

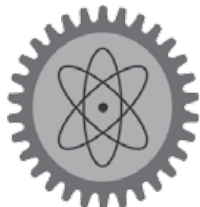
**BUSITEMA
UNIVERSITY**
Pursuing Excellence



OFFICE OF THE ACADEMIC REGISTRAR

UNDERGRADUATE PROGRAMMES

2018/2019
NOTES FOR NEW STUDENTS



**BUSITEMA
UNIVERSITY**
Pursuing Excellence

OFFICE OF THE ACADEMIC REGISTRAR

UNDERGRADUATE PROGRAMMES

2018/2019

NOTES FOR NEW STUDENTS

TABLE OF CONTENTS

1.0	INTRODUCTION	1
2.0	LOCATION	1
3.0	VISION	1
4.0	MISSION	1
5.0	ORGANS OF THE UNIVERSITY	1
5.1	Structure of the University	2
5.2	The Academic Registrar	2
5.3	Specific Functions of the Academic Registrar's Office	2
6.0	STRATEGIC GOALS AND OBJECTIVES	3
6.1	Teaching and Learning	3
6.2	Human Resources	3
6.3	Research and Innovation	3
6.4	Outreach	3
6.5	Financial Resource	3
6.6	Physical Infrastructural Development	4
6.7	Information and Communication Technology (ICT)	4
6.8	Internationalization, Linkages, Collaboration and Networks	4
6.9	Marketing, Communications and Public Relations	4
6.10	Organization and Management	4
6.11	Staff and Student Support Services	5
6.12	Library and Information Services	5
7.0	ACADEMIC PROGRAMMES	5
7.1	Under graduate programmes	5
7.2	Post graduate programmes	8
8.0	REGISTRATION	8
8.1	Registration Programme	8
8.2	Change of Programme/ Subject	9
9.0	PAYMENT OF FEES	10
9.1	Fees Structure For DAP, DCP & Programmes	10
9.2	Fees Structure For Post Graduate Programme	11
9.3	Fees Structure For BEP & DEP Programmes	11
9.4	Fees Structure For All Other Programmes	12

10.	ACCOMMODATION AND FEEDING	14
11.	PERSONAL EFFECTS	14
12.	ILL HEALTH DURING THE ACADEMIC YEAR	15
13.	NAMES	15
14.	UNIVERSITY RULES	15
15.	MEETING WITH UNIVERSITY OFFICIALS	16
16.	ADMISSION CEREMONY	18
17.	DOUBLE STATE SPONSORSHIP	18
18.	FORGERY	18
19.	ACADEMIC MATTERS/SEMESTER HIGHLIGHTS	18
	19.1 Attendance of Lectures	18
	19.2 A Course	19
	19.3 Contact Hour	19
	19.4 Credit of Credit Unit	19
	19.5 Categorization of Courses	19
	19.6 Core Course	19
	19.7 Elective Course	19
	19.8 Audited Course	19
	19.9 Prerequisite Course	19
	19.10 Assessment of Courses	20
	19.11 Semester Examinations	20
20.	RELIGIOUS AFFILIATION	31
21.	SEMESTER DATES	32

OTHERS

- Instructions to Candidates During University Examinations	33
- Rules on Malpractices/Irregularities During University Examination	36
- Common Rules and regulations Guiding University Examinations	46
- Supplementary/Special University Examination	48
- Matrix of punishable University Examination Offences and penalties	59
- Deans of Faculties	67

1.0 INTRODUCTION

Busitema University is a public University established by Statutory Instrument No.22, 2007 enacted by Parliament on 10th May, 2007. The University is a multi- campus model with seven campuses namely; Arapai, Busitema, Kaliro, Mbale, Nagongera, Pallisa & Namasagali.

2.0 LOCATION (Busitema Campus)

The main campus is located at Busitema, formerly the National College of Agricultural Mechanization, which is along Jinja-Tororo highway, 25km South West of Tororo or 183km East of Kampala.

Nagongera Campus is located along Tororo-Busolwe access road and about 15 km West of Tororo.

Namasagali Campus is based in Kamuli District at the former Namasagali University.

Arapai Campus is based at the former Arapai National Agricultural College, Soroti, on Moroto road.

Pallisa Campus is based in Pallisa Town Council.

Kaliro Campus is located at Kaliro National Teachers' College, in Kaliro town.

Mbale Campus is based at Mbale Regional Referral Hospital in Mbale town.

3.0 VISION

To be a center of academic and professional excellence in science, technology and innovation.

4.0 MISSION

To provide high standard training, engage in quality research and outreach for socio economic transformation and sustainable development.

5.0 ORGANS OF THE UNIVERSITY

The University has a University Council which is the supreme organ of the public University and is responsible for the overall administration of the University. The Council ensures the due implementation of the objectives and functions of the University.

The Council may appoint Committees and Boards consisting of its members and other persons as it may deem necessary. The University has got a Senate which is responsible for organization, control and direction of the Academic matters of the University. Senate is in charge of the teaching, research and outreach in the University.

5.1 Structure of the University

The structure of the University has the:

1. The Visitor, who is the President of the Republic of Uganda.
2. Chancellor.
3. Chairperson of Council.
4. Vice Chairperson of Council.
5. Vice Chancellor.
6. Two Deputy Vice Chancellors.
 - First Deputy Vice Chancellor - Academic Affairs and Research.
 - Second Deputy Vice Chancellor - Finance and Administration.
7. Members of Top Management.
 - The University Secretary.
 - The Academic Registrar.
 - The University Bursar.
 - The Dean of Students.
 - The University Librarian.

5.2 The Academic Registrar

The Academic Registrar shall be responsible to the Vice Chancellor. The Academic Registrar shall assist the First Deputy Vice Chancellor in the administration and organization of all academic matters including admission, research and publication, undergraduate studies, postgraduate studies, examination, research and publication.

5.3 SPECIFIC FUNCTIONS OF THE ACADEMIC REGISTRAR'S OFFICE

The functions of the office of the Academic Registrar of the University include:

- i) Admission of students - undergraduate and graduate.
- ii) Registration of students - undergraduate and graduate.
- iii) Coordinates and manages examinations.
- iv) Monitor, and supervises teaching and learning at all campuses.
- v) Provides secretarial services to Senate.
- vi) Organizes graduation ceremonies for graduating students.
- vii) Manages the issuance of transcripts and certificates to graduating students,
- viii) Manages and coordinates convocation.

6.0 STRATEGIC GOALS AND OBJECTIVES

6.1 Teaching and Learning

6.1.1 Strategic Goal: High standards of curricula, teaching and learning

6.1.2 Strategic Objectives:

- (i) To develop the human resources capacity at the University,
- (ii) To increase staffing to optimal levels.
- (iii) To attract, nurture and retain highly qualified staff in core areas of the University.

6.2 Human Resources

6.2.1 Strategic Goal: Adequate well trained and motivated staff

6.2.2 Strategic Objectives:

- (i) To develop the human resource capacity at the University.
- (ii) To increase staffing to optimal levels.
- (iii) To attract, nurture and retain highly qualified staff in core areas of the University.

6.3 Research and Innovation

6.3.1 Strategic Goal: Enhanced research and innovative capacity at the University.

6.1.2 Strategic Objectives:

- (iv) To improve the quality of research and innovation.
- (v) To expand the scope of research and innovation.
- (vi) To increase utilization of research and innovation outputs.

6.4 Outreach

6.4.1 Strategic Goal: Knowledge transfer and service partnerships between the University, and Public and Private Sectors.

6.4.2 Strategic Objective

To share knowledge, skills and facilities with the public and private sector.

6.5 Financial Resource

6.5.1 Strategic Goal: Adequate and sustainable financial resource

6.5.2 Strategic Objectives:

- (i) To build internal capacity for financial resource generation, mobilization and utilization.
- (ii) To increase the financial resource outflow.
- (iii) To strengthen financial management.

6.6 Physical Infrastructural Development

6.6.1 Strategic Goal: Adequate and appropriate infrastructure in peace.

6.6.2 Strategic Objectives: To develop new and modern infrastructure.

6.7 Information and Communication Technology (ICT) Development

6.7.1 Strategic Goal: Capacity developed in ICT use for Teaching, Learning, Administration, Research and Innovation.

6.7.2 Strategic Objectives:

- (i) To enhance ICT infrastructure.
- (ii) To promote the use of ICT in teaching, learning, research, administration and outreach.
- (iii) To enhance the capacity of staff in ICT use.
- (iv) To increase the stock of modern ICT equipment in laboratories, workshops and offices.

6.8 Internationalization. Linkages, Collaboration and Networks

6.8.1 Strategic Goal: Well established national and international linkages, collaboration and networks with various entities.

6.8.2 Strategic Objectives:

- (i) To initiate and increase collaborative linkages for research, teaching and outreach.
- (ii) To consolidate collaborative linkages and networks with the public and private sector organizations.

6.9 Marketing, Communications and Public Relations

6.9.1 Strategic Goal: Increased visibility and improved image of Busitema University in Uganda, the region and globally.

6.9.2 Strategic Objectives:

- (i) To strengthen the marketing, communications and public relations system.
- (ii) To promote a positive corporate image of the University.

6.10 Organization and Management

6.10.1 Strategic Goal: Improved organizational and management capacity to effectively and efficiently manage the Multi-Campus model University.

6.10.2 Strategic Objectives:

- (i) To operationalize the multi-campus model.
- (ii) To enhance leadership and management capacity.

- (iii) To enhance good governance.

6.11 Staff and Student Support Services

6.11.1 Strategic Goal: Appropriate and adequate staff support and students welfare services.

6.11.2 Strategic Objectives:

- (i) To improve staff and students' welfare.
- (ii) To improve appropriate facilities to cater for staff and students with special needs.
- (iii) To provide targeted skills training for both staff and students in administration, life skills and pandemics.

6.12 Library and Information Services

6.12.1 Strategic Goal: Modern ICT based Libraries and Information services.

6.12.2 Strategic Objectives:

- (i) To improve the library stock with relevant information resources.
- (ii) To computerize library service delivery.

7.0 ACADEMIC PROGRAMMES

The following academic programmes are tenable at Busitema University:

7.1 UNDERGRADUATE PROGRAMMES

Code	Programme	Programme Duration (in Years)		Tuition Per Semester		Campus
		Min	Max	East Africans	International	
MED	Bachelor of Medicine and Bachelor of Surgery	5	8	1,300,000	1,950,000	Mbale
BNS	Bachelor of Science in Nursing	4	6	1,300,000	1,950,000	Mbale
BNA	Bachelor of Science in Anesthesia	3	5	1,300,000	1,950,000	Mbale
BSA	Bachelor of Science in Agriculture	4	6	1,100,000	1,650,000	Arapai
APM	Bachelor of Animal Production Management	3	5	1,100,000	1,650,000	Arapai

BAB	Bachelor of Agribusiness	3	5	800,000	1,200,000	Arapai
DAP	Diploma in Animal Production Management	2	3	400,000	600,000	Arapai
DCP	Diploma in Crop Production & Management	2	3	400,000	600,000	Arapai
CGA	Certificate in General Agriculture	2	3	360,000	540,000	Arapai
AMI	Bachelor of Agricultural Mechanization and Irrigation Engineering	4	6	1,250,000	1,875,000	Busitema
APE	Bachelor of Science in Agro-processing Engineering	4	6	1,100,000	1,650,000	Busitema
BCT	Bachelor of Computer Engineering	4	6	1,250,000	1,875,000	Busitema
MEB	Bachelor of Science in Mining Engineering	4	6	1,250,000	1,875,000	Busitema
TEX	Bachelor of Science in Polymer, Textile and Industrial Engineering	4	6	1,100,000	1,650,000	Busitema
WAR	Bachelor of Science in Water Resources Engineering	4	6	1,250,000	1,875,000	Busitema
DAG	Diploma in Agricultural Engineering	2	3	500,000	750,000	Busitema
DCE	Diploma in Computer Engineering	2	3	600,000	900,000	Busitema
DGE	Diploma in Ginning and Industrial Engineering	2	3	500,000	750,000	Busitema
DEE	Diploma in Electronics and Electrical Engineering	2	3	900,000	1,350,000	Busitema
BEP	Bachelor of Education Primary	3	5	235,000 (Per Session)	352,500 (Per Session)	Nagongera
BTI	Bachelor of Information Technology	3	5	1,300,000	1,950,000	Nagongera
ELS	Bachelor of Education Languages (English & Literature in English)	3	5	700,000	1,050,000	Nagongera

