | 2.0 |
| 0_49    | C  | 0   |

### 38.0 Classification of Awards

- (i) The following classification of Undergraduate degree awards shall be used.

**Table 4: Classification of Awards**

| Weight     | Awards                      | Description |
|------------|-----------------------------|-------------|
| 4.40-5.00  | First Class                 | Excellent   |
| 3.60-4.39  | Second Class Upper Division | Very Good   |
| 2.79-3.59  | Second Class Lower Division | Good        |
| 2.00-2.79  | Pass                        | Fair        |
| Below 2.00 | Fail                        | Poor        |

- (ii) The following classification of Diploma awards shall be used

**Table 5: Classification of Diploma Awards**

| Weight    | Awards                | Description |
|-----------|-----------------------|-------------|
| 4.4_5.0   | Class I (Distinction) | Excellent   |
| 2.80_4.39 | Class II (Credit)     | Very Good   |
| 2.0_2.79  | Class III (Pass)      | Fair        |

- (iii) The following awards are not classified
- Doctoral Degrees,
  - Masters Degrees,
  - Postgraduate Diplomas,
  - Degrees and Diplomas in Health Sciences

### 38.1 Computing Grade Point Average

- (i) A student's examination and Course Assessment Test results shall be converted into Grade Point Average (GPA).
- (ii) Grade Point Average (GPA) of the student will be calculated using the following formula:

$$CGPA = \frac{\sum(CU \times GP)}{\sum CU}$$

Where; CU=Credit Units; GP=Grade Points.

For example, computations for a semester scores shall be done as follows:

- (a) Multiply the Grade Point (GP) scored by the Credit Unit (CU) allocated to each course or subject ( $CU \times GP$ )
- (b) Add up the product sum of all the courses or subjects for the semester,  $\sum(CU \times GP)$  and divide the total sum by the total number of Credit Units,  $\sum CU$  earned in a semester giving a Semester Grade Point Average:

$$CGPA = \frac{\sum(CU \times GP)}{\sum CU}$$

**Table 6: Computing Grade Point Average**

| Course Unit | Score | LG | GP | CU                | $GP \times CU$            |
|-------------|-------|----|----|-------------------|---------------------------|
| BIO1201     | 72    | C+ | 4  | 3                 | 12                        |
| BIO1202     | 55    | C  | 2  | 3                 | 6                         |
| BIO1203     | 60    | C- | 3  | 4                 | 12                        |
| UCC1201     | 59    | C  | 2  | 4                 | 8                         |
| UCC1202     | 86    | C  | 4  | 4                 | 16                        |
|             |       |    |    | $\sum CU$<br>= 18 | $\sum(CU \times GP) = 54$ |

GPA=54/18=3

GP-Grade Points; CU-Credit Units; GPA- Grade Point Average

## 38.2 Computing Cumulative Grade Point Average

- (i) Cumulative Grade Point Average shall be computed using the total number of credit hours completed and the total points earned for two or more semesters.
- (ii) The CGPA required for graduation with a Diploma or a Bachelor's Degree shall be two (2) for all the courses. The CGPA required for graduation with a Postgraduate Diploma or a Master's Degree shall be three (3).
- (iii) When a passed course is repeated in order to improve the grade and points awarded shall be the mark obtained at the said sitting.
- (iv) The CGPA appears on the student's final Transcript Except for health related programmes whose degrees are not classified

## 39.0 Assessment for Awards

- (i) A candidate shall pass the assessments and satisfy all other requirements of the University as set out in this Rules and Regulations.
- (ii) The classification of the award shall be based on the performance of the candidate as indicated by the Cumulative Grade Point Average (CGPA).
- (iii) To qualify for a certificate, diploma and degree award, a student shall have completed a minimum Credit Hours, year of study, duration for thesis, report and paper for;

**Table 7: Assessment for Awards**

| <b>Programme</b>                | <b>Minimum Year(s)</b> | <b>Credits per Semester</b> | <b>Minimum Credits</b> | <b>I or P</b> | <b>RR</b> |
|---------------------------------|------------------------|-----------------------------|------------------------|---------------|-----------|
| (i) Certificate                 | 1                      | 23                          | 45                     | YR            | YR        |
| (ii) Ordinary Diploma           | 2                      | 12                          | 45                     | YR            | YR        |
| (iii) Undergraduate             | 3                      | 20                          | 120                    | YR            | MTP-YR    |
| (iv) Degree of Laws/Engineering | 4                      | 25                          | 200                    | YR            | MTP-YR    |
| (v) Masters                     | 2                      | 60                          | 120                    | YR            | -         |

|                            |   |    |     |    |       |
|----------------------------|---|----|-----|----|-------|
| (vi) Post Graduate Diploma | 1 | 23 | 45  | YR | RP-YR |
| (vii) Doctoral             | 3 | 40 | 240 | YR | -     |
| (viii) Post Doctoral       | 1 | 60 | 120 | YR | -     |

YR-Year; I or P-Internship or Practical; RR-Research Report; RP-Research Paper;

MTP-Major Term Paper

NB. A candidate shall obtain a minimum Cumulative Grade Point Average (CGPA) of TWO (2) for undergraduate degree and THREE (3) for postgraduate degree to graduate.

