

AMENDED VERSION - 2003
REGULATIONS FOR THE CONDUCT OF
CERTIFICATE/DIPLOMA/UNDERGRADUATE DEGREE
PROGRAMMES

1. Programme of Study

- (i) Programmes of Study for the award of diploma or undergraduate degrees shall consist of courses for each of which a number of credit hours shall be prescribed. Each module shall cover a period of not more than one semester, with the exception of project work.
- (ii) Departments shall submit details of course credit hours and total credit hours for the programme classified as **REQUIRED COURSES** and **OPEN ELECTIVES** for approval by the Faculty and Academic Boards.

2. Structure of Programme

- (i) The programme shall be divided into semesters, each course falling within one semester only. Courses in each semester shall consist of:
 - a. Required Courses
 - b. Open Electives
- (ii) Open electives may be selected from any department or any other teaching institution in the University. Until there is an improvement in the facilities in the University, the implementation of the open electives concept is to be optional.

3. Credit hours for Programmes

- (i) The total number of credit hours required by a student to qualify for a diploma or degree shall be determined by the Faculty/Department within the following ranges:

Programme	Minimum	Maximum
1-year Certificate	12	30
2-year Certificate	60	84
2-year Diploma	60	84
3-year Undergraduate Degree	90	126
4-year Undergraduate Degree	120	168

- (ii) The above credit hours are inclusive of lecture time, practical work, thesis writing, projects, seminar and workshops. Two to four hours of practicals are equal to one credit hour.

4. Registration

- (i) Every student must be admitted into a Faculty/Department for a programme of study and must be properly registered for courses during the official registration period at the beginning of each semester. The student shall plan his/her courses in consultation with his/her academic tutor.
- (ii) Continuing students who trail between one (1) and six (6) 1st, 2nd and/or 3rd year courses at the end of the second semester examination shall be required to:
 - a. First register the outstanding trailed courses(s) for the appropriate semester.
 - b. Then register additional current course(s) to make up the required maximum credits for the semester and defer the rest of the courses.
- (iii) Students shall report on the day that the university re-opens and register within the normal period as would be determined by the University. It shall be permissible for those who are unable to register within the said period to undergo late registration.
- (iv) A fine to be determined by the University shall be imposed for late registration. Formal registration ends on the last day of the period of late registration.
- (v)
 - a. A student who is unable to register within the formal registration period on grounds of ill-health, shall on provision of a *Medical Report* issued or endorsed by the Director of University Health Services, be allowed to register within seven days from the day of the closure of formal registration.
 - b. In the event of the inability of such a student to register within the seven days stipulated in paragraph (V) a. above, he/she will be allowed a deferment for a semester. In a situation where the first semester courses are prerequisite for the second semester courses, the deferment shall be for the whole academic year (*i.e. two semesters*).
- (vi)
 - a. There shall be no registration by proxy.
 - b. A student who does not duly register within the registration period shall be precluded from commencing the semester's programme of courses.
- (vii)
 - a. Registration for the appropriate courses shall qualify a student to write an examination. Where a student registers for a course, but fails to write the examination, the student shall be deemed to have failed the course unless reasons acceptable to the Faculty Examiners Board can be advanced, in this case the student shall be graded Incomplete ('1') and be expected to take part in the next available formal examination.

- b. Students shall be permitted to change their courses only during the registration period.
- c. In order to qualify as a full-time student, the student must take courses equivalent to the following range of credit hours, both limits inclusive, of the Faculty and Academic Boards.

Undergraduate	15 - 21
Diploma	15 - 21
Certificate	15 - 21

- d. A student shall attend all lectures, seminars, workshop sessions and practicals prescribed for the courses for which he/she has registered as a pre-condition for writing an examination.
- e. Any student who is absent from Lectures, Tutorials and Practical classes without proper permission for a total of 14 days or more in any semester shall be deemed not to have satisfied the attendance requirements for the semester and shall not be allowed to take part in the end of semester examinations.

5. Change of Programme of Study

Students who wish to change their programmes of study after the first year shall apply to the Deputy Registrar (Academic) for the requisite application forms. All such applications will have to be finally approved by the Vice-Chancellor.