SCE	Bachelor of Science Education	3	5	700,000	1,050,000	Nagongera
SCS	Bachelor of Science in Computer Science	3	5	1,300,000	1,950,000	Nagongera
SPE	Bachelor of Science Education (Physical Education)	3	5	700,000	1,050,000	Nagongera
DEP	Diploma in Education Primary	3	5	180,000 (Per Session)	270,000 (Per Session)	Nagongera
FWR	Bachelor of Science in Fisheries and Water Resource Management	3	5	800,000	1,200,000	Namasagali
NRE	Bachelor of Science in Natural Resource Economics	3	5	800,000	1,200,000	Namasagali
BBA	Bachelor of Business Administration	3	5	700,000	1,050,000	Pallisa
BBW	Bachelor of Business Administration (Weekend)	3	5	700,000	1,050,000	Pallisa
BPM	Bachelor of Procurement & Supply Chain Management	3	5	700,000	1,050,000	Pallisa
BTT	Bachelor of Tourism and Travel Management	3	5	700,000	1,050,000	Pallisa
ENM	Bachelor of Entrepreneurship Development & Management	3	5	700,000	1,050,000	Pallisa
DBA	Diploma in Business Administration	2	3	400,000	600,000	Pallisa
DRI	Diploma in Records & Information Management	2	3	400,000	600,000	Pallisa
DTT	Diploma of Tourism and Travel Management	2	3	400,000	600,000	Pallisa

7.2 POSTGRADUATE PROGRAMMES

Code	Programme	Programme Duration (in Years)		Tuition Per Semester		Campus
		Min	Max	East Africans	International	
MMM	Master of Medicine (Internal Medicine)	3	5	2,000,000	3,000,000	Mbale
MPH	Master of Public Health	2	3	3,000,000	5,400,000	Mbale
MBA	Master of Business Administration	2	3	1,100,000	1,650,000	Pallisa
EDM	Master of Educational Leadership and Management	2	3	1,500,000	2,250,000	Nagongera
MIM	Master of Science in Industrial Mathematics	2	3	1,800,000	2,700,000	Nagongera
MSP	Master of Science in Physics	2	3	2,000,000	3,000,000	Nagongera
MCC	Master of Science in Climate Change and Disaster Management	2	3	1,800,000	2,700,000	Nagongera
MID	Master of Science in Irrigation and Drainage Engineering	2	3	1,895,000	2,842,500	Busitema
MCF	Master of computer Forensics	2	3	1,800,000	2,700,000	Busitema
PCF	Postgraduate Diploma in computer Forensics	1	2	1,800,000	2,700,000	Busitema

8.0 REGISTRATION

8.1 Registration Programme

All students are required to register as per the set registration programme. All new students must register beginning Wednesday, 8th to Friday, 24th August, 2018 at their respective campuses, starting at 9:00 a.m each day.

N.B:

- (i) All first year students under government sponsorship who fail to register according to the programme shall be subjected to a surcharge of Shs. 50,000/= for late registration and after two (2) weeks the place will be given away.

- (ii) All continuing students under government sponsorship must register in the first two weeks of every semester. An allowance of two (2) weeks will be granted to those with justifiable reasons after prior notice to the Faculty Dean, Dean of students and Academic Registrar at a surcharge of 50,000/=.
- (iii) All first year students (Government & Private) are required to register with the Dean of Students within the first 2(two) weeks from the beginning of the semester.
- (iv) Within the first 1 week of every semester, each student (including those who come back to clear retakes) is required to enroll on the online system (both Government and Private). Since this exercise doesn't attract any payment, a student who fails to enroll will not be allowed to register for the semester and hence will not be assessed for the semester.
- (v) All continuing students are required in each semester to first register their retakes before adding on the new courses.
- (vi) All private students must register by Friday, 7th Sept 2018 and thereafter, a surcharge will be levied for late registration.

8.2 Change of Programme / Subject

Since selection for specific Programmes was made according to each candidate's performance and order of programme choices, taking into account the available subject combinations and time-table limitations, there is normally little need to change the programme or subject. However, some places become vacant when some of the students admitted do not take up the offers. Such places are filled through the change of programme / subjects.

Students who wish to change programmes / subjects need to first of all register according to the registration time-table for the programmes and subjects (where applicable) to which they have originally been admitted to. Each student who may wish to change his/her programme/ subject is required to pay an application fee of 10,000/= plus bank charges to Stanbic / Centenary bank using the Busitema University students' banking slips.

The change of programme /subject forms will be issued and received back within the first 2 (two) weeks of the first semester. NOTE THAT: It is advisable that only those students who meet the cut-off points for the desired programmes /subjects may apply.

9.0 PAYMENT OF FEES

All mandatory fees due to the university shall be paid in full in the first week of the semester. The following fees must be paid in full before registration:

9.1 THE FEES STRUCTURE FOR DAP, DCP & CGA PROGRAMMES

a) Tuition fees per semester

Programme	East African	International
Diploma in Animal Production and Management (DAP) - PRIVATE	400,000	600,000
Diploma in Animal Production and Management (DAP) - GOV'T	163,500	N/A
Diploma in Crop Production and Management (DCP) - PRIVATE	400,000	600,000
Diploma in Crop Production and Management (DCP) - GOV'T	163,500	N/A
Certificate in General Agriculture (CGA) - PRIVATE	360,000	540,000

b) Functional Fees

S/N	ITEM	Ugandans	Internationals
1	Tuition fees (per semester)	As shown per programme, in the table 9.1 (a)	
2	Guild fee by all students (per year)	15,000	22,500
3	Industrial Training (once for the entire course) - PRIVATE	100,000	150,000
4	Medical fee for all students (per year)	20,000	30,000
5	Examination fees (per semester) – PRIVATE	50,000	75,000
6	Sports fees for all students (per year)	15,000	22,500
7	Registration fee (per semester) – PRIVATE	50,000	75,000
8	Accommodation (per semester) – PRIVATE – Residents Only	129,000	195,000
9	University Identity Card fee per Issue	15,000	22,500

c) Other Requirements

1. 2 reams of photocopying paper (ROTATRIM OR DOUBLE A)
2. One hand hoe (with a handle)
3. Two plastic spring files (MAROON)

9.2 THE FEES STRUCTURE FOR POSTGRADUATE PROGRAMMES

S/N	ITEM	EAST AFRICANS	INTERNATIONALS	
1	Tuition	As shown per programme in the table 7.2		PER SEMESTER
2	Administration fee	200,000	300,000	PER ANNUM
3	Library fee	20,000	30,000	PER ANNUM
4	Registration fee	120,000	180,000	PER ANNUM
5	Identity card	15,000	22,500	PER ISSURANCE
6	Examination fee	200,000	300,000	PER ANNUM
7	Computer fee	80,000	120,000	PER ANNUM
8	Development fee	100,000	150,000	PER ANNUM
9	Research fee	50,000	75,000	PER ANNUM

9.3 THE FEES STRUCTURE FOR BEP & DEP PROGRAMMES

S/N	ITEM	AMOUNT (UgX)	
		Ugandans	Internationals
1	Tuition Fees per face-to-face session	As shown per programme in the table 7.1	
2	Registration fee per year	50,000	75,000
3	Examination fee per year	50,000	75,000
4	Library fee per year	20,000	30,000
5	Research Fund fee per year	20,000	30,000
6	University identity card fee per issue	15,000	22,500
7	Computer fee per year	20,000	30,000
8	Guild fee per year	15,000	22,500
9	Medical fee per year	20,000	30,000
10	Sports fee per year	15,000	22,500

9.4 THE FEES STRUCTURE FOR ALL THE OTHER PROGRAMMES

	ITEM	AMOUNT (UGX)	
		Ugandans	International
1	Tuition fee per semester	As shown per programme in the table 7.1	
2	Registration fees by privately sponsored students	100,000	150,000
3	Examination fees by privately sponsored students	100,000	150,000
4	Library fees by privately sponsored students	20,000	30,000
5	Research fund fees by privately sponsored students	20,000	30,000
6	Development fee per year by private students	50,000	75,000
7	University identity card fee by all students	15,000	22,500
8	Computer fee by private students	50,000	75,000
9	Guild fee by all students	15,000	22,500
10	Undergraduate gown by all students	25,000	37,500
11	Sports fee by all students	15,000	22,500
12	Medical fees (treatment) by private students	40,000	60,000
13	Medical fees (treatment) by government students	20,000	N/A
14	Recess Term (payable every 2nd semester)	100,000	150,000
15	Accommodation per semester (where applicable)	129,000	193,500
16	Accommodation per semester for all Students (Government or Private) admitted for MED and BNS	200,000	300,000

N.B:

Students who fail to register according to the set registration programme shall be subjected to a surcharge of UgX 50,000 for East Africans and UgX 75,000 for Internationals for late registration.

PLEASE NOTE THAT:

- (i) To be in a position to register, you must have paid all the dues to zero balance.

- (ii) A privately sponsored student who chooses to withdraw from a programme of study may be refunded part of the tuition fees as follows:

(a) Within the first half of the semester

<i>Item</i>	<i>Proportion to be refunded</i>
Tuition fee	50%
Registration fee	0%
Library fee	0%
Research fund fee	0%
Examination fee	80%
Computer fee	0%
Medical fee	50%

Within the second half of the semester

- (i) Only part of the examination fee is refunded up to a maximum of 30% of the examination fee. The other components of the fees shall attract a zero percentage refund.
- (ii) The University Council reserves the right to vary the fees chargeable anytime with or without prior notice.

DUES FOR NATIONAL COUNCIL FOR HIGHER EDUCATION (NCHE)

All students (both government and private sponsored) are required to pay Shs. 20,000 excluding bank charges to National Council for Higher Education at the beginning of each academic year on account details as below:

Account name: National Council for Higher Education
Account number: 0140015191503
Bank: Stanbic Bank
Branch: Kyambogo

National Council will use the above funds to closely supervise higher education institutions so as to ensure that they deliver quality education.

10.0 ACCOMMODATION AND FEEDING

There are limited accommodation facilities at all campuses given on a first come first serve basis at a fee indicated in the table of payable fees above.

Only those Students who have been allocated space in the hostel will be required to pay for accommodation. For Mbale Campus the hostel has been outsourced and is by the names Bellodian Busitema University located along Pallisa Road opposite Mbale S.S.

Feeding at all campuses is managed by private firms. All students including those on government sponsorship shall pay for these services. Students are therefore advised to get in touch with the Dean of Students for further advice before the semester begins.

Note:

- 1). **Feeding allowance will be deposited directly on students' accounts. Therefore all Government sponsored students are advised to open bank accounts and submit them to the Dean of students within 2(two) weeks from the beginning of the semester. Only registered students will access feeding allowances.**

- 2). **With effect from 2015/2016 academic year admissions, the University Council ABOLISHED Faculty requirement allowances. However, all students are required to report with basic learning requirements as guided by the respective faculties.**

11. PERSONAL EFFECTS

Students are advised to be sufficiently equipped with reasonable personal effects. It is also the responsibility of the students to take care of their own property. The University will not be held responsible for any loss of students' property.

Note:

That all Students are required to have personal laptops for use.

12. ILL HEALTH DURING THE ACADEMIC YEAR

The University will provide first aid treatment to students who fall sick. Complicated cases will be referred to Mbale regional referral hospital, Pallisa Government hospital and District hospitals in Busia or Tororo, Kamuli and Soroti. Medical bills from private hospitals/ clinics shall be met by the students themselves.

Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their academic performance, ***must at the material time of their illness furnish the relevant Dean's and the Academic Registrar's offices with written reports of their illness from approved hospitals. Medical reports which are secured after failure in examinations and without previous record of the illness shall not be accepted as valid ground for review of poor performance of the students concerned.***

13. NAMES

The names in which a student shall be registered shall be those which appear on the student's Uganda Advanced Certificate of Examination or equivalent document offered as an entry qualification. Change of names is not permitted; but for students who get married legally may be allowed to add the names of their spouses on presentation of valid marriage certificates.