#### **40.0 Regulations for Remarking, Retaking, Probation, Repeating/Stay Put, Deferment of Semester or Year and Upgrading of a Course**

It shall be the responsibility of the HoD to identify students in this category including students who have overstayed their study duration to be considered by the School or college or faculty Board and Senate where applicable for appropriate action.

##### **40.1 Remarking**

- (i) When a student receives a grade in a course that the student is not contented or satisfied with the mark awarded in any examination, he/she may apply for remarking subject to satisfying the rules relating to remarking.
- (ii) The student shall apply up to a period of four (4) months from when the results were approved by senate and published. No applications shall be considered thereafter.
- (iii) The student shall fill and submit a remarking form upon payment of the prescribed fee.
- (iv) The relevant head of department shall identify a suitable lecturer to remark the paper.
- (v) Upon remarking of a paper, where the difference between the previous mark and the new mark leads to a reasonable ground to believe that the previous mark was awarded unfairly and the concerned lecturer shall be

invited by the School or College for questioning. The findings of the school or college may form the basis of a disciplinary action against the lecturer. However, a -5 or +5 difference in marks after remarking will not cause an invitation of the lecturer for questioning.

- (vi) The new mark shall be entered for the student regardless of whether it is more or less. However, where the administrative review by the school or college reveals the need for an external examiner, a request shall be submitted to Senate for consideration.
- (vii) In the event of the senate decision for external remarking, the student shall be required to pay further fee as shall be prescribed by the relevant authority.

#### **40.2 Retaking a Course**

- (i) A candidate who fails one or two paper (s) with a mark below 50% for undergraduate and 60% for postgraduate shall be allowed to retake a failed course within a period of six months as long as the GPA is 2.00 above and the failed load is less than 25% for health sciences.
- (ii) A student shall retake a Course when next offered if he/she failed in previous assessment.
- (iii) The student is required to register for retake course (s) first before registering for new courses offered in that semester and the retake course (s) shall fit into the approved semester load.
- (iv) A student who fails to obtain at least a pass mark during the second assessment shall receive a warning letter from the School/College.
- (v) Any student who fails, refuses or neglects to comply with (i)& (ii) above shall be guilty of committing an academic offence. The student shall receive two written warnings and thereafter shall be made to stay put.
- (vi) Where a student proceeds to the next study level in violation of the provisions listed above, the student may be suspended for a semester.

### **40.3 Probation**

- (i) Where a student fails less than 50% of the semester load, the student shall be placed on probation and a warning letter shall be issued to such student by the School or College.
- (ii) For Health Science related programmes:
  - 👉 A candidate who obtains a fail mark in one or more courses whose weighting adds up to a maximum of 25.0% of the examinable units for programmes in a semester may be allowed to progress on probation and retake the failed course units. If the candidate fails the retake paper(s) he or she shall be recommended to re-do the programme part for the last chance.
  - 👉 A candidate who obtains a fail mark in courses whose total weighting adds up to more than 25.0% and up to a maximum of 75.0% of the total number of examinable units shall be recommended to repeat the programme part.
- (iii) The implication of placing a student on Probation and issuance of a warning letter thereafter is to officially inform such student that he/she is not doing well academically and there is the need for improvement.

### **40.4 Repeating and Stay Put by a Student**

- (i) Where in any given semester, a student fails 25 to 75% of the total semester load or three or more failed papers, such student shall be directed by the School or College to repeat or stay put for the semester.
- (ii) The student described in (i) above shall not proceed to the next study level (semester) until he/she has passed the failed courses in the present study level.
- (iii) In repeating a semester, the affected student is only expected to sit for the course(s) he/she failed.

- (iv) A student who repeats a semester shall pay repeat fees depending on the number of papers failed in the semester and shall attend all the lectures, do the coursework/assignments and final examinations of the repeat papers.
- (v) When repeating, a student's class load includes the credit hours of that course (s). No extra class load shall be allowed unless recommended by the School/College/Faculty Board as long as the student does not exceed the maximum allowable credits for repeat courses.
- (vi) A grade received in a repeated course shall replace a grade in prior takings of the same course in the computation of the cumulative GPA, even if the recent grade is lower.
- (vii) A candidate who fails one or more papers after repeating a semester or term or trimester shall be discontinued.
- (viii) When a student is found guilty of violating the provisions listed above on repeat and stay put,
  - (a) such student shall Stay Put and ensure all the failed course units are cleared before proceeding to another level.
  - (b) student may be suspended for a semester.

### **Academic Disqualification and Re-Admission**

- (i) A student whose Semester Grade Point Average is less than Two (2) for Two Consecutive Semesters and whose Cumulative Grade Point Average (CGPA) is also less than Two (2) shall be discontinued on the recommendation of the College Board of Examiners subject to approval by Senate.
- (ii) A candidate who sits and fails the same Course Unit three consecutive times shall be disqualified and will not be permitted to register for further Credits in the University.
- (iii) A candidate who fails one or more papers after repeating a semester or term or trimester shall be discontinued.

- (iv) A candidate from Health Science related programmes who obtains fail marks in courses whose total weighting is more than 75.0% of the total examinable units for the programme part shall be discontinued from the programme.
- (v) The only exception to the disqualification rule shall be for those candidates whose results being considered are programme's final examinations results. In this case the candidate may be recommended to repeat the final year of part of the programme.
- (vi) A student who has been academically disqualified from a particular programme cannot be readmitted on the same programme but may reapply for admission on another programme.
- (vii) An academically disqualified student who has been re-admitted shall start from the first semester of that programme and must maintain each Semester a minimum Semester Grade Point Average(SGPA) of two (2).