6. Deferment of Programme

- (i) A student could interrupt his/her programme for whatever reason for a maximum period of one year, but he/she must be granted permission by his/her Dean through his/her Head of Department. Such request for interruption of the programme will normally be granted within the first four (4) weeks of the start of the semester.
- (ii) Where the interruption is for one semester, the student shall be required to satisfy the requirement for that semester before he/she proceeds to the next semester.
- (iii) A first year student shall have completed the requirements for his/her first year studies before exercising the right to defer his/her programme.
- (iv) However, a first year student may be granted permission to defer his/her programme on medical grounds on the recommendation of the Director of the University Health Services.

7. Duration of Studies

- (i) A student shall be enrolled as a full-time student for the minimum period allowed for the programme of study.

A student may be allowed the following maximum number of semesters beyond the prescribed period to complete the requirements for the award of the certificate/degree for which he/she is studying.

Prescribed Duration of Programme	Maximum Number of Extra Semesters Allowed
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4-year or above	4
3-year	4
2-year	2
1-year	2

A Student who fails to qualify after exhausting the maximum number of extra semesters allowed will be withdrawn.

- (ii) Deferred - A Deferred (Df) course is an unregistered course which is neither Fail (F) nor incomplete (I) and for which the student is/was required to register.

B. Probation:

A student shall be considered to be on probation in any of the following situations.:

- (a) 2nd and 3rd year students on trailing (F) five or six courses at the end of the second semester examination.
- (b) 1st, 2nd and 3rd year students on obtaining a CWA of 40.00% to 44.99% at the end of the second semester examination.

A student on probation is required to improve his/her performance and be in good academic standing with regard to 10B, within two semesters, failing which he/she shall repeat the year.

C. Repetition:

A student shall be required to repeat the year/semester in any of the following situations:

- (i) 2nd and 3rd year students on obtaining a CWA of less than 40% at the end of the second semester examination. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.
- (ii) A student on trailing all registered courses as fail (F) in a semester in the case of Departments that offer up to six courses per semester.
- (iii) A student on trailing more than six courses as incomplete (I) at the end of first semester examination or a total of more than six courses as incomplete (I) at the end of second semester examination.
- (iv) A student who must be put on Probation for the second successive time. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

- (v) A student on deferring his/her programme for one semester.
- (vi) A student (fee-paying/non-fee paying) whose performance is such that he/she has to be withdrawn but offers to pay the full University fees to repeat the failed year. The credits obtained for the failed year shall be cancelled.

D. Non-Regular

A student shall be considered as Non-Regular under the following situation:

A continuing student on trailing (F) more than six courses at the end of the second semester examination.

- (i) A Non-Regular student shall cease to be a full-time student of the University (See Section 4 (Viic) and shall be required to improve his/her performance and be in good academic standing by:
 - (a) Reducing his/her trails to not more than four within a period of two semesters immediately after the second semester examination and
 - (b) Obtaining a CWA of not less than 45% within the same period as in Section 10 D (i)a.
- (ii) Such a student, after satisfying conditions 10D (i) above may be required to register for the next class in that Academic Year.

E. Withdrawal:

A student shall be withdrawn from the programme in any of the following situations:

- (i) A 1st year student upon trailing more than four courses at the end of the first semester examination or a total of more than four courses at the end of the second semester examination.
- (ii) A 1st Year student on obtaining a CWA of less than 40% at the end of the second semester examination.
- (iii) A 2nd or 3rd year student whose performance is such that he/ she has to be made a Non-Regular student for the second time in the programme.
- (iv) A repeated student failing to obtain a CWA of 40% or above.
- (v) A 2nd or" 3rd Year student whose performance is such that he/ she has to be made a Non-Regular student for the second time in the programme.
- (iv) Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

E Grace Period:

It is a maximum period of four semesters, immediately after the second semester examination, granted to Final year students to correct their deficiencies in the following situations:

- (i) A final year student who at the end of the second semester examination still trails any course(s)
- (ii) A final year student whose performance is such that he/she has to be put on probation for the second time in succession.
- (iii) A final year student whose CWA is below 45% and has to take any course(s) to make up the grade for the award of a degree.
- (iv) A final year student whose performance is such that he/she has to be Non-Regular student for the second time in the programme.