14. UNIVERSITY RULES

Students must immediately get familiar with the university rules. Failure to comply with any of them might attract dire consequences from the Students' Affairs and Disciplinary Committee.

15. MEETING WITH UNIVERSITY OFFICIALS

New students will be briefed by the University officials as follows:

Campus	Date	Time	Officials	Venue
Busitema	Tue, 7th August 2018	10:00am- 12:00Noon	<ul style="list-style-type: none"> • Academic Registrar • University Secretary • Dean of Students • University Bursar • University Librarian • Systems Analyst 	Dining Hall
		2:00p.m- 5:00p.m	<ul style="list-style-type: none"> • Faculty Deans • Heads of Departments 	
Nagongera	Tue, 7th August 2018	10:00am- 12:00Noon	<ul style="list-style-type: none"> • Faculty Deans • Heads of Departments 	Library
		2:00p.m- 5:00p.m	<ul style="list-style-type: none"> • Academic Registrar • University Secretary • Dean of Students • University Bursar • University Librarian • Systems Analyst 	
Mbale	Tue, 7th August 2018	10:00am- 12:00Noon	<ul style="list-style-type: none"> • Faculty Deans • Heads of Departments 	Bellodian Hostel
	Wed, 8th August 2018	02:00pm- 05:00pm	<ul style="list-style-type: none"> • Academic Registrar • University Secretary • Dean of Students • University Bursar • University Librarian • Systems Analyst 	

Paliisa	Tue, 7th August 2018	10:00am- 12:00Noon	<ul style="list-style-type: none"> • Faculty Dean • Heads of Departments 	One of the Lecture Rooms
	Wed, 8th August 2018	10:00am- 12:00Noon	<ul style="list-style-type: none"> • Academic Registrar • University Secretary • Dean of Students • University Bursar • University Librarian • Systems Analyst 	
Arapai	Tue, 7th August 2018	10:00am- 12:00Noon	<ul style="list-style-type: none"> • Faculty Dean • Heads of Departments 	Holland Hall
	Thur, 9 th August 2018	10:00a.m- 12:00Noon	<ul style="list-style-type: none"> • Academic Registrar • University Secretary • Dean of Students • University Bursar • University Librarian • Systems Analyst 	
Namasagali	Tue, 7th August 2018	10:00am- 12:00Noon	<ul style="list-style-type: none"> • Faculty Dean • Heads of Departments 	One of the Lecture Rooms
	Fri, 10 th August 2018	10:00a.m - 12:00Noon	<ul style="list-style-type: none"> • Academic Registrar • University Secretary • Dean of Students • University Bursar • University Librarian • Systems Analyst 	

All students must attend the briefing meetings. The time and venue for the meetings will be communicated to the students by their Faculty Deans.

16. ADMISSION CEREMONY

The ceremony of formal admission of first year students by the Vice Chancellor shall be held on **Wednesday, 5th September, 2018** (for Busitema, Nagongera & Namasagali campuses) starting at 2:00pm, **Thursday, 6th Sept, 2018** (for Mbale & Pallisa campuses) starting at 2:00pm and **Friday, 7th Sept, 2018** (for Arapai campus starting at 10:00 a.m unless otherwise stated. All students must attend the Ceremony of Admission without fail.

17. DOUBLE STATE SPONSORSHIP

Double sponsorship in public Universities is illegal. Any student who obtains more than one admission under government sponsorship in Public Universities must immediately report to the Academic Registrar for corrective measures. Failure to do so may lead to dismissal from the University and such a student shall be required to refund all funds spent on him/her while studying at the University under government sponsorship.

18. FORGERY

Cases of impersonation, falsification of documents or giving false/ incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from the University, revocation of awards where applicable and prosecution in Uganda's Courts of Law.

19. ACADEMIC MATTERS/SEMESTER HIGHLIGHTS

The semester regulations will be availed to you by your respective Faculties.

19.1 Attendance of Lectures

All students are required to attend all prescribed classes (including lectures, practical classes, demonstrations, seminars and tutorials). Students are urged without fail; to make themselves available for; academic work from the very beginning of the semester. A student whose attendance in class or whose academic work in the opinion of the Faculty remains unsatisfactory after repeated warnings, may be excluded from examinations.

19.2 A Course

A course is a unit of work in a particular field/area of a study normally extending throughout one semester the completion of which normally carries credit towards the fulfillment of the requirements of certain degrees, diplomas, or certificates.

19.3 Contact Hour

A contact hour shall be equivalent to one (1) hour of lecture or two (2) hours of tutorial or three (3) hours of practical or five (5) hours of internship / field work.

19.4 Credit or Credit Unit

A credit or credit unit is the measure used to reflect the relative weight of a given course towards the fulfillment of appropriate degree, diploma, certificate or other programmes required. One credit unit shall be a series of fifteen (15) contact hours.

19.5 Categorization of Courses

Courses are categorized as core, elective, pre-requisite or audited

19.6 Core Course

A core course shall be a course which is essential to an academic programme and gives the academic programme its unique features.

Everyone offering that particular academic programme must pass that course.

19.7 Elective Course

An elective course is a course offered in order to broaden an academic programme or to allow for specialization. It is chosen from a given group of courses largely at the convenience of the student. Another elective course may be substituted for a failed elective course. s

19.8 Audited Course

An audited course shall be a course offered by a student for which a credit/ credit unit shall not be awarded. Students are encouraged to register for audited courses as well.

19.9 Prerequisite Course

A pre-requisite is a condition (either course or classification), which has to be satisfied prior to enrolling for the course in question. A prerequisite course, therefore, shall be a course offered in preparation for a higher level course in the same area of study. When a student fails a pre-requisite course, he/she shall not be allowed to take the higher level course requiring a pre-requisite. A student will be

required to retake the failed pre-requisite course before embarking on a higher level course requiring a pre-requisite.

Office of the Academic Registrar.

19.10 Assessment of Courses

Each course is assessed in two (2) parts as follows:

- (a) The coursework (progressive/continuous assessment) which shall contribute not less than 30% or more than 40% of the total marks.
- (b) The coursework (progressive / continuous assessment), component shall consist of at least one (1) test and one (1) homework / take-home assignment OR two (2) tests per course.
- (c) The University examinations, which shall contribute a maximum of 70% of the total marks.

19.11 SEMESTER EXAMINATIONS

19.11.1 Venue and Period of Exams

The last two weeks of the semester are dates for the end of semester examinations. A precise timetable, giving day and room for each exam is published during the semester. This timetable goes up on the notice boards at your respective campuses. You also need to copy from this timetable your personalized timetable, which gives you allocation of date, time and examination room.

While there is a lot of reasonable care made to ensure that examination sessions do not clash, there might be incidences where this happens due to limited time / examination rooms. When the first edition of the timetable is published, you might find clashes in your timetable whereby you are supposed to appear in more than one examination at the same time or the list of examinations is wrong or missing, you should draw the attention of the Faculty Administrator about such a problem as soon as possible.

19.11.2 Holy Days during the Examination Period

Busitema University is a secular institution. It is the official policy, of the University that all days in a week are considered working “ days. Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days.

Requests to accommodate a student's religious creed by scheduling tests or examinations at alternatives may not be entertained. Students who miss examinations

or tests based on religious creed, should inform their respective Deans as soon as the timetable is published preferably two weeks before examinations so as to avoid being categorized as being absent without justifiable cause and a course grade of MIS shall be assigned to that course(s).

You are therefore urged to respond to the academic work in the Faculty even if it takes place on the respective days of worship.

19.11.3 Sitting Examinations

- a) Only registered students may be permitted to sit University examinations.
- b) A student who does not pay all the required University fees may not be permitted to sit the University examinations.
- c) The examination results of any student who has sat the examinations without being registered may be nullified. Students are strongly warned against this.

19.11.4 Examination Malpractices & Irregularities

Students are strongly warned against any form of Examination malpractices/irregularities. It shall be an offence for a student/ candidate to get involved in examination malpractices. Any student/ candidate found guilty of the offence shall be dismissed from the University. Students are advised to familiarize themselves with all examination regulations, rules and guidelines especially those regarding examination malpractices/irregularities.

19.11.5 Examination Results

Normally, eight weeks after the end of the semester final examinations session, examination results are published. The results for each semester are published on the notice board. If you still do not know your results a week after they were published, you can contact the Faculty Administrator to get them.

19.11.6 Retaking a Course(s)

- (i) A student shall retake a course or courses when next offered in order to obtain at least the pass mark (50%) if he/ she has failed, during the first assessment in the course or courses.
- (ii) A student who has failed to obtain at least the pass mark (50%) during the second assessment in the same course(s) he/she has retaken shall receive a warning.

- (iii) A student who misses to sit examinations for justified reasons and he/she is permitted to do the missed examination, the grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.
- (iv) While retaking a course(s), a student shall:
 - a) Attend all the prescribed lectures/tutorials/clinical/practical/ fieldwork in the course(s).
 - b) Satisfy all the requirements for the coursework component in the course or courses and
 - c) Sit for the University examinations in the course(s).
- (v) A student shall not be allowed to accumulate more than four (4) retake courses at a time. Students are required to register for retake course(s) first before registering for new courses offered in that semester and the retake courses should fit into the approved normal load to avoid timetable clashes.
- (vi) A final year student whose final examination results have already been classified by the relevant Faculty and has qualified for the award of a degree / diploma, shall not be permitted to retake any course(s).
- (vii) Students who have a course(s) to retake and these course(s) fall beyond the set normal semester load for their academic programmes shall pay tuition fees for any course(s) to be retaken. Besides, such students also pay the re-examination fees per course retaken as well as the registration fees.

19.11.7 Normal Progress

Normal progress shall occur when a student has passed the assessments in ALL the courses he/she had registered for in a particular semester and not when he/she has passed the assessments in the core courses only.

19.11.8 Probationary Progress

A student who has obtained the Grade Point Average (GPA) of less than 2.0 shall be placed on probation. Such a student shall be allowed to progress to the next semester/academic year but shall still retake the course(s) he/she had failed the assessments in later on and obtain at least the pass mark (50%) in the course(s).

19.11.9 Certificate of Due Performance

- (i) Any student whose attendance at prescribed lectures, classes, practical classes or seminars has been unsatisfactory or has failed to submit essays or exercises or to take tests or class examinations set by his/her lecturers, may be denied the Certificate of Due Performance and may be barred by Senate from sitting any University examinations.
- (ii) A student who fails to honour the deadline set for handing in an assignment without justifiable cause(s) shall receive a score of a zero or fail grade in that assignment.

It is therefore important that you attend all prescribed lectures, classes, seminars and submit coursework assignments in time.

19.11.10 STAYING PUT

A candidate who accumulates more than four(4) failed courses in an academic year shall stay put to clear the failed courses when they are next offered. A privately sponsored student who stays put shall pay as calculated below (under 19.11.12 retake Fee/Tuition) by the office of the Academic Registrar.

19.11.11 TEMPORARY WITHDRAWAL

In a semester system, there is nothing like a dead year or dead Semester, instead students can apply for a temporary withdrawal from the course. A student can only apply for temporary withdrawal if such a student has reasons with evidence which are beyond his/her own control. The reasons which warrant a student to request for temporary withdrawal could be; failure to clear fees, ill health; among others.

19.11.12 RETAKE FEES/TUITION

NOTE: For Students under Government sponsorship, Government does not sponsor students for the extra years accumulated (taking into consideration retakes, dead years and stay puts). Therefore a student automatically becomes a privately sponsored student after the normal duration of the programme offered.

That the following formula shall be used to compute retake tuition fees payable by students who should have completed their courses:

(i) **Tuition for retakes**

$$= \frac{\text{Semester Tuition fees for the programme}}{\text{Total Number of CUs in a given semester}} \times \text{Number of CUs to be retaken}$$

(ii) **Functional Fees:**

1. Re-examination fee - (20,000 per retake with the total sum not exceeding 100,000 for number of retakes more than 5)
2. Library fee - 20,000
3. Registration fee - 100,000
4. Identity card fee - 15,000

A student will therefore be required to pay a total of: (i) + (ii)

NOTE: *that if the total number of CUs to be retaken exceeds 14, then a student is required to pay the full semester tuition plus full functional fees*

19.11.13 Illness during Examination or Revision Period

If you are ill (or anything similarly to catastrophic happens), this can obviously make a big difference to your performance, whether or not you manage to attend all your exams. It is essential that you let us know as soon as possible.

Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the subsequent examinations, **must at the material time of their illness furnish the relevant Deans, Dean of students and the Academic Registrar's offices with written reports of their illness from the University clinic.** You should get a Doctor's note, and contact us while you are still ill if possible, as we need to get some idea of how badly you are affected.

Medical reports which are obtained after failure in examinations and without previous record of the illness referred to in the relevant Faculty and Academic Registrar's office shall not be accepted as valid ground for review of the failure in the examinations of the students concerned.

19.11.14 Absence from Examination.

- (i) If the Board of a Faculty is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a Fail (F) grade for the course(s) he/she had not sat the examination in. The course(s) in which the Fail (F) grade was/ were awarded shall also count in the calculation of the CGPA.

- (ii) If the Board of a Faculty is satisfied that a student was absent from coursework assessment and/or a final examination due to justifiable reason(s) such as sickness or loss of a parent/guardian/ biological child/spouse, then a course grade of MIS shall be assigned to that course(s).

19.11.15 Deferred Examination

It is essential that you let us know what happened if you miss an examination.

- (i) A student who provides credible reason(s) for failure to complete coursework assessment or to attend an examination based on 18.11.12 (ii) above may be permitted to “sit” the deferred examination or course work assignment when the course(s) is being next offered.
- (ii) A student who needs to defer an examination must submit an application to his/her respective Deans’ Offices. The application and supporting documentation pertaining the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Where the cause is in incapacitating illness; a student must present a University Clinic Statement Form.

In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence.

- (iii) In the case of an approved application for deferred final examination, the Dean of the Faculty will inform the Head of Department responsible for the course of the approved deferred examination. The Department will then notify the Lecturer concerned.
- (iv) A deferred examination will not be approved if a student has not been in regular attendance in a course.
- (v) Deferred examination shall be included in a student’s maximum semester load. A student with two or more deferred examinations outstanding from a previous semester may be required to reduce the number of courses in which they are registered in order to accommodate deferred courses from previous semester(s).

- (vi) The grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.
- (vii) A student shall be required to pay appropriate fee for deferred examination and payment shall normally be made at the beginning of the semester.

19.11.16 Discontinuation

- (i) When a student accumulates three consecutive probations based on the Cumulative Grade Point Average (CGPA) of less than two (2), he/she shall be discontinued.
- (ii) A student who has failed to obtain at least the Pass Mark (50%) during the Third Assessment in the same Course or Courses he/she had retaken, shall be discontinued from his/her studies at the University.
- (iii) A student who has overstayed in an Academic programme by more than two thirds (2/3) of the programme duration without valid justification shall be discontinued from his/ her studies at the University.
- (iv) Absconding from any form of assessment (i.e. test, coursework, assignment or final exam) in a semester without a justifiable reason.

19.11.17 MARKS

19.11.17.1 Pass Marks and Earning of Credits in a Course

Each student shall earn credits for all the courses specified in the programme load for graduation. A credit shall be earned when a student has obtained at least the undergraduate programmes' pass mark (50%) in each course he/she had been assessed in.

In other words, NO credit shall be earned in a course in which a student has failed the assessment. The range of marks is probably a lot smaller than you are used to from school. The overall marks a candidate obtained in each course he/she offered shall be graded out of a maximum of one hundred (100) marks and assigned appropriate letter grades and grade points. The following terms will give you an idea of what the marks mean:

19.11.17.2 Grade Point Average Terminology Credit Unit:

The hours assigned to a course; this number is listed in both the schedule of classes and the catalog and is usually 2 to 5 credits.

Assigned Grades / Grade Point

Marks	Alpha Grade	Grade Point
80-100	A	5
75-79	B+	4.5
70-74	B	4.0
65-69	C+	3.5
60-64	C	3.0
55-59	D+	2.5
50-54	D	2.0
Below 50	F	0

Grade Points: Number of credit units for a course times the grade value.

Earned Credits: Credit hours that you passed (with a grade of D or higher)

19.11.17.3 Calculation of Cumulative Grade Point Average (CGPA)

The Grade Point Average (GPA) shall be calculated using the following:

$$CGPA = \frac{\sum_{i=1}^n (GP_i \times CU_i)}{\sum_{i=1}^n CU_i}$$

Where GP is the Grade Point score in a course i; CU is the number of Credit Units of a course; and n is the number of courses taken in that semester or recess term. CGPA is calculated using a formula similar to the one above, but n is the number of course taken from the beginning of the program up to the time when the CGPA is being calculated less courses that do not count towards the CGPA.

Example

Courses	CUs	Grade	Grade Points	Weighted Score
CSC1101	3.0	B	4.0	3 x 4.0 = 12
DEN1102	4.0	B+	4.5	4 x 4.5 = 18
CEN1103	4.0	B+	4.5	4 x 4.5 = 18
SEN1104	5.0	A	5.0	5 x 5.0 = 25
GEN1105	2.0	C	3.0	2 x 3.0 = 6
Total				79

(79 divided by 18 i.e $\frac{79}{18} = 4.39$ CGPA)

19.11.17.4 Final Year Results

Officially, in your final year, you get a classified degree. For purposes of the classification of degrees, diplomas and certificates (where applicable), The Cumulative Grade Point Average (CGPA) for the various classes shall be as indicated below:

Classification of awards for degrees

<i>CGPA Range</i>	<i>Classification</i>	<i>Remarks</i>
4.40-5.00	First Class	Excellent
3.60-4.39	Second Class (Upper Division)	Very Good
2.80-3.59	Second Class (Lower Division)	Good
2.00-2.79	Third Class (Pass)	Fairly Good
0.00-1.99	Fail	Poor

Classification of awards for diploma and certificate programmes

<i>CGPA Range</i>	<i>Classification</i>	<i>Remarks</i>
4.40-5.00	Class I (Distinction)	Very Good
2.80-4.39	Class II (Credit)	Good
2.00-2.79	Class III (Pass)	Fairly Good
0.00-1.99	Fail	Poor

19.11.17.5 Failure of Semester Examinations

Don't despair - you can still recover the following year! Such a student shall be allowed to progress to the next semester/ academic year but shall still retake the course(s) he/she had failed when next offered.

19.11.17.6 Re-sitting to Improve Grades

Yes! A student may retake a course or courses once when next offered in order to improve his/her pass grade(s) if the pass grade(s) got at the first assessment in the course(s) were low. A student who fails to attain higher marks after retaking to improve, the examination results of the first sitting are recorded on the transcript and shall **not** be recorded as retake. This will attract payment (per course unit) which will be calculated by the Academic Registrar and such a mark shall have the remark **RT** on it.

19.11.17.7 Doubling Exam Marks

Every year we receive complaints from students who believe that their mark for one or more examination papers is too low. We perform lots of checks and the chances of a mark being significantly in error are tiny. The most common reasons are because the question has not been answered in sufficient depth or some of the required points in the answer have been missed. Answers are sometimes self-contradictory or illegible or the main point of the question has been missed.

19.11.17.8 Complaints about Examination Marks

The decision of the examiners regarding passes, fails and degree classification are taken with extreme care and attention, with one of the primary considerations being fairness to all students. Once those decisions are made, the opportunities to change them are very limited; in particular, students do not have the right to have their papers remarked simply because the published mark does not match their expectation. Only if we are presented with prima facie evidence that a student has been treated unfairly will we even consider a change of decision.

Should you feel that the department has not treated you fairly, every student has the right to use the University's examinations appeal procedure. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:

- (i) That there exists or existed circumstances affecting the student's performance of which the examiners had not been made aware when their decision was taken;
- (ii) That there were procedural irregularities in the examination process;
- (iii) That there is evidence of prejudice or bias or inadequate assessment on the part of one or more of the examiners.

Note:

- a) **That** disagreement with the academic judgment of the examiners is not a ground for appeal.
- b) That the mark which the candidate gets after remarking is the **Final Mark**
- c) Each paper remarked will attract payment (per script) which will be calculated by the Academic Registrar.

19.11.17.9 Academic Misconduct

Students are strongly **warned** against any form of examinations malpractices/irregularities. It shall be an offence for a student/ candidate to get involved in examination malpractices. Misconduct includes but not limited to the following actions:

Cheating is defined as any illegitimate behavior designed to deceive those setting, administering and marking the assessment. Cheating in a University is a very serious academic offence, which may lead ultimately to expulsion from the University. Cheating can take one of a number of forms, including:

- (i) Taking into the exam venue, or possessing while in that room, any books, notes or other material which has/have not been authorized.
- (ii) Writing notes on yourself or having notes on your person.
- (iii) Having notes written on your identity documents or authorized examination materials e.g. logarithm table.
- (iv) Accessing information stored or written on electronic equipment.
- (v) Copying from another student in an examination room.
- (vi) Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate.
- (vii) Posing yourself off as another (impersonation).
- (viii) Such repeated behavior as may in the view of the invigilator prejudice the performance of other candidates.
- (ix) The use of unauthorized books, notes, electronic aids or other materials in an examination.
- (x) Obtaining an examination paper ahead of its authorized release.

Collusion: i.e the representation of another's work or ideas as one's own without appropriate acknowledgement or referencing, where the owner of the work knows of the situation and both work towards the deceit of a third party (while in plagiarism the owner of the work does not knowingly allow the use of his/her work).

Acting dishonestly in any way including fabrication of data, whether before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessment;

Plagiarism is the act of representing another's work or ideas as one's own without appropriate acknowledgement or referencing. There are three

main types of plagiarism which could occur within all modes of assessment (including examinations): Direct copying of text from a book, article, fellow student's essay, handout, thesis, web page or other source without proper acknowledgement.

Claiming individual ideas derived from a book, article, etc as one's own, and incorporating them into one's work without acknowledging the source of these ideas.

Overly depending on the work of one or more others without proper acknowledgement of the source, by constructing an essay, project etc. by extracting large sections of the text from another source, and merely linking these together with a few of one's own sentences. (Faculties may extend these definitions for specific subject areas and provide students with examples as appropriate). The correct referencing system for making quotations explicit and acknowledging sources shall be available through personal tutors or supervisors, specific tutorial sessions and handbooks). Contravention of the above regulations will be treated under the procedures for handling cases of suspected cheating, including plagiarism, in University assessment. Any student/candidate found guilty of the offence shall be dismissed or suspended from the University.

20. RELIGIOUS AFFILIATION

Busitema University is a secular institution founded by Uganda Government. In certain special circumstances, the University programmes may be conducted seven days a week, worshipping days inclusive. The University community is composed of members with diverse backgrounds. Thus, the University may not reschedule or cancel academic programmes (lectures, examinations & practicals) which may fall on days of worship of a particularly religious group. You are therefore strongly advised to respond to all academic activities even if they take place on the days of worship.

21. SEMESTER DATES FOR 2018/2019 ACADEMIC YEAR

SEMESTER	NO. OF WEEKS	APPROVED SEMESTER DATES
Orientation	1	Monday, 6 th to Friday, 10 th August, 2018
Semester I	17	Monday, 13 th August to Friday, 7 th Dec, 2018
Semester II	17	Monday, 21 st January to Friday, 17 th May, 2019
Recess Term	10	Monday, 20 th May to Friday, 26 th July, 2019

NOTES:

- (i) Each Semester is 17 weeks (15 weeks of instruction and 2 weeks of examinations).
- (ii) Recess term is 10 weeks for industrial training and school practice, field attachment where applicable.
- (iii) Continuing students will start lectures for semester I 2018/2019 Academic Year on Monday, 13th August, 2018.
- (iv) Registration of ALL students on Government will begin immediately on Monday, 13th August, 2018 and will last for **two weeks only**.
- (v) ALL private students must register by Friday, 7th Sept 2018 and thereafter, a surcharge will be levied for late registration.

INSTRUCTIONS TO CANDIDATES DURING EXAMINATIONS AS APPROVED BY THE THIRD UNIVERSITY SENATE HELD ON 20TH FEBRUARY, 2009

1. Candidates will be informed of the dates and times of examinations by means of the time table and notices published at least 3 weeks before the date of commencement of examinations.
2. It is the responsibility of each candidate to take note of the dates, times and venue of the examination(s) for which he/she is registered.
3. Should there be a change in the time-table for an examination after it is published; the change will normally be brought to the attention of the candidates by means of additional notices.