#### **40.5 Deferment of Semester or Year**

A student may take a leave of absence for one semester or one academic year for reasons of illness, financial constraint, or family emergency. An application for a dead semester/year shall be by way of a Form fully endorsed by the relevant authorities specified on the Form. The Form shall be accompanied by supporting evidence.

- (i) No student shall be allowed to take more than three (3) dead semesters consecutively.
- (ii) Where a student abandons his/her studies for more than three semesters consecutively, without leave of absence, such student shall be advised to seek a fresh admission unless otherwise decided by Senate.
- (iii) A student who misses final examination, but had completed all other course requirements, shall be considered to have taken a dead semester.
- (iv) A student upon resumption from a dead semester/year shall go back to the previous study level (semester) where he/she was before embarking on the dead semester/year. The student is required to follow the running

academic prospectus and abide by the changes in policies or regulations if any of the University.

- (v) Any student who fails, refuses or neglects to comply with the foregoing provisions commits an academic offence and when found guilty shall (a) be made to Stay Put and ensure all pending course units are cleared before proceeding to another level (b) be suspended for a semester.

#### **40.6 Upgrading of a course**

- (i) Upgrading shall be a process whereby a student is allowed to improve on a pass grade.
- (ii) An application for upgrading shall be by way of an application form to be designed by the Director of Academic Affairs.
- (iii) Upon payment of the prescribed fee and approval by the appropriate authorities, a student applying for upgrading shall be taken to have committed to be bound by the new mark.
- (iv) With exception of health sciences where improvement of marks may not be possible, Students for other programmes who have passed a course with a grade of B- or better shall not upgrade the course for credit.
- (v) Upgrading shall be for final year students and shall be restricted to three (3) course units.

#### **41.0 Passing Pre-requisite Course (s)**

- (i) A pre-requisite course shall be successfully completed before the next higher course is taken. This is due to the fact that knowledge or skills acquired in the pre-requisite course is necessary in order to progress to the next level.
- (ii) With exception of health science programmes, where passing a prerequisite course is mandatory before progression, for other programmes, a student shall be allowed to take the prerequisite as well

as the next level course concurrently depending on the nature of the course and approval of the Head of Department.

#### **42.0 Course Examiners**

- (i) The University Senate shall appoint both internal and external examiners on the recommendation of academic departments.
- (ii) The Deputy Vice Chancellor of Academic Affairs shall issue instructions, notes or guidelines to candidates, invigilators and examiners as he or she deems necessary for the efficient and effective conduct of the examinations.

#### **43.0 Procedure for Appointment of Course Examiners**

- (i) Prospective Examiners will be identified by the Heads of Department through informal contacts, establishes his or her willingness and availability of the nominee to serve as an examiner.
- (ii) The Head of Department shall study the CVs of the nominees to ascertain that he or she has the required qualifications, experience, expertise, and seniority to serve as an examiner and then forward the nominees to the College/School Board.
- (iii) The College Academic Board sanctions the appointment of the examiners and recommends to the Examination Committee of Senate and the recommendations will be sent to Senate for approval.
- (iv) Senate approves the appointment of the Course Examiners.
- (v) The Deputy Vice Chancellor Academic Affairs shall issue an appointment letter to the Course Examiners.

#### **44.0 The Roles of Course Internal Examiners**

- (i) An internal examiner [IE] shall be a full- time or part-time member of staff who is involved in the teaching process for the course or a qualified

individual who is selected by the Head of Department on the basis of his or her expertise.

- (ii) The Head of Department or Unit shall be the Chief Internal Examiner [CIE]
- (iii) The CIE shall coordinate the setting and internal moderation of the examination questions.
- (iv) The CIE shall coordinate the conduct of the examinations and the marking of the scripts and compilation of marks.
- (v) The CIE shall give the External Examiner (EE) the necessary assistance to enable him or her to accomplish his or her assignment.

#### **45.0 The Roles of Course External Examiners**

- (i) An External Examiner [EE] shall normally be a renowned academician at the level of a senior Lecturer or above, unless otherwise approved by Senate.
- (ii) Senate shall appoint EE on the recommendation of the Head of Department.
- (iii) EE shall not have taught in the University for over three years.
- (iv) EE shall be appointed for three academic years and appointment may be extended for one (1) academic year.
- (v) EE shall moderate the examination questions before the student sit for them and their scripts marked.
- (vi) The EE shall conduct biomedical, pathological and oral examinations in clinical disciplines in respect and where student numbers will not allow the EE to moderate the marking of all the scripts or conduct oral examination, the EE will be expected to review extreme cases i.e. candidates who have scored failed, median or excellent marks.
- (vii) The EE shall attend departmental examiners meeting to brief the staff on his or her findings and to advise the department on the way forward. (viii) The EE shall submit a written confidential report address to the Deputy Vice-

Chancellor of Academic Affairs regarding the student's performance in the examination he or she marked.

- (ix) The DVC-AA will make a report to Senate.