11. Special Faculty Requirements

In addition to the general University Examination Regulations, students are expected to satisfy special Faculty requirements approved by the Academic Board.

12. Graduation Requirements

- (i) In order to graduate, a student is required to:
 - (a) have completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study;
 - (b) have achieved the minimum average mark;
 - Undergraduate }
Diploma } 45%
 - (c) have satisfied any other requirements of the Department and Board of Examiners of the Faculty.
- (ii) The class of degree for undergraduate programmes only shall be determined by the following Cumulative Weighted Averages:

First Class	-	70% or above
Second Class (Upper)	-	60 - 69.99%
Second Class (Lower)	-	50 - 59.99%
Pass	-	45 - 49.99%
- (iii) The class for diploma/certificate award shall be determined by the following Cumulative Weighted Averages:

Distinction	70% or above
Pass	45 - 69.99%

13. Re-Marking of Examination Script

Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. A student who requests for re-marking shall follow the following procedures:

- (i) He/she shall address the request for re-marking to the Vice-chancellor through the Head of Department and the Dean.
- (ii) He/she shall pay a fee to be determined by the University. However, the fee will be refunded to the student if he/she is vindicated. A student is deemed to have been vindicated where his/her new mark resulting from the re-marking raises his/her grade.
- (iii) The request for re-marking shall be made within one month after the approval of the results by the Academic Board.

14. Examiners Board

Examiners Boards shall be composed according to regulations laid down by the University and they shall meet after every semester to consider the examination results and make appropriate recommendations. They shall also meet at the end of the year to review the performance of students during the academic year and make appropriate recommendations.

They shall meet three (3) weeks after the end of examinations.

15. Moderators and External Examiners

- (i) ***Appointment***
External Examiners and Moderators shall be appointed by the Academic Board upon recommendation by Faculty Boards.

Moderators shall not normally hold office for more than three consecutive years, and there shall not normally be more than one moderator for each degree programme.

- (ii) ***Duties of Moderators***
 - a. Moderators shall be requested to advise on course structure and syllabuses relating to their field.
 - b. They shall be requested to review all draft examination papers which have been commented upon by the External Examiners and thereafter submit their recommendations to the Faculties.
 - c. The moderator in each academic programme shall visit the department/faculty once in every three years upon request by the Faculty Board to assess the overall standard of the programme. These visits shall be approved by the Academic Board.

(iii) *Duties of External Examiners*

- a. External Examiners shall, among other things, review examination questions, model answers and marking schemes, and in some cases mark scripts.
- b. They may be present for the conduct of oral examinations.
- c. They shall be requested to comment on the conduct of examinations, academic standards and any other matters relevant to examinations. Such comments shall be sent to the Vice-Chancellor with copies to Departmental and Faculty Boards for their consideration.

**FORMATS FOR PREPARATION OF EXAMINATION RESULTS
BY FACULTY BOARDS FOR PRESENTATION TO ACADEMIC
BOARD**

UNDERGRADUATE PROGRAMME IN

FINAL RESULTS FOR THE ACADEMIC YEAR

The following students having:

- i. achieved a minimum of..... credit hours
- ii. passed all required courses
- iii. achieved a Cumulative Weighted Average (CWA) of 45.00% or above
- iv. satisfied all other requirements of the Department and Faculty Boards are recommended for the award of the degree in the class indicated below:

SN	Index No.	Name	CWA
First Class			
.....
.....
Second Class (Upper division)			
.....
.....
Second Class (Lower division)			
.....
.....
Pass			
.....
.....

The following students are TRAILING the course(s) shown against their names:

SN	Index No.	Name	CWA	Course(s) Trailing (indicate F', 'T' or 'Df')
....
....

The following students are REPEATING the year for the reason(s) stated:

SN	Index	No.	Name	CWA	Reason(s)
.....
.....
.....

The following students have been RUSTICATED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....

The following students have been WITHDRAWN/DISMISSED For the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
....

These results are published subject to the approval of the Academic Board.