Candidates will not be informed individually of time-table changes.

4. Candidates shall be checked thoroughly before they enter the examination venues.
5. Only fully paid up and registered students shall be allowed to sit the University examinations.
6. Candidates will be admitted to the examination room fifteen minutes before the time the examination is due to begin. During these fifteen minutes, the invigilator will:-
 - (i) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of answer books and the correct examination paper.
 - (ii) Write their registration numbers and names on the answer books and question papers and sign on them.
 - (ii) Call attention to any rubric at the head of the paper which seems to require attention.
 - (iv) Make any other related announcement(s).
7. Candidates are required to supply themselves with pens, pencils, rulers, erasers, blotting papers, non programmable simple calculators and the usual geometrical instruments.

8. Except for open-book examinations, no books, communication equipments, bags or attached cases should be taken by candidates into the Examination room. Candidates are not allowed to use their own logarithmic tables, and statistical tables.
9. Invigilators shall have the authority to confiscate any unauthorized book, manuscript, or any other aid materials brought into the examination room.

The invigilators shall also expel from the examination venue any candidate who creates disturbances that may disrupt the smooth running of the examination. Invigilators shall report any such incidence, to the Head of Department/Dean of the Faculty who in turn shall report the matter to the Academic Registrar for action. Students should also submit written statements to the Academic Registrar.

In case of a candidate suspected of giving or obtaining unauthorized assistance or attempting to do so, the Academic Registrar shall report the matter to Senate for disciplinary action.

10. No candidate will be permitted to enter the examination room after the lapse of **thirty minutes** from the commencement of the examination, and no candidate will be permitted to leave the examination room until thirty minutes have expired. Late candidates will not be allowed extra time. No candidates shall leave the examination room during **the last ten minutes** of the time allocated for the examination except in case of emergency.
11. At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, dully signed before being collected by the invigilator.
12. Candidates shall write their student numbers and names distinctly in the spaces provided in the answer books and at the top of every sheet of question paper. They shall also sign on the answer books in the space provided.
13. Invigilators shall not permit candidates to leave their places before their answer books have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand their answer books to the Invigilator before leaving the examination room. Candidates who are permitted to leave before the end of the examination period **must not** leave their scripts on their desks, but **must** hand them to the Invigilator dully signed.

14. Candidates shall be expected to sign an attendance register for each examination done.
15. The use of scrap paper is not permitted. All rough work must be done in the answer books and crossed out neatly through.
16. At the end of the allocated time, all candidates shall stop writing when instructed to do so by the Invigilator and shall gather their answer books together in order. They shall not leave their desks until the Invigilator has collected their answer books.
17. Candidates should report directly to the Academic Registrar any person suspected to be indulging in examination malpractice. The following are some examples of examination malpractice/irregularity:
 - (i) Smuggling of unauthorized materials in any form into the examination room.
 - (ii) Copying from one another
 - (iii) External assistance
 - (iv) Prior knowledge of examination questions
 - (v) Impersonation
 - (vi) Substitution of examination answers scripts.
 - (vii) Collusion
 - (viii) Communicating to other candidates while in the examination room without permission from the Invigilator,
 - (ix) Any other conduct that may be deemed irregular.

Note:

Contravention of the regulations and instructions governing the University examinations will lead to disqualification and cancellation of results of the candidate(s). Outright examination malpractices such as smuggling of unauthorized materials, external assistance, prior knowledge of questions, impersonation, substitution of scripts and collusion, when proved shall lead to dismissal from the University disgracefully.

RULES ON MALPRACTICES/IRREGULARITIES DURING UNIVERSITY EXAMINATIONS, ASSIGNMENTS AND TESTS AS APPROVED BY THE THIRD UNIVERSITY SENATE MEETING HELD ON 20TH FEBRUARY, 2009.

Rule 1:

Malpractices during Assignments and Tests shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.

Penalty:

Any student/candidate found guilty of the offence under Rule 1 above shall be liable to: Cancellation of his/her coursework / Tests and suspension from his / her studies for a period not exceeding one academic year.

Rule 2: Fraud during Coursework/Test

It shall be an offence for a student/candidate to:

- (a) Submit coursework not prepared by him/her.
- (b) To plagiarize the work of any other person
- (c) Solicit/purchase any coursework from any other person.
- (d) Falsify/alter marks awarded on a coursework/test/script.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Rule. 2 above shall be liable to:

- (i) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year, or
- (ii) Cancellation of his/her coursework and dismissal from the University

Rule 3: Malpractices in the Conduct of Examinations

It shall be an offence for a student/candidate involved in an examination test to:

- (a) Sit or attempt to sit the examination without valid documentation
- (b) Enter the examination room later than half an hour after the examination / test has commenced.
- (c) Leave the examination room earlier than half an hour after the examination

has commenced, except in emergencies with the express permission of the Invigilator

- (d) Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
- (e) Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and/ or threatening language, destruction of University property or the property of another student/candidate.
- (f) Take out of the examination room answer booklet(s), used or unused.
- (g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- (h) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination/test.
- (i) Any other conduct that may constitute an offence.

Penalty

Any student/candidate found guilty of contravening Rule 3 above, shall be liable to:

- (i) Cancellation of the relevant examination/test and suspension from the University for a period not exceeding two years, or
- (ii) Cancellation of the relevant examination and dismissal from the University or
- (iii) A student/candidate who contravenes Rule 3 (f) shall be liable to a fine as well as any penalty specified above.
- (iv) Any student/candidate found guilty of contravening Rule 3 (h) above by physically assaulting an Invigilator or a University Official shall be dismissed from the University and prosecuted in courts of law.

Rule 4: Cheating in an Examination

It shall be an offence for any student/candidate involved in an examination to:

- (a) Take into the examination room, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed / summarized notes, books and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment.
- (b) Copy from any other candidate/student
- (c) To plagiarize any other candidate/student
- (d) Aid and/or abet another candidate/student to copy from a script/book of another person.

- (e) Exchange answers with another candidate/student in or outside the examination room.
- (f) Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

Penalty

Any student/candidate found guilty of cheating in examinations as defined above shall be liable to:

- (i) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- (ii) Cancellation of the relevant examinations and dismissal from the University.
- (iii) Any student/candidate found guilty of cheating in examinations on second conviction shall be dismissed from the University.

Rule 5: Fraud in Examinations

It shall be an offence for a student /candidate involved in an examination to:

- (a) Import into the examination room, in person or by agent, a prepared answer script/booklet.
- (b) Substitute an answer script/booklet prepared outside the examination room for the one already submitted to the Invigilator / Examiner:
- (c) Falsify or alter marks awarded on an examination script / book.
- (d) Impersonate another student/candidate.
- (e) Procure or induce another person to sit for him/her.
- (f) Utter false documents in relation to eligibility to sit University examinations.
- (g) Sit or attempt to sit an examination without authority.
- (h) Deliver to the Examiner's office or residence an examination script/ booklet outside the scheduled time for delivery without due authority.
- (i) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- (j) Fraudulently access or attempt to access examination questions before the examination is due.
- (k) Pay or induce another person to illegally procure or make available examination questions/papers.

Penalty

Any student/candidate found guilty of fraudulent conduct as defined under Rule 5 above shall be liable to:

- i) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years, or
- ii) Cancellation of the relevant examinations and dismissal from the University.

Rule 6: Offences Relating to the Conduct of Irregularities Hearing

It shall be an offence for any student/candidate whether or not he/she has been accused of an irregularity to:

- (a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Faculty and Irregularities Committee
- (b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- (c) Destroy evidence relating to an alleged irregularity.
- (d) Forge or utter false documents in relation to an alleged irregularity.
- (e) Bribe or attempt to bribe a University Official witness or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

Penalty

Any student/candidate found guilty of offences relating to conduct of irregularities hearing as defined under Rule 6 above, shall be liable to:-

- (i) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- (ii) Cancellation of the relevant examinations and dismissal from the University.

Rule 7: Mitigating and Aggravating Factors when determining the appropriate punishment where the rule provides a range of punishments, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate punishment.

(a) Mitigating Factors

- Remorse on the part of the student/candidate
- Truthfulness
- Lack of substantial benefit from the malpractice.
- Student/candidate first offender
- Plea of guilt therefore not wasting the Committee's time

(b) **Aggravating Factors**

- Substantial benefit from the malpractice.
- Lack of credibility
- General misconduct
- Frivolous and vexatious denials
- Allegations of misconduct on the part of the University staff which are subsequently proved to be false.
- Second conviction.

Rule 8: Procedure for Hearing of Malpractice Cases

(i) **Guidelines on Apprehension of a Suspect**

- (1) When a student/candidate is suspected to be engaging in examination malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account.
- (a) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. Body searches should be done in the presence of another person. The person conducting the search shall be of the same sex with the suspect.
 - (b) The materials should be taken away as soon as they are found and kept as exhibits.
 - (c) Identity of the suspect and possible witnesses should be recorded immediately.
 - (d) A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proven guilty.

(ii) **Rules of Natural Justice**

- (2) In the handling of examination irregularities and malpractices, the Faculty Committee shall take into account the following principles of natural justice:
- (a) Fair and equal treatment of all students/candidates
 - (b) The opportunity to enter a plea of guilty or not guilty.
 - (c) Fair hearing accorded to all students/candidates
 - (d) Right of students/candidates to appear and to defend themselves
 - (e) Staff not to sit in judgement of their own case, and
 - (f) Consistency in punishments.
 - (g) Speedy trial

(iii) Pre-Hearing

- (3) The member of staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Chairperson of the Committee. Any materials allegedly found on the student/candidate should be given to the Chairperson for safe custody.
- (4) The Chairperson of the Committee shall inform the student/ candidate in writing of the allegation. A copy of the Rules shall be availed to the student/ candidate with the letter of the Chairperson.
- (5) The student/candidate shall be allowed to make a formal defence to the allegations in writing addressed to the Chairperson of the Committee.
- (6) The student / candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/ herself.
- (7) The student/candidate shall be given adequate notice of the date of appearing before the Faculty Committee to enable him/ her time to prepare his/her defence.
 - (a) A student/candidate who fails or refuses or omits to appear After being effectively summoned three times shall be suspended indefinitely from the University pending his/her appearance before the Committee.
 - (b) The suspension shall remain in place until the Chairperson of the Committee formally notifies the Academic Registrar that the student/ candidate has appeared and answered the allegations.

iv) Hearing

8. The Committee shall be properly constituted by the Chairperson and six other members. The members of the Committee shall be drawn from the Deans, Deputy Deans and Heads of Departments in each Faculty. Quorum of the Committee shall be five members present.
9. **Note:**
 - (a) The membership and quorum should be determined in such a way as to ensure that members do not sit in judgement of their own cases.
 - (b) The Board of Studies in each Faculty should determine the membership of the Faculty.

10. The student/candidate shall appear in person before the committee and identify himself/herself as the subject of the proceedings. The Member of Staff /Invigilator concerned should also be present.
11. The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the Prosecutor of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.
12. The student/candidate shall formally respond to such allegations. When the student/candidate responds in the affirmative, a plea of guilty shall be entered by the Prosecutor.
 - (a) On a plea of guilty, the Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - (b) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
 - (c) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.
 - (d) Where the student/candidate responds to the allegations of facts and the Committee is of the considered opinion that in substance, he/ she is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.

(Note: Where the student/candidate admits the offence with an explanation or makes a plea that is vague, the Committee should record a plea of not guilty).
 - (e) The student/candidate shall be allowed to plead mitigating factors, which the Committee should take into account in prescribing punishment.
 - (f) The Committee shall then deliberate in the absence of the student / candidate and the Member of Staff / Invigilator making the report.
 - (g) A decision shall be made with regard to the punishment and reasons shall be assigned for such a decision.