#### **47.0 Sitting for Written Examinations**

- (i) In order to sit for the End of Semester examinations a student shall first obtain financial clearance from the Director of Finance, a Registration Card and Examination Permit from the HOD.
- (ii) Permission to sit for the examination shall be granted to those registered students who have also complied with the specific regulations of each registered course.
- (iii) For candidates to be eligible for semester examinations, candidates shall have completed the Continuous Assessment Tests (CATs) and have attended all lectures as stipulated by the University regulations (Not less than 75% attendance of the lectures).
- (iv) In exceptional circumstances and at the discretion of the University Senate, a candidate may be allowed to sit for a University examination after the closing date of clearance, upon payment of the appropriate late entry fee.
- (v) Candidates duly approved to sit for the examinations are issued with an Examination Permit that they need to present to the examination(s) whenever they are asked during the examination period.
- (vi) Candidates are reminded to read the regulations governing the examination process and shall check on the examination timetable in good time.

#### **49.0 Examination Boards**

The function of the Examination Boards shall be to:

- (a) Ensure the smooth conduct of each session of the University examinations,

- (b) Approve examination timetable and invigilation timetable,
- (c) Determine the result and level of performance in respect of each candidate, and
- (d) Specify the requirements, if any, relating to re-assessment.

#### **50.0 Notification of Semester Examination Results**

- (i) The University has the responsibility to publish the Examination Results on the official notice board following the conclusion of the Senate meeting
- (ii) The notice shall contain;
  - (a) The examination number of the candidate,
  - (b) The overall result for the candidate, i.e. the CGPA
  - (c) The requirement (s), if any, relating to re-assessment.
- (iii) Additionally, the University shall publish the results on the University website ([www.kiu.ac.ug](http://www.kiu.ac.ug))

#### **51.0 Grade Appeal Process**

- (i) The student may appeal to the School or College tribunal and then to Senate for lack of transparency in the conduct of examinations, unfair treatment or poor assessment and Senate is final on academic complaints.
- (ii) The HOD shall contact the School or Faculty or College member who assigned the grade for further consultation.
- (iii) If the instructor is no longer associated with the University, the Head of Department offering the course shall appoint a School or Faculty or College surrogate Staff, who will assume magisterial authority of the instructor record at this level of appeal.
- (iv) If the Head of Department believes the Student's complaint is not legitimate, this reservation is reported to the Dean or Principal of the

School or Faculty or College. No review is conducted unless the Dean or Principal believes the complaint has merit.

- (v) The Dean or Principal shall appoint a sub-committee of the College or School Academic Board to handle the matter and shall be given terms of references.
- (vi) The School or Faculty or College member or the Student may challenge and have one of the members replaced from the sub-committee giving valid reasons for the challenge.
- (vii) The sub-committee of the College or School Academic Board will meet separately with the School or Faculty or College member and the Student to explore the full particulars of the case. A non-participating observer of the Student's choice may attend the meeting.
- (viii) After the sub-committee of the College or School Academic Board has reviewed the case thoroughly, it issues to the Dean or Principal a written recommendation that includes the reasons for its findings.
- (ix) If the matter is not resolved at this point, the Dean or Principal shall consider the sub-committees' recommendations and submit them to Senate through Director of Academic Affairs.
- (x) Students who feel the decision rendered by a School or Faculty or College Academic Board is unfair, he or she has the right to appeal to senate regarding the requests for academic actions. If the student is still not satisfied with the senate committee decision, he or she has the right to appeal to the appeals committee of the university council.
- (xi) All appeals to the committee for this purpose shall take place only after Senate has discussed and approved the results and shall be in writing, and they must demonstrate that the Student has exhausted all options within the School or Faculty or College.
- (xii) No appeal pertaining to the conduct of any University examination and marking of scripts thereof shall be entertained unless the appeal is lodged with the appropriate University organ.

- (xiii) All appeals to the committee shall be made through the Office of Director of Academic affairs.
- (xiv) The burden of proof rests with the student who must provide clear and convincing documentation to support the contention that the decision was unfair.
- (xv) All appeals shall be accompanied by an appeal fee as shall be determined by finance from time to time Senate shall appoint independent examiner who was not involved in teaching or examining the course to re-grade or review the scripts and report back to Senate.
- (xvi) If the grade appeal is successful, the official Transcript is corrected and the student continues in classes as a student in good academic standing.
- (xvii) If the grade appeal is not successful, the student is required to re-take the failed paper.

## **52.0 Graduation Exercise and Issuance of Certificates and Transcripts**

- (i) A graduation exercise will be held at the Main Campus or any other suitable location as the University management may decide. There shall be two graduations each year to provide an opportunity for students and their families to share in the conferral of academic degrees.
- (ii) All graduating students will participate in the exercise, as this is one of the most important academic activities of the University.
- (iii) Senate shall graduate a candidate in absentia or post-human provided that he or she has met the requirements to graduate.
- (iv) The University shall try as much as possible to issue the degrees and Transcripts on the day of graduation.
- (v) The Degree Certificate and one copy of the Transcript shall be given to the student.
- (vi) Official Certificates shall bear the Institutional Seal and Signature of the Deputy Vice Chancellor of Academic Affairs and the Vice Chancellor.

Certificates and Transcripts may be withheld if the student has unresolved obligation to the University.