**DEAN AND CHAIRMAN
Board of Examiners**

.....
(Date of Special Faculty Board Meeting)

UNDERGRADUATE PROGRAMME IN
RESULTS UP TO YEAR. SEMESTER

The following students have passed all required courses up to the year and semester indicated above and have achieved the Cumulative Weighted Average shown against their names.

SN	Index No.	Name	CWA
....
....
....
....

The following students are TRAILING the course(s) showing against their names:

SN	Index No.	Name	CWA	Course(s) (indicate 'F', T or 'Dr')	Trailing
....
....
....

The following students are REPEATING the year for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
....
....
....

The following students have been RUSTICATED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
....

The following students have been WITHDRAWN/DISMISSED For the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
....
....
....

These results are published subject to the approval "of the Academic Board.

**DEAN AND CHAIRMAN
Board of Examiner**

.....
(Date of Special Faculty Board Meeting)

Where the results are for the first semester of the first year, this should be Weighted Average (WA) not Cumulative Weighted Average (CWA).

DIPLOMA/CERTIFICATE PROGRAMME
FINAL RESULTS FOR THE ACADEMIC YEAR

The following students having:

- i. achieved a minimum of. credit hours
- ii. passed all required courses
- iii. achieved a Cumulative Weighted Average (CWA) of 45.00% or above
- iv. satisfied all other requirements of the Department and Faculty Boards are recommended for the award of the Diploma/Certificate in the class indicated below

SN	Index No.	Name	CWA
DISTINCTION			
....
....
PASS			
....
....

The following students are TRAILING the course(s) shown against their names:

SN	Index No,	Name	CWA	Coursers) Trailing (indicate 'F' 'I' or 'Df')
....
....
....

The following students arc REPEATING the year for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
....

.....

The following students have been RUSTICATED for the reason(s) stated:

SN	Index No	Name.	CWA	Reason(s)
.....
.....
.....

The following students have been WITHDRAWN/DISMISSED for the reasons stated:

SN	Index No.	Name	CWA	Reason(s)
....
....
.....

These results are published subject to the approval of the Academic Board.

**DEAN AND CHAIRMAN
 Board of Examiners**

.....
 (Date of Special Faculty Board Meeting)

DIPLOMA/CERTIFICATE PROGRAMME IN
 RESULTS UP TO YEAR SEMESTER

The following students have passed all required courses up to the year and semester indicated above and have achieved the Cumulative Weighted Average shown against their names.

SN	Index No.	Name	CWA
....
....
....
....

The following students are TRAILING the course(s) shown against their names:

SN	Index No.	Name	CWA	Course(s) Trailing (indicate 'F', 'I' or 'Df')
....
....
....

The following students are REPEATING the year for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....

The following students have been RUSTICATED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
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.....

The following students have been WITHDRAWN/DISMISSED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....
.....

These results are published subject to the approval of the Academic Board.

**DEAN AND CHAIRMAN
 Board of Examiners**

.....
 (Date of Special Faculty Board Meeting)

Where the results are for the first semester of the year, this should be Weighted Average (WA) not Cumulative Weighted Average (CWA).

Calculation of Cumulative Weighted Average

The following steps are to be taken:

- I. Multiply the percentage mark scored in each course by the course credit to obtain the Weighted Marks.
- II. Add up all the Weighted Marks calculated up to the end of the semester in question to obtain the Cumulative Weighted Marks.
- III. Add up all the corresponding Course Credits up to the end of the semester in question to obtain the Cumulative Credits
- IV. Calculate the Cumulative Weighted Average (CWA) up to the end of the semester in question as follows:

$$CWA = \frac{\text{Cumulative Weighted Marks}}{\text{Cumulative Credits}}$$

Examples:

First Semester

SN	Course	Credits	Mark (%)	Weighted Marks (WMK)
1	ARC 151	3	58	3X58=174
2	ARC 153	3	51	3 X51 = 153
3	ARC 155	2	42	2 X 42 = 84
4	ARC 157	3	30	3 X 30 = 90
5	ARC 159	3	35	3 X 35 = 105
6	ARC 161	<u>3</u>	38	3 X 38 = <u>114</u>
	Total	17		720