- (h) The report shall be forwarded to the Senate Examinations Committee for information for any other decisions apart from dismissal. Where, on the face of the record, the Senate Examinations Committee realizes that the Faculty Committee erred in its decisions; the Committee has a right to review the decision.
13. On a plea of not guilty by the student/candidate, the Member of Staff / invigilator making the report shall present the facts to the Committee with the guidance of the prosecutor in the presence of the student/candidate who has a right of cross-examination.
 - (a) The Member of Staff /Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - (b) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
 - (c) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has aright to cross-examine the person making the report.
 14. The Prosecutor may call witnesses whose presence he/she considers important for the just and fair disposal of the case
 15. The student/candidate shall present his/her defence to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.
 16. The student/candidate may call witnesses to substantiate his/ her defence,

v). Nature of Evidence General

17. (a) The Committee may admit oral and material evidence, which may Be direct, primary, secondary or circumstantial.
(Note: Direct evidence is the account of the eye witnesses. Primary refers to original documents, and Secondary, certified photocopies while circumstantial evidence is that which is inferred from the circumstances of the case e.g. the student/candidate running away when approached

by an Invigilator).

- (b) The Committee shall not admit hearsay evidence unless there is independent evidence that lends it credence.

(Note: Hearsay evidence is heard from a person who was not an eye witness e.g. where a witness reports what was told to him/ her by another person. Such evidence should only be accepted where there is other corroborative evidence which supports the hearsay.

18. After the close of the evidence and before a decision is made, the student/ candidate shall be given an opportunity to present to the Committee mitigating factors.

vi). Post-Hearing

19. The Committee shall deliberate on the matter preferably on the same day as the hearing.
20. The Committee shall make findings of fact with respect to the evidence and make a decision based on those facts. The Committee must assign reasons for each decision.
21. The proceedings, Committee deliberations and the decision/ Recommendation should be recorded and a signed record should be forwarded to the Senate Committee for information for decisions other than dismissal.
22. The student/candidate shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.
23. The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.
24. Where the Committee recommends dismissal of a student/ candidate, the Senate Examinations Committee must confirm the decision and officially inform the student / candidate of the final decision.

vii) Appeal Procedures

25. A student/candidate who is dissatisfied with the decision of a committee may appeal to the Senate Examinations Committee within 30 days from the date of the letter communicating the decision.

26. The appeal shall be in writing addressed to the Academic Registrar and copied to the Faculty Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student / candidate and Chairperson of the Committee receipt of the appeal.
27. A student/candidate who pleaded guilty to an offence before the Faculty Committee shall have a right of appeal only with respect to the penalty.
28. The Senate Examinations Committee shall hear the appeal expeditiously. The student /candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Senate Examinations Committee and be heard.
29. The Academic Registrar shall notify the Faculty Committee that made the decision in the first instance of the date of hearing of the appeal. The Faculty Committee shall have a right of representation.
30. At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the Faculty Committee shall have a right to respond to the student/candidate's presentation.
31. The Senate Examinations Committee shall have power on cause being shown to allow the student/candidate present additional evidence before it on appeal. Where additional witnesses are called, they will be subject to cross examination by the representative of the Faculty Committee. The Faculty Committee may also adduce additional evidence, which may be responded to by the student/candidate.
32. The Senate Examinations Committee will then deliberate in the absence of the student/candidate and Faculty Committee representative preferably on the date of hearing.
33. The Senate Examinations Committee may confirm, vary or set aside the decision of the Faculty Committee.
34. The Senate Examinations Committee shall take into account the rules of natural justice set out in Rule 8 (ii) 2 of these Rules.

COMMON RULES AND REGULATIONS GUIDING UNIVERSITY EXAMINATIONS AS APPROVED BY COUNCIL ON 26TH MARCH, 2015.

SECTION 1: PREAMBLE

1.1 Act and Statutes

All matters concerning University Examinations shall be supervised by the Academic Registrar, under the general direction of the Deputy Vice Chancellor (AA) and Senate, subject to UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS' ACT, 2001 Statute.

1.2 Overall Authority

Senate shall have the overall authority in all matters concerning and affecting examinations. These include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

1.3 Definition of Terms

For the purpose of these Regulations and Rules:

- (a) University Examinations are all those examinations, assessments or evaluations that are administered to students for purposes of evaluation.
- (b) Regular University Examinations are those examinations held at the end of each Semester or end of each year or as may be determined by Senate.
- (c) Special Examinations are those examinations which, after approval by Senate, are administered to candidates who did not sit regular examinations for known and justified reasons.
- (d) Supplementary Examinations are those examinations that are administered to candidates who fail up to a maximum of 4 courses in an academic year, subject to section 2.3 and on approval of Senate.
- (e) Continuous Assessment is any form of evaluation such as test, graded practical, projects and assignments, during a semester and count towards University Examinations as defined in specific programmes.
- (f) A Semester is a period of study of normally not less than 17 weeks or such a period as may be determined by Senate.
- (g) An Academic Year shall normally consist of two semesters and a recess term of 10 weeks or such other period as may be determined by Senate.
- (h) A Course is that part of a subject described in an approved programme and normally taught over a semester. A course may comprise a minimum of two units and a maximum of five units.
- (i) A Unit of Study is one hour of lecture per week per semester or two hours of

tutorials over a semester. A course may comprise at least two and at most 5 units of study.

- (j) A Semester Load shall normally consist of the total number of units approved by senate for individual academic programmes.
- (k) Prescribed Courses are courses which may be designated as core, required, pre-requisite or elective as specified in given curriculum as approved by Senate.
- (l) A Core Course is a course which is central to the discipline of study.
- (m) A Required Course is a course which is supportive of/or beneficial to a discipline.
- (n) A Pre-requisite Course is a course which must be taken and completed successfully before one can register for a related course.
- (o) An Elective or an Optional course is a course which a student may choose, according to interest, subject to approval by the relevant department, but which may not necessarily be central to a discipline of study.
- (p) Leakage is any act which results in a candidate, or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examination, before the scheduled date and time of the examination.

1.4 University Examination Process

The University Examination's Process starts with draft questions prepared by Internal Examiners and terminates with the publication of results approved by Senate. All copies of draft examination papers except the moderated ones, which go for typing, must be destroyed. The entire process presupposes responsibility, integrity and confidentiality on the part of all University personnel involved.

SECTION 2: EXAMINATIONS

University Examinations shall be:

2.1 Continuous assessment (CA)

- (i) There shall be a minimum of three Continuous Assessments per course per Semester.
- (ii) The scheduling and administration of Continuous Assessments shall be spaced evenly over the Semester.
- (iii) The results of the Continuous assessment shall be submitted to the Dean of the Faculty not more than two weeks before the beginning of the Regular

University Examinations.

- (iv) Continuous assessments shall normally constitute 30% for certificate, diploma, undergraduate and post graduate diploma and 40% for graduate programmes, unless Senate decides otherwise.
- (v) A candidate must have attempted the required number of Continuous assessments on a given course to be eligible to sit a University Examination in that course.
- (vi) The Continuous Assessment records shall be made available to the External Examiners without fail.

2.2 Regular Examinations

- (i) The lecturer(s) responsible for a course who shall also be the Internal Examiner(s) for the course(s), shall set questions for the regular University Examinations and prepare marking schemes, within the first month of each semester/academic year.
- (ii) Departmental moderation committees shall moderate examination papers internally before the papers are sent to External Examiners.
- (iii) A copy of the question paper(s), detailed marking scheme(s), titles of reference books used, detailed curricula and other relevant information shall be sent to External Examiners to facilitate the moderation of examinations.
- (iv) The Head of Department shall ensure that comments on examination papers from External Examiners are discussed by the Departmental Examination board.
- (v) Moderated examination papers shall be sent to the Deans of Faculties for processing and safe keeping five weeks before the start of the regular examinations.
- (vi) All typed examination question papers must be proof-read by Internal Examiners before the papers are reproduced and sealed.

2.3 Supplementary Examinations

- (i) Candidates who are required to sit supplementary examinations shall pay 50% of the approved functional fee, and any such other amount as may be determined by the Senate.
- (ii) Continuing candidates required to sit supplementary
- (iii) A final year candidate who fails examination in a final year course(s) shall sit supplementary examinations in the course(s) 4 weeks after the approval of results by the Senate.
- (iv) The final mark for a pass in a supplementary examination shall be 50% for certificate, diploma and undergraduate programmes and 60% for graduate

programmes.

- (v) The candidate who obtains a total between 39 - 48 in any paper in the final year shall qualify to sit for a supplementary examination in that paper after payment as stipulated in (i) above.
- (v) A final year candidate who fails a supplementary examination shall repeat the failed course(s) upon payment of required fees.
- (vi) At the end of the examination, the invigilator will sign the examination card upon receiving the candidate's answer sheet.
- (vii) A candidate who fails in a pre-requisite course shall not normally be allowed to proceed to the following year of study if the subsequent course is core or required.

2.4 Special Examinations

- (i) A candidate who is allowed to sit special examinations shall sit regular examinations as special examinations when these are subsequently administered unless otherwise approved by Senate.
- (ii) A final year candidate who is required to sit special examinations in the final year course(s) shall do so immediately the results are approved by the Senate.
- (iii) No special Examinations shall be administered to candidates except under the following circumstances:
 - (a) For medical reasons as certified by the University Medical Officer and approved by the Senate.
 - (b) For compassionate reasons, based on events such as bereavement within the candidate's immediate family, which occur prior to and/or during the examination period, verified by the Dean of Students and approved by the Senate.
 - (c) As a result of other circumstance(s) beyond the candidate's control such as abduction, sickness which should be verified by recognized authorities.
- (iv) The decision on whether or not, a candidate is allowed to sit special examinations shall be made by Senate on recommendations from Faculty Boards of Examiners.
- (v) Continuous assessment marks shall count towards the grading of Special Examinations.

SECTION 3: CONDUCT OF EXAMINATIONS

3.1 Registration for Examinations

- (i) Candidates shall register for University examinations at the same time as they register for courses.
- (ii) Two weeks before the start of examinations, candidates shall be issued with examination cards.
- (iii) No candidate shall be allowed to sit examinations for a paper which he/she has not been registered for.

3.2 General Rules

- (i) University Examinations shall take precedence over external or any other examinations.
- (ii) A candidate who has missed 20% or more of the required course attendance in a given course shall not be allowed to sit University Examinations.
- (iii) University Examinations shall normally be conducted from Monday to Friday, and on any other day approved by Senate.
- (iv) All courses shall be examined within the semesters in which they are taken, unless otherwise approved by Senate.
- (v) Examination Regulations specific to Faculties shall be presented to Senate for approval through the Faculty Boards.
- (vi) All Faculties may be required to define core, required, pre-requisite and elective courses for approval by Senate.
- (vii) A candidate, who fails one or more courses shall be required to sit Supplementary Examinations in the failed courses.
- (viii) A candidate who fails in more than 4 courses in a year shall stay put to clear the failed courses.
- (ix) A candidate who fails to turn up for an examination shall be deemed to have failed that examination.

3.3 Examination/Time-Table Co-ordinators

- (i) There shall be Departmental examination/Timetable- coordinators appointed by the Heads of Departments.
- (ii) There shall be a Faculty Examination/Timetable coordinator appointed by the Dean to deal with all matters related to the University Examinations within the Faculty. He She should be at least at lecturer level.

Examinations Timetable

- (i) Candidates shall sit their examinations at such centres/venues as

specified by Senate from time to time in the examination timetables.

- (ii) Candidates shall be admitted into the examination room at least fifteen minutes before the examination starts, and shall not turn over the examination paper(s) until the invigilator announces so.
- (iii) Willful disruption of examinations by any candidate shall constitute an examination offence. Such disruption may include the disarrangement of furniture in the examination venue.

3.4 Examinable Course Works other than the Final Exam

- (i) The candidate shall ascertain the nature of the requirements for each paper, unit, or course from the Faculty concerned.
- (ii) The candidate shall meet the deadline(s) set for assignment(s).
- (iii) Unacknowledged copying or plagiarism in completing this work shall be treated as an examination offence. In this context other than final examination includes Continuous Assessment Tests (CATs), term papers, theses, projects and project report, practical attachments and any other form of academic assessment approved by the University Senate.

3.5 Conducting of Examinations

- (i) The examinations shall comprise such written, oral and practical examinations as the examiners may determine.
- (ii) In respect of any examination, no candidate shall be allowed to enter or leave the examination room thirty minutes after the commencement or thirty minutes before the end of the duration set for the writing of that examination, provided that a candidate permitted to leave the room hands over his/her script to the invigilator before leaving.
- (iii) 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).