- (vii) It is the University's norm to send directly the graduate's academic documents such as the Transcript to the requesting institution.
- (viii) It is the responsibility of the graduate to submit written application giving the details of the requesting institution such as the official address and contact numbers.
- (ix) A fee shall be charged for such request.
- (x) No letter of completion of requirements pending shall be issued to a Student unless approved by the DVC-AA.
- (xi) In case of lost or misplaced Certificates or Transcripts, a written application accompanied by a Police statement and fees shall be submitted to the DVC of Academic Affairs.
- (xii) No Academic Documents shall be collected by any other person other than the bonafide owner unless otherwise justified.

### **53.0 Revocation of University Awards**

In event of the allegation(s) of cheating, plagiarism, fraudulent or fabricated course work, malpractice in the university examination and assessment and falsification of documents at admission or during credit transfer being proved after the student has graduated, any degree or any other award (diploma or certificate) that is held by the student may be revoked by the relevant committee.

### **54.0 Introduction of New Academic Programmes**

Introduction of New Academic Programmes shall follow the procedures below;

- (i) The introduction of the New Programme shall fall within the Strategic Plan of the University.

- (ii) The New Academic Programme shall fall within the School or Faculty's Strategic Plan.
- (iii) Demand for graduates with such qualification in the job market shall be established.
- (iv) There shall be available infrastructure, staff, facilities and sufficient funds to run the programme.
- (v) There are students ready to join the programme.
- (vi) The School or College that wishes to introduce a New Academic Programme shall draw up a proposal in the official format established by the University. The proposal shall include all the details outlined above and sufficient documents attached as proof.
- (vii) There should be sufficient research and study made before introduction of a new academic programme in advance of the proposed date of start of the programme to the Office of the DVCAA after being voted at the School or College Board.
- (viii) A temporary Budget for the first three years shall be attached to the proposal outlining the expenditure and the income from the programme.
- (ix) The New Programme shall be advertised after approval by Senate and the University Council.
- (x) After recruitment of required staff and students, the programme shall be officially launched.
- (xi) Format for the presentation of a New Academic Programme

The official format for the presentation of a New Academic Programme shall consist of:

- Title of the programme: What does the programme lead to? For example, the Title can be "Doctor of Philosophy in Human Resource Management".
- Preamble: The preamble should consist of the background statement indicating that the new programme is consistent with the declared Mission of the University. It should also demonstrate the need for or

justify the introduction of such as programme. Thirdly, the target group should be indicated.

- Resources: The Department should show its preparedness to mount such a programme by indicating the staff strength in terms of number and qualification. The presence of required facilities such as teaching space, library, laboratories and funding.
- Objectives: The objectives of the introduction of the programme should be outlined.
- Regulations: The regulations to govern application, registration, coursework, examination and grading, practical work and graduation should be streamlined.
- Admission requirements: What must a candidate have to qualify for admission into the programme?
- Programme structure: Indicate the core, special or required, and elective courses. The contact or Lecture hours required for each course and the total minimum contact hours required for the award of the Degree, the duration of the programme, how the courses are to be coded and the arrangement of the courses should be indicated.
- Course Unit: Course Title, Course Codes, Contact Hours per week, Prerequisites, Course Description, Learning Outcomes, Course Outline, Mode of Delivery, Course Assessment and Reading List.

### **University Calendar**

(i) The University shall publish an academic calendar for each Academic Year.

(ii) Important activities such as registration, and examinations and graduation shall be given specific dates in the calendar.

(iii) A students shall acquaint his or herself with the University Calendar and shall endeavour to adhere to its deadlines to avoid inconveniences and penalties.

## **55.0 Staff Development and Capacity Building (Grants or Sponsorship)**

- (i) The employee shall be in the service of the University at the date of agreement to enrol for Higher Degree or Professional Training
- (ii) The University shall agree to sponsor the employee for a minimum period of two (2) years and a maximum of three years
- (iii) The Grant comprise of; fees for the course, consolidated fees, plus registration fees excluding textbooks required to be paid to the University in connection with the course.
- (iv) The Sponsorship shall be terminated within the time lag as stipulated on the employee's admission letter with an allowance of one (1) year to complete his or her dissertation or thesis.
- (v) The granting of the sponsorship does not guarantee or promise a higher grade of appointment or a higher salary point. (vi) The employee shall;
  - Duly enrol for, commence, diligently pursue and successfully complete the course to the satisfaction of the University within the stipulated period in (2) above.
  - Not leave the service of the University before completion of the course
  - Continue undergoing the on-job training under the mentorship of his or her Dean or Principal or Director or Head of Department or Supervisor.
  - Diligently comply with the instructions, directives and requirements of the course during and throughout the course.
  - Sit for and undergo all and any examinations and other assessments prescribed by or from time to time and satisfactory pass the same within the requirements of the course.
  - Report to the University the results of every examination or assessment taken, immediately upon such results being published or announced.

