RECOMMENDATIONS OF COMMITTEE TO REVIEW ACADEMIC RECORDS MANAGEMENT SYSTEM (ARMIS)

Academic Board at its 370th (Regular) meeting held on 20th June, 2018, approved the recommendations of the Committee set up to review the ARMIS.

To improve the use of the ARMIS, the Committee came out with the following Recommendations:

I. Newly appointed Lecturers should not be appointed as Examinations Officers. A lecturer should serve for a minimum of two years before being appointed as Examination Officer;

II. The timing for the appointment of new Examinations Officers/Assistants should be done at the beginning of the Academic Year and their subsequent training, done shortly after the appointments by the UITS;

III. The ARMIS should be programmed such that students having more than two (2) trails as "F" after the 2nd Semester Examinations automatically cannot be promoted to the next level;

IV. The use of flash drives by Examiners as means of submitting marks to Examinations Officers should be banned. Examiners should follow the current procedure provided by ARMIS to upload their marks;

V. Proper auditing of academic results of graduate students should be done by Departments and the results posted online and on notice boards before submitting their thesis reports to the School of Graduate Studies for assessment and oral examinations;

VI. Heads of Department should ensure that Board Meetings are held to discuss the courses to be run for the semester and the lecturer(s) to be assigned for each course(s) before Examinations Officers upload them unto the system;

VII. The Audit Team should come out with standardised preambles for examination reports which would be inserted in the ARMIS for Examinations Officers;

VIII. To ensure continuity, when students move from one programme to another, the academic records of the student in the old programme should be maintained;

IX. The University should take immediate steps to put measures in place to recruit more staff for the UITS to enable them respond promptly to requests;

X. The University's course coding system should be reviewed and the course coding system should be adhered to