3.6 Conduct of the Candidate

- (i) A candidate may be allowed to bring into the examination venue such electronic gadgets as may be specified by the examiner. Gadgets thus specified shall be:
 - (a) Electronic, truly portable, self powered, noiseless and non programmable.
 - (b) Devoid of audible alarms and operation manuals.
- (ii) The use of mobile phones, MP3 Players, ipods, Blue tooth facilities, and such other related gadgets shall not be allowed in the examination room.
- (iii) No candidate shall, whatsoever, communicate with another candidate in the

- examination room.
- (iv) Candidates shall be required to be in possession of a personal, valid examination card, devoid of any unauthorized writings, and which shall be displayed prominently for scrutiny by the invigilator(s). In addition, candidates shall display a valid student's identification card.
 - (v) The Chief Invigilator shall announce when the candidates should start and stop writing and the time allowed for the paper.
 - (vi) Candidates shall read and abide by the instructions on the front page of the answer booklets.
 - (vii) On turning over the question paper, candidates must check to ensure they are in the possession of the right question paper and any other material as authorized.
 - (viii) No candidate shall continue writing after the invigilator has announced the expiration of the time specified for the writing of the examination.
 - (ix) In no circumstance shall any time, over and above the time allotted to any paper, be allowed to any candidate for reading over his/her script(s) or making any amendment or addition to the script(s).
 - (x) No candidate shall be allowed into the examination room if he/ she is deemed to be under the influence of alcohol or substance abuse.
 - (xi) Candidates seeking to be exempted from examinations on medical grounds must seek authorization from the University Medical officer ahead of the examination(s) in questions. Cases occurring during the sitting of an examination shall be referred to the Medical Officer. Cases of sickness shall not be considered in retrospect.

3.7 Invigilation of Examinations

- (i) The Academic Registrar shall circulate annually the instruction to candidates, setting out details of procedures to be followed in the conduct of examinations. (See Appendix).
- (ii) Invigilators, who are normally members of the academic staff, shall be nominated by the Head of Department and appointed by the Dean of the Faculty at least one month before the start of examinations. The names of all invigilators and main invigilators shall be sent to the Deputy Vice Chancellor (AA) and Academic Registrar one month before the start of regular University examinations.
- (iii) At least two invigilators shall be assigned to one examination room. There shall be at least two invigilators in an examination room any one time during the examination, provided that a ratio of one invigilator to twenty five candidates shall be maintained.

- (iv) All invigilators shall, under the direction of the Main Invigilator, be responsible for the distribution, monitoring, collection and security of examination papers and for such other duties as may be assigned to them.
- (v) At the end of the examination, the invigilator will sign the examination card upon receiving the candidate answer sheet.
- (vi) The Main invigilator shall collect all examination papers and related materials from the Head of Department, atleast half an hour before the start of an examination.
- (vii) The Main invigilator shall ensure that all examinations start and end on time.
- (viii) Invigilators who will fail to invigilate their assigned examinations without good reason shall face appropriate disciplinary action.

SECTION 4: EXAMINERS

4.1 Internal Examiners

Duties of Internal Examiners

- (i) An Internal Examiner shall normally be a member of the academic staff at the level of lecturer or above who has taught the course to be examined.
- (ii) Internal Examiners shall mark every script, based on a detailed and well structured marking scheme, to ensure consistency in marking.
- (iii) The Head of Department, as the Chief Internal Examiner, shall ensure standardization and consistency in marking.
- (iv) Internal Examiners shall, after marking all the scripts, enter Continuous Assessment marks and end of semester examination marks on the individual mark-sheets (red mark sheets).
- (v) The Internal Examiner, for any particular examination paper shall normally be the main invigilator.
- (vi) If the Internal Examiner is unable to be present at the start of an examination he/she must inform the Head of Department, who shall then nominate a replacement from the department concerned.

4.2 External Examiners

(a) Appointment

- (i) An External Examiner is normally a renowned academician at the level of Senior Lecturer or above.
- (ii) Senate shall appoint External Examiners on the recommendation of Faculty Boards.
- (iii) External Examiners shall be invited to examine examinations at the end

- of every academic year unless otherwise approved by the Senate.
- (iv) External Examiners shall not have taught, either as full or part time staff members of the University, the subject(s) to be examined, during the previous four years predicting their appointment as External Examiners.
 - (iv) External Examiners shall normally be appointed continually not more than 3 academic years.

(b) Duties of External Examiners

The External Examiner shall:

- (i) Moderate examination papers before the examinations are administered.
- (ii) Be provided with scripts, question papers, final marking scheme and mark sheets by the Head of Department on arrival and shall be required to familiarize themselves with the documents. (Refer also to sec 2.1.vi).
- (iii) Review cases of candidates who have failed, those who have passed exceptionally well, and cases of candidates whose performance maybe considered as borderline.
- (iv) Evaluate the structure and choice of examination questions, the adequacy and coverage of the curriculum, marking schemes and any other related examination matters.
- (v) Submit to Senate, through the Vice Chancellor, a written report on the conditions in which teaching and learning was conducted and the general standard of examination papers and the performance of candidates.
- (vi) Attend the Departmental Board of examiners to present their reports.
- (vii) Where there are differences in scores between the marks allocated to candidates by the External Examiners on the one hand, and marks allocated by the Internal Examiner on the other, the Departmental Board of Examiners shall agree on the award of the final mark.
- (viii) Departments shall discuss the External Examiners' reports(s) at Departmental Board of Examiners.
- (ix) The responses by Departments to the External Examiners' reports shall be sent to the respective Deans of Faculties and copies sent to the Deputy Vice Chancellor and the Academic Registrar.
- (x) The Deans of Faculties shall call Special Board meetings to discuss the consolidated External Examiners' reports and the responses of Departments to them, within two weeks of receiving the reports from the Heads of Departments.
- (xi) The Vice Chancellor shall call a special Senate meeting to consider

the consolidated reports from external Examiners and responses from Faculties.

SECTION 5: EXAMINATION RESULTS

5.1 Processing of Examination Results

- (i) All Internal Examiners shall submit results, scripts, projects and other assessment materials and records to the Heads of Departments within two weeks after the end of an examination.
- (ii) Heads of Departments shall forward results to the relevant Faculty Boards of examiners after consideration by Departmental Boards of examiners.
- (iii) All examination results are confidential until they have been considered by the Faculty boards of Examiners, and are not official until approved by Senate.
- (v) The Deans shall forward provisional results to Senate for final consideration and approval.
- (vi) Examination results shall be considered at the end of every semester unless otherwise approved by Senate.
- (vi) The Senate may accept, reject, vary or modify examination results presented to it by the Faculty Board of Examiners.
- (vii) No Department or Faculty has the authority to alter examination marks or results, once they have been approved by Senate.

5.2 Appeals for Re-assessment of Examination Scripts

- (i) All appeals for re-assessment of examination scripts to Senate shall be made through the Dean of the Faculty.
- (ii) A candidate may appeal, giving reasons for such an appeal, for reassessment of examination scripts, within a month of Senate approving the results.
- (iii) A candidate who requests for a remark shall pay a non refundable fee of 100,000 Uganda shillings per paper, or such other amounts as may be determined by Senate from time to time.
- (iv) If such an appeal is approved, Senate shall appoint an independent examiner to mark the script(s) and report to the Senate.
- (v) An independent Examiner refers to an Internal or an External Examiner, who has not taught or examined the candidate. (Should be at level of examiner but is the subject specialist).
- (vi) The score obtained on remarking a script, shall be the official and final mark.

5.3 Academic Transcripts

- (vii) Deans shall release provisional examination results to all candidates soon after the results are considered and approved by the faculty boards of Examiners.
- (viii) The Dean shall forward the Consolidated Mark Sheets to the Academic Registrar after examinations have been finalized and all the entries accurately completed, checked and signed by the Dean.
- (ix) The Academic Registrar shall issue approved official transcripts to students based on Senate approved results.
- (x) In the event of loss of original transcripts by candidates, replacements may be issued at a fee of 50,000 Uganda shillings each, or at such other amount(s) as may be determined by Senate from time to time.

5.4 Pass Mark

- (i) The performance of candidates in University Examinations shall normally be determined by grades from Continuous assessment Tests, Regular, Supplementary and Special University Examinations.
- (ii) Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by Senate.
- (iii) The final mark for each course shall be rounded off to the nearest whole number.
- (iv) The pass mark for all courses shall be 50% for certificate, diploma undergraduate and 60% for graduate programmes unless otherwise approved by Senate. Candidates must pass in all the prescribed courses before they are awarded certificates, diplomas and degrees.
- (v) The Examination grading system shall be as approved by the National Council for Higher Education unless otherwise specified by the Senate.

5.5 Compensation within the University Grading System (Undergraduate Degree Programmes only)

- (i) Compensation shall be possible, but not compulsory, for Regular and Special Examinations.
- (ii) Compensation shall be considered by the Faculty/Board of Examiners when results are being processed at the end of every academic year.
- (iii) A candidate who scores 48% marks may be compensated, to obtain the minimum pass mark of 50%. Compensation must be transacted between closely related courses only.
- (iv) A candidate must obtain at least an average of 50 marks for all courses including the mark obtained in the failed paper, in the academic year's

courses, to qualify for compensation.

- (v) No candidate shall receive compensation for more than two courses in an academic year.
- (vi) Marks for compensation shall be obtained by subtracting marks from a subject with a close correlation with the subject being compensated.
Two marks shall be borrowed for every 1 mark compensated.

SECTION 6: IRREGULARITIES IN UNIVERSITY EXAMINATIONS

6.1 Examination irregularities shall include but not limited to:

Group I

- (i) Having unauthorized material in an examination room.
- (ii) Attempting to read scripts belonging to another candidate.
- (iii) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.
- (iv) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (v) Failing to write a statement.

Group II

- (i) Attempting to copy from or making references to unauthorized material(s) or sources in the examination room.
- (ii) Attempting to obtain assistance from another candidate, or attempting to give assistance to another candidate, directly or indirectly in answering an examination paper.
- (ii) Carrying examination scripts, one's/or candidate's out of the examination room.
- (iv) Attempting to carry examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- (v) Writing on the question paper.

Group III

- (i) Reading answer scripts belonging to another candidate.
- (ii) Copying from, or destroying or refusing to surrender evidence which may be used as proof of an examination irregularity, resisting, assaulting an invigilator.
- (iii) Obtaining assistance from another candidate, and/or giving assistance to

another candidate, directly or indirectly in answering to an examination paper.

- (iii) Permitting another candidate to copy from or make use of one's papers.
- (v) Committing a subsequent examination irregularity after being warned or suspended and readmitted.

6.2. Procedure in Dealing with Examinations Irregularities

- (i) Invigilators, shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.
- (ii) When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to Dean of the Faculty and copied to the Academic Registrar.
- (iii) The invigilator, shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.
- (iv) The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Dean of the Faculty.
- (v) The main invigilator and the Head of Department shall make a full report on the incident to the Dean of the Faculty and copied to the Deputy Vice Chancellor immediately after the examination.
- (vi) The main invigilator's report and the candidate's statement shall be considered by an Investigating Committee of the Faculty appointed by the Faculty Board.
- (vii) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Head of Department considers that an examination irregularity has occurred, a full report shall be made to the Dean of the Faculty and copied to the Deputy Vice Chancellor and the Academic Registrar.

6.3 Investigating Committee

The Investigating Committee shall normally be composed of:

- (i) Four members of the Faculty Board or their representative, one of who shall be the Chairman.
- (ii) The Head of the Department in which the candidate is registered.
- (iii) Representatives of the Dean of Students
- (iv) Representative of the Academic Registrar who shall be the Secretary.