- Not without prior written permission of the University, change or motion of any subject or course of study or programme of training not undertake any additional subject or course of study.
  - Not for reason without the expressed consent of the University abandon or withdraw from the course
  - Upon completion of the course be appointed to appropriate rank on full salary and shall serve the University for a period of three (3) years (hereinafter called “the Bonded Period”).
- (vii) At the expiry of the said three (3) years of rendering services to the University, the employee will be at will either to continue working for the University or not.
- (viii) The employee shall be liable for the refund to the University the full or part of the grant if;
- Without the consent of the University abandons the course or is disqualified from the course owing to the unsatisfactory attendance or fails to pass the examination prescribed for the course before completion thereof.
  - The grant has been withdrawn or terminated on the grounds that his or her conduct is unsatisfactory to the University
  - He or she is dismissed or terminated from the service or services of the University for misconduct, negligence or incompetence in his or her duties before the expiry of the bonded period.
- (ix) An employee who wishes to halt his or her services to the University may do so after giving the University one (1) month notice provided this option is not available within the first year of the completion of the course.
- (x) An employee who wishes to invoke clause (9) above mentioned shall pay to the University the balance calculated from his or her total expenses met by the University on a pro-rate basis and any other cost incurred by the University in training the employee.

- (xi) Notwithstanding anything to the contrary herein before contained, the University may at any time withdraw the grant without providing any reason therefore without prejudice to the undertakings therein contained on the part of the employee.
- (xii) The employees shall be bonded for three years of service after study and shall not take on another grant before full service of the previous grant.
- (xiii) Employees who have not worked for consecutive three years with Kampala International University are ineligible to benefit from the university grants and sponsorships.

## **56.0 Committees of Senate**

### **56.1 Quality Assurance Committee [QAC]**

There shall be Senate Quality Assurance Committee to ensure that the highest degree of quality is maintained throughout the University. The Committee is responsible for;

- (i) The development and implementation of an effective Quality Assurance and enhancement framework.
  - (ii) The promotion and implementation of quality assurance procedures and the Monitoring of quality assurance and enhancement mechanism implemented at School or Department level.
  - (iii) Monitor the internal and external examination system
  - (iv) Review internally and externally derived information and data including feedback from students
  - (v) In partnership with the student Guild Union, define and keep under review student engagement in the university's Quality Assurance framework.
  - (vi) Lead the strategic enhancement relating to the university's quality assurance framework.
  - (vii) Monitor mainstreaming gender in all academic processes of the university.

## **56.2 Senate Admissions Committee**

There shall be a Senate Admissions Committee which shall:

- (i) Consider University wide issues related to recruitment and retention of students
- (ii) Receive and take decisions on all the applications for admission for an academic year as per existing procedures
- (iii) Review and recommend changes in admissions to the university programmes following NCHE regulations and guidelines and other relevant bodies
- (iv) Advise the University Senate on matters for improving the students' admission policies and strategies into the university
- (v) Ensuring availability of updated data on students' admissions
- (vi) Submit quarterly reports to Senate on postgraduate and undergraduate admission matters
- (vii) Perform any other functions that may be delegated to it by Senate from time to time

## **56.3 Senate Disciplinary Committee (SDC)**

### **65.3.1 Composition of SDC**

- (i) The Senate Disciplinary Committee shall comprise of such members of Senate not exceeding Seven (7), as may be designated by the Vice Chancellor.
- (ii) The Committee shall be chaired by a Principal/Dean for a period of (2) two semesters. The committee chairperson shall step down where the person standing trial belongs to his or her College/School/faculty.
- (iii) In the event of b. above, members shall appoint one of them present to chair the session.

- (iv) The Director Academic Affairs (DAA) shall be the secretary to the Committee. The role of the DAA shall be limited to presenting the case of the University, keeping records of proceedings and ensuring proper communication between the committee and all relevant stakeholders.

### **65.3.2 Functions of the SDC**

The Committee shall be responsible for ensuring discipline and respect for academic rules and regulations at KIU. Specifically, it shall:

- (i) Deal with academic disciplinary matters referred to it by the Vice Chancellor involving students.
- (ii) Deal with matters related to examination and academic malpractice by academic and non-academic staff forwarded to the committee by the Vice Chancellor. Examples of academic malpractice shall include: refusal to teach as per timetable, setting, invigilating, marking examinations and submission of results within stipulated datelines, refusal to supervise students, persistent refusal to attend College/School/faculty and/or departmental meetings etc., use of handouts for monetary benefits, etc.
- (iii) Submit bi-annual reports to Senate as regards to disciplinary matters.
- (iv) Deal with all matters considered to be a violation of academic rules, policies and regulations or and unethical behavior by students and staff. All academic disciplinary cases involving staff shall go through SDC hearing which shall in turn recommend the appropriate sanction to the University Management. Sanctions may include: warning letter, apology, deduction of salary by specified percentage, suspension of salary for a specified duration, suspension from work for a specified duration and outright dismissal.

### **65.3.3 Powers to Invite Persons to Attend Committee Sessions**

In performing its functions under these regulations, the SDC shall have powers to invite any person, including students and staff of the University to appear at its sessions. A

person so invited shall be expected to give rational answers to the Committee in a way as to guide the Committee to arrive at a fair and reasonable decision.

#### **65.3.4 Procedure before the Committee**

- (i) All matters of examination malpractice shall first be submitted to the Senate Examinations Committee SEC. On the recognition of a prima facie case by SEC, the matter shall then be referred to the SDC for proper hearing and determination.
- (ii) Persons against whom a prima facie case has been established by SEC and the relevant witnesses shall be duly invited by way of notice for an SDC session. The notice shall disclose the time, venue and particulars of the offence with which the persons standing trial is charged. The modes of service shall include both written and electronic communication. Where a person invited under this section fails to enter appearance for two consecutive times, the Committee shall, upon proof that proper notice was served, proceed to hear the matter and make a decision in default of appearance.