Total Semester Weighted marks	-	720
Total Credits for the Semester	-	17
Semester Weighted Average-	-	$\frac{720}{17} = 42.35$

Second Semester

SN	Course	Credits	Mark (%)	Weighted Marks (WMK)
1	ARC 152	3	75	3 X 75 = 225
2	ARC 154	3	54	3 X 54 = 162
3	ARC 156	4	67	4 X 67 = 268
4	ARC 158	3	36	3 X 36 = 108
5	ARC 160	4	30	4 X 30 = <u>120</u>
	Total	17		883

Total Semester Weighted Marks	=	883
Total Credits for the Semester	=	17
Semester Weighted Average (SWA)	=	$883/17 = 51.94$
Cumulative Weighted Marks up to the end of Semester Two	=	$(720 + 883) = 1603$
Cumulative Credits up to the end of Semester Two	=	$(17 + 17) = 34$
Cumulative Weighted Average (CWA) up to the end of Semester Two	=	$\frac{1603}{34} = 47.15$

Courses to be registered in Year Two Semester One are as follows:

<u>SN</u>	<u>Course No.</u>	<u>Credits</u>
1	ARC 251	3
2	ARC 253	4
3	ARC 255	3
4	ARC 257	3
5	ARC 259	3
6	ARC 261	3
	Total	19

This student has to first register all his/her Trailed Courses in Year One Semester One of the previous year. He/she then adds some of the Year Two Semester Due Courses to make the Maximum of 21 credits and then defers (Df) the rest of the courses as follows:

SN	Course No.	Credits	Marks (% 1	Sem. Wtd. Marks
1	ARC 157	3	55	3 x 55 = 165
2	ARC 159	3	61	3 x 61 = 183
3	ARC 161	3	45	3 x 45 = 135
4	ARC 251	3	76	3 x 76 = 228
5	ARC 255	3	73	3 x 73 = 219
6	ARC 257	3	30	3 x 30 = 90
7	ARC 259	3	28	3 x 28 = 84

8	ARC 253 (Df)	4	-	-
9	ARC 261 (Df)	3	-	-
	Total	21		1,104

NB; The credits for the deferred (Df) courses are not loaded against the student

Total Semester Weighted Marks = 1,104

Total Credits for the Semester = 21

Semester Weighted Average (SWA) = $1,104/21 = 52.57$

Cumulative Weighted Marks up to the end of Year Two Semester One: $(1,603 + 1,104) = 2,707$

Cumulative credits up to the end of Year Two Semester One: $(34 + 21) = 55$

Cumulative Weighted Average (CWA) up to the end of Year Two Semester One: $(2,707/55) = 49.22$

Courses to be registered in Year Two Semester Two are as follows:

<u>SN</u>	<u>Course No.</u>	<u>Credits</u>
1	ARC 252	3
2	ARC 254	3
3	ARC 256	3
4	ARC 258	3
5	ARC 260	3
6	ARC 262	3
	Total	16

This student has to first register the trailed Courses from Year One Semester Two of the previous year. He/she then adds some of the Year Two Semester Two Courses to make the Maximum of 21 Credits and then defers (Df) the rest of the courses as follows:

SN	Course No.	Credits	Marks (%1	Sem. Wtd. Marks
1	ARC 158	3	40	3 x 40 = 120
2	ARC 160	4	45	4 x 45 = 180
3	ARC 252	2	59	2 x 59 = 118
4	ARC 254	3	44	3 x 44 = 132
5	ARC 256	3	60	3 x 60 = 180
6	ARC 258	3	42	3 x 42 = 126
7	ARC 260	2	56	2 x 56 = 112
8	* ARC 262 (Of)	3	-	-
	Total	20		968

Total Semester Weighted Marks = 968

Total Credits for the Semester = 20

Semester Weighted Average (SWA) = $968/20 = 48.40$

Cumulative Weighted Marks up to the end of Year Two Semester Two: $(2,707 + 968) = 3,675$

Cumulative Credits up to the end of Year Two Semester Two: $(55 + 20) = 75$

Cumulative Weighted Average (CWA) up to the end of Year Two Semester One: $3,675/75 = 49.00$

NB: Calculation of CWA's for subsequent years shall be the same as illustrated above.