6.4 Some Examination Offences and Penalties

A. General Conditions for the Candidates To Observe

The following is a schedule of some of the probable offences and the

subsequent penalties to be meted out. As candidates familiarize themselves with the schedule, specific note of the following conditions must be taken into account:

- (i) The schedule is not exhaustive, and the University shall not be considered from penalizing candidates for any other candidate that it may deem punishable, or imposing any penalties other than those appearing on this guide.
- (ii) Candidates shall be deemed to have registered for University examinations upon registering for courses in the relevant Faculty. Such registration shall be construed to mean readiness to comply with all examination regulations in force at the time of registration.
- (iii) The interpretation of examination regulations, and the offences and penalties thereof, shall rest with Senate.
- (iv) That the University shall have the right to amend or vary the examination regulations without prior consultation with the candidates. Such amendments/ variations shall, however, be brought to the candidates' attention before sitting for the examinations in which the amendments/variations shall be in force.
- (v) All candidates found guilty of an examination offence shall be required to undergo mandatory counselling.

B. Matrix of Punishable Examination Offences and Penalties

S/N	Offence	Penalty
1.	Possession of and/or copying from unauthorized material brought to the examination venue by the candidate himself/herself or by other person(s)	<ul style="list-style-type: none"> (a) Cancellation of the candidate's examination results in the course concerned (b) A written warning. (c) Suspension from the University for one academic year /stage and on re-admission repeat the year /stage of study in which the offence was committed.
2.	Copying from other candidates' examination work in the examination room.	<ul style="list-style-type: none"> (a) Cancellation of the candidate's Examination results in the course concerned. (b) A written warning. (c) Suspension from the University for One academic year/stage and on readmission repeat the year/stage of study in which the offence was committed.

3.	Circulating/exchanging/ issuing unauthorized written, electronic, or any other material to other candidates during an examination	(a) Cancellation of the candidate's examination results in the course concerned (b) Expulsion from the University of the candidates involved.
4.	Communicating orally or through gestures with other candidates during the examination	(a) Cancellation of the candidate's examination results in the course concerned (b) The candidate shall be deemed to have failed the unit. (c) A written warning.
5.	Possession of activated electronic gadgets such as mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other unauthorized equipment/ gadgets in the examination venue.	(a) Cancellation of the candidate's examination results in the course concerned (b) The candidate shall be deemed to have failed the unit. (c) A written warning.
6.	Use of a mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other unauthorized equipment/gadgets in the examination venue.	(a) Cancellation of the examination results for the candidate(s) involved. (b) Suspension from the University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed. (c) A written warning.
7.	Possession of used or unused examination answer booklet(s) in the examination venue during an examination other than the material issued by the invigilator	(a) Cancellation of the examination results for the candidate(s) involved. (b) Expulsion from the University.
8.	Continuing writing even after the invigilator has announced the expiry of time allocated for the examination	(a) Cancellation of the candidate's examination results in the course concerned (b) The candidate shall be deemed to have failed the unit. (c) A written warning
9.	Carrying one's answer booklet(s) out of the examination room.	(a) Cancellation of the candidate's examination results in the unit concerned (b) Suspension from the University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed. (c) A written warning

10.	Carrying another Candidate's answer booklet(s) out of the examination room.	(a) Cancellation of the examination results for the candidate(s) involved. (b) Expulsion from the University.
11.	Candidate whose answer booklet(s) has/have been taken out of the examination room without his/her knowledge or consent.	(a) Cancellation of the candidate's examination results in the course concerned. (b) Re-sit the unit as a Special examination if absolved from any complicity or conspiracy.
12.	Destroying evidence which may be used as proof of an examination irregularity.	(a) Cancellation of the examination results for the candidate(s) involved. (b) Expulsion from the University.
13.	Obstructing the invigilator while he/she is performing his/her duties, and/or use of personal violence and/or threats against the invigilator on matters relating to the sitting of an examination.	(a) Cancellation of the examination results for the candidate(s) involved (b) Expulsion from the University
14.	Willful disruption of examinations attributable to a candidate's behavior during University examinations.	(a) Cancellation of the examination results for the candidate(s) involved. (b) Expulsion from the University
15.	Presenting oneself in the examination venue under the influence of alcohol and/or substance abuse.	(a) Expulsion from the examination room (b) Mandatory counseling and/or medical treatment until declared fit to resume studies. (c) To re-sit the examination as a supplementary examination upon resumption of studies. (d) A written warning.
16.	Conspiracy to impersonate (an) other candidate(s) during an examination.	(a) Cancellation of the candidate(s) examination results in the course concerned. (b) Expulsion from the University for the candidates involved in the conspiracy.
17.	Smoking in the examination room	(a) Expulsion from the examination room. (b) Cancellation of the examination results for the candidate(s) involved. (c) To re-sit the examination as a supplementary examination upon resumption of studies. (d) A written warning.

18.	Possession and/or usage of another candidate's examination card.	<ul style="list-style-type: none"> (a) Cancellation of the candidate's examination results in the course concerned (b) Suspension from the University for one academic year/stage and on re- admission repeat the year/stage of study in which the offence was committed. (c) A written warning.
19.	Availing one's permit for use by another candidate.	<ul style="list-style-type: none"> (a) Cancellation of the candidate's examination results in the course concerned (b) Suspension from the University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed. (c) A written warning.
20.	Presenting an invalid examination permit to the invigilator during an examination.	<ul style="list-style-type: none"> (a) Cancellation of the candidate's examination results in the course concerned (b) The candidate shall be deemed to have failed the unit. (c) A written warning.
21.	Possession of a forged examination permit.	<ul style="list-style-type: none"> (a) Cancellation of the examination results for the candidate(s) involved. (b) Expulsion from the University
22.	Presenting oneself for an examination in a course/ he/ she has not duly registered.	<ul style="list-style-type: none"> (a) Cancellation of the examination results in the course(s) concerned. (b) A written warning.
23.	Sitting examinations without payment of requisite fee.	<ul style="list-style-type: none"> (a) Cancellation of the examination results in the course(s) concerned. (b) A written warning
24.	Plagiarism/Unacknowledged copying	<ul style="list-style-type: none"> (a) Cancellation of the candidate(s) examination results in the course concerned. (b) Expulsion from the University for the candidate (continuing student), or withdrawal of award (graduate)
25.	Proven commission of examination offence(s) more than once	<ul style="list-style-type: none"> (a) Cancellation of the examination results for the candidate(s) involved. (b) Expulsion from the University

SECTION 7: LEAKAGE OF EXAMINATIONS

- (i) Any person, who suspects that a leakage has taken place, shall immediately report to the Academic Registrar and the Dean of the Faculty.
- (ii) Where a leakage has been established as having occurred, the Dean of the Faculty shall NULLIFY the examination and order a fresh examination to be set and administered.
- (iii) The Investigating Committee shall make recommendations to Senate, based on their findings as soon as possible.
- (iv) Senate shall take appropriate disciplinary action(s) on students and staff proved to be guilty of the vice.

SECTION 8: LOSS OF SCRIPTS

- (i) Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the examinations.
- (ii) The Chief Internal Examiner shall report cases of loss of scripts to the Dean of the Faculty as soon as is practicable.
- (iii) An Investigating Committee appointed by the Faculty Board shall investigate the loss of a script(s) and report its findings to Senate.
- (iv) Senate shall determine, based on the report, the course of action to be taken as a result of loss of scripts.

SECTION 9: DISPOSAL OF SCRIPTS

- (i) The Faculty Dean shall be the custodian of examination scripts.
- (ii) The Dean of the Faculty shall normally dispose the examination scripts 3 years after the candidate graduates from the University.
- (iii) Results and scripts, which involve appeals, shall not be disposed off until after the appeal has been settled.
- (iv) Rules governing confidentiality of information shall apply in the disposal of scripts.

SECTION 10: EXEMPTIONS

- (i) Senate may, at its discretion, grant a Faculty/School/Center or an institute, exemption from any of the requirements of these rules and regulations.
- (ii) Senate may, on the recommendation(s) of a Faculty board, grant any candidate(s) exemption from any of the requirements of these rules and regulations.

SECTION 11: NON-COMPLIANCE WITH EXAMINATION RULES AND REGULATIONS

Senate shall take appropriate action against any person who does not comply with any of these Rules and Regulations.

SECTION 12: DISSERTATIONS AND THESIS

Dissertations and Thesis reports shall be kept by the University for a long time in both soft and hard copy.

NOTE:

These rules and regulations shall be implemented together with the earlier ones enacted by the Senate.

APPENDIX

Instruction to Candidates and Invigilators.

1. Candidates shall be allowed into the examination room five minutes before the start of the examination. Question papers shall be placed upside down on the desks before candidates enter the examination room. Candidates must not turn the question paper over until they are instructed to do so.
2. A candidate, who arrives within the first half hour of the start of the examination, may be allowed into the examination room provided no other candidate has left the room. Such a candidate will have no extension of time to compensate for the lateness.
3. No candidate shall enter the examination room after thirty minutes from the start of the examination. A candidate who is excluded from the examination under this regulation should report to the Chief External Examiner.
4. Examination registration cards and students' identification cards should be conspicuously displayed. Candidates who do not have examination cards shall not be allowed to sit the examination.
5. Books, bags, notes, rough papers, cell phones or any other such materials that may hinder transparency, or that are likely to raise suspicion should not be carried into an examination room. Log books and calculators should not be brought into the examination room, unless there is a provision to the contrary for a particular paper. All unauthorized materials should be handed over to the Main Invigilator before the start of an examination.
6. Invigilators shall have power to confiscate any unauthorized material(s) brought into the examination room. They shall have the power to expel from the examination room, any candidate who creates disturbance and breaches the peace and quiet of the examination room.
7. Candidates should acquaint themselves with the instructions on the front page of the answer books.
8. Candidates should write their registration numbers, course codes and course titles on each answer booklet and on continuation sheets.

9. Candidates are not allowed to communicate with each other, either verbally or through other means, during an examination without the permission of the invigilator.
10. Candidates are not allowed, in their course and assignments, to reproduce the works of another person, other persons without acknowledgement, and with intent to deceive. This amounts to plagiarism, a serious offence which will lead to disciplinary action being taken against such a candidate.
11. Smoking is forbidden in an examination room.
12. Candidates must stop writing and assemble their scripts at the end of the examination, on the instructions of the Main Invigilator and hand in their answer script together with their examination cards for signing.
13. Candidates are not allowed to remove answer books or sheets from the examination room.
14. A candidate who is unable to sit an examination should report the circumstances to the Dean of the Faculty and the Head of Department immediately.
15. Misreading the examination timetable is not a sufficient cause for failing to sit an examination.

DEANS OF FACULTIES

Prof. Paul Waako
MBChB MSc (MUK). PhD (UCT) Dip. MGT (UMI)
Dean, Faculty of Health Sciences
(Mbale Campus - pwaako@yahoo.com, pwaako@chs.mak.ac.ug)

Dr. David Magumba
Bsc Msc (Agric) Mak, PhD (Resource Economics) Chiba-Japan
Dean, Faculty of Agriculture and Animal Sciences
(Arapai Campus -davmagumba@gmail.com)

Dr. Alice Nakiyemba
Dip. (Educ), BA(Social Sciences), MA(Sociology), PhD
Dean, Faculty of Natural Resources & Environmental Sciences
(Namasagali Campus) – alicenakiyemba@gmail.com

Dr. Edward Andama
(Bsc. Msc. PGDE, PhD)
Dean, Faculty of Science and Education
(Nagongera Campus) - e.andama@sci.busitema.ac.ug

Dr. Wilson Musinguzi Babu
BSc (Eng), MSc (SEE), PhD (Energy)
Dean, Faculty of Engineering
(Busitema Campus - wilson.musinguzi@gmail.com)

Mr. Nangoli Sudi
MBA (PROJECT), ACCA (UK), CPA (U), BBA
Ag. Dean, **Faculty of Business and Management Sciences**
(Pallisa Campus - nangolisudi@gmail.com, snangoli@mubs.ac.ug)

Dr. Ochwoh Victor Akangah
Bsc(Agric) Mak, Msc(Soil Science) Mak, PhD Univ. of Pretoria, RSA
Coordinator, Directorate of Graduate Studies, Research and Innovation
(Busitema Campus – ochwokangah@gmail.com)

BUSITEMA UNIVERSITY
Office of the Academic Registrar

P.O. Box 236, Tororo / 226, Busia, Uganda

Gen: +256 - 454 448842

Dir: +256 - 454 448864

Fax: +256 - 454 436517

Email: ar@acadreg.busitema.ac.ug / arbusitema@hotmail.com

Website: www.busitema.ac.ug