#### **65.3.5 The Role of the DAA in Academic Disciplinary Matters**

A disciplinary matter shall be a matter between the University and a person standing trial. The Director Academic Affairs being the chief custodian of University rules and regulations shall serve as the University representative. The Director Academic Affairs shall lead evidence against the person standing trial with proper references to the examination malpractice form and the relevant provisions of University policies.

Questions may be addressed to the DAA or witnesses for the DAA.

#### **65.3.6 Rights of the Person Standing Trial**

The person standing trial shall enjoy the following rights;

- (i) Right to be duly notified of the time and venue of SDC sessions;
- (ii) Right to defend himself or herself in person.

- (iii) Right to make written representations where necessary;
- (iv) Right to be informed of the decision of SDC; and
  
- (v) Right to appeal where necessary.

### **65.3.7 Decisions of the SDC and the Appellate Process**

#### **Decisions**

- (i) The decisions of the SDC shall be guided by the value of evidence presented before it, in terms of relevance and admissibility.
- (ii) Decisions of the SDC shall be by simple majority of members present. The decisions of SDC shall be valid only when a quorum of two-thirds of members was recorded at the commencement of the session.
- (iii) All decisions of the Committee shall be duly signed by the secretary and chairperson of the committee.
- (iv) Decisions of the Committee shall be final and shall be communicated to all stakeholders within 7 days after the decisions have been made.
- (v) Without prejudice to (iv) above, a decision of the Committee suspending a student for more than one semester or dismissing a student shall be communicated to the student within 7 days following ratification by Senate.
- (vi) Upon receiving the decision of the SDC, the affected person shall have the right to appeal within 14 days following the communication of the decision. No appeal shall be entertained thereafter.

#### **Appellate Process**

The appellate process relating to decisions of SDC shall involve appeal to Senate and/or University Council as the case may be.

- (i) Every person to whom this section applies shall have a right to appeal the decision of SDC either to the University Council for decisions of

suspension beyond one semester and. Dismissal or to the University Senate for any other decisions.

- (ii) An appeal shall be formally lodged with the Secretary to Senate/Council within a period of fourteen (14) days following communication of the decision to the concerned person. The appeal shall be duly acknowledged as having been received on the date of its delivery.
- (iii) The appeal shall be by way of a formal letter addressed to the Chairperson of Senate/Council, stating the grounds of appeal, accompanied by supporting evidence and the relief(s) sought.
- (iv) The Chairperson of Senate/Council shall table the appeal before Senate/Council with the entire record of proceedings for purposes of hearing and determination of the appeal.
- (v) Any member of the SDC who participated in the making of the decision against which the appeal is lodged may participate in the appeal deliberations only to the extent of presentation of findings and or providing clarification to the Senate/Council as the case may be. Such member(s) shall not be entitled to vote.
- (vi) The Senate/Council shall then consider the appeal in the light of the entire record of proceedings. The Senate/Council may uphold the decision, vary it, or reject it. The decision of the Senate/Council shall be communicated to all stakeholders by the Secretary of Senate within seven (7) days.

#### **65.4 Senate Examinations Committee (SEC) /Academic Management Board (AMB)**

##### **65.4.1 Composition of SEC/AMB**

Senate Examinations Committee (SEC) and AMB for western campus shall comprise of the following members:

- (i) Deputy Vice Chancellor, Academic Affairs- Chairperson
- (ii) Director Academic Affairs- Secretary
- (iii) Dean of Students
- (iv) The University Legal Advisor

- (v) Deans/Principals of Colleges/Schools/Faculties
- (vi) Director quality assurance
- (vii) Academic Heads of Departments
- (viii) Campus administrator

#### **65.4.2 Functions of SEC/AMB**

- (i) Be responsible for continued study and evaluation of the existing examination systems, consider and evaluate proposals for change and modification of the systems and make recommendations for action to the Senate.
- (ii) Monitor all matters concerning examinations in the University in accordance with established academic policies, rules and procedures.
- (iii) Organise examination briefing prior to start of examinations to new students on the rules and rubrics of the integrity of KIU examinations.
- (iv) Evaluate the validity, reliability and quality of examination items, materials and facilities and make the necessary improvements.
- (v) Provide feedback to the Senate as to how course content should be enriched based on the results of evaluation.
- (vi) Investigate all cases of examination malpractice and academic malpractice which may include change of marks among others and report to the Vice Chancellor
- (vii) Consider all cases of examination misconduct and report to the Vice Chancellor accordingly.
- (viii) Receive and process recommendations from Faculty, School or College Board of studies regarding end of semester examination results and

policies for Senate approval. [The committee is usually described as the clearing house for Senate]

- (ix) To submit bi-annual reports to Senate as regards to examination matters.
- (x) Provide feedback to senate concerning quality, depth and conduct of the examination process
- (xi) Deal with such other examination and academic matters referred to it by Senate or the Vice Chancellor from time to time.

## **65.5**

There shall be a Senate Academic programmes and Library committee in charge of the following:

- (i) Co-ordinate the development and implementation of an Academic strategic plan for the University.
- (ii) Following consultation with the relevant Senate Standing Committees as deemed appropriate, advise the Senate on the academic priorities for the allocation of funds.
- (iii) Initiate and conduct regular review of the academic plan and curricula every three to four years to ensure that it continues to reflect the needs of the University in light of new opportunities and challenges, and recommend to Senate.
- (iv) Advise Senate and appropriate Officers of the University on developments that have implications for long-term academic planning of the University and on the probable consequences of such developments and on appropriate actions to be taken.
- (v) To receive, consider and recommend to Senate submissions and proposals concerning new and revised undergraduate and graduate academic programs (curricula, regulations, courses and staffing) from the Academic Boards from Faculties/Institutes/Schools in consultation with the relevant committees of senate such Quality Assurance.
- (vi) Track existing programs and curricula implemented in academic units for conformance with Senate regulations and that of NCHE.

- (vii) Review information systems and technology in the provision, management and support of academic programs.
- (viii) To recommend to Senate on policy matters regarding the planning and use of physical facilities used in teaching, learning and research.
- (ix) Following consultation with relevant Standing Committees of Senate, recommend on broad policy directions for excellence in teaching and learning in a manner that ensures accountability of all Facilities in this matter.
- (x) To discuss, formulate and promote strategic initiatives and frameworks, which enhance the student experience as it relates to teaching and learning embracing new pedagogies and technologies, which contributes to and support attainment of the University's objectives.
- (xi) Engage in horizon scanning to anticipate and prepare for new opportunities and likely future developments in learning and teaching.
- (xii) Organize from time to time refresher courses in teaching all University teachers so as to continue improving teaching standards in the University.
- (xiii) Act as an advisory body of the Senate to the University Librarian and the Senate with particular regard to:
  - (a) Library objectives, policies, strategy and budget;
  - (b) The development and maintenance of the Library service, facilities and collections to meet the instructional, research and cultural needs of the University.
  - (c) Improvements in Library facilities and staffing in regard to national and international ICT developments.
- (xiv) To receive regular reports from Academic units and the University Librarian or any other body concerning the operation of the Library and report thereon to Senate with comment and or recommendations as appropriate;

- (xv) Act as an advocate for the Library, reviewing external and internal indicators and comparative statistics in order to help frame the Library's needs;
- (xvi) Review University policies that affect the Library;
- (xvii) Promoting and encouraging optimal use of the library information and knowledge systems in all programs within the University.
- (xviii) Advise Academic units on integrating the library resources into learning and teaching processes
- (xix) To make bi-annual report to Senate and to report at such other times as may be necessary or appropriate;
- (xx) Establish such sub-committees as needed to fulfil the Committee's responsibilities.
- (xxi) To contract any other business referred to it by the Senate or Vice Chancellor

#### Composition of Senate Academic Programmes and Library committee

The committee shall be comprised of the following members;

- a) Deputy Vice Chancellor for Academic Affairs (Chairperson)
- b) Principals/Deans of Colleges, Schools and Faculties
- c) Chief Librarian(Secretary)
- d) Director Quality Assurance
- e) Campus administrator

#### **65.6 Research, Innovation, Consultancy and Extension committee**

There shall be a Research, Innovation, Consultancy and Extension Committee. The role of the Committee shall be:

- (i) To receive, consider and recommend to Senate research proposals from Colleges/Schools and Directorate of Higher degrees and research on Postgraduate academic programs
- (ii) To provide feedback and input to the Senate on matters related to research, innovation and extension activities in the University.

- (iii) To provide feedback to the Senate on University policies and practices that affect research, innovation and extension.
- (iv) To evaluate and recommend policies concerning both internal and external research funding and the conditions under which research funds are solicited, awarded and administered.
- (v) To develop policies that govern intellectual assets as may be determined from time to time
- (vi) To promote the dissemination of research to the University and the wider communities
- (vii) To carry out local, national and international fundraising activities aimed at promoting research, innovation and publications
- (viii) To recommend funding ventures for research, innovation and publications
- (ix) To administer the funds for research and publications from the University funds made available for these purposes.
- (x) To coordinate academic and research publications
- (xi) To coordinate local, national and international conferences, symposia, fora, exhibitions and other academic and research activities
- (xii) To submit biannual reports to Senate within the context of the functions of the committee.
- (xiii) To perform any other functions that may be assigned to the Board by Senate from time to time.

#### Composition of Research, Innovation, Consultancy and Extension committee

- a) Deputy VC RICE (Chairperson)
- b) DVC F&A
- c) Director Finance (Secretary)
- d) Principals/Deans of Colleges and Schools
- e) Campus administrator

## **65.7 Honorary Award Committee**

There shall be an Honorary Awards Committee responsible for:

- (i) The approval of nominations for the Honorary Awards;
- (ii) The approval or the establishment of new Honorary Awards;
- (iii) The approval of Rules, policy, procedure and guidelines with respect to all aspects of honorary awards. These include but are not limited to academic dress, privileges, eligibility

Members of the committee

- a) Vice Chancellor (Chairperson)
- b) DVCs
- c) University Secretary (Secretary)
- d) Campus administrator
- e) Director Quality Assurance

## **66.0 Amendments to Academic Rules and Regulations**

These Academic Rules and Regulations shall be amended from time to time. The amendments shall then be published in the university website and other appropriate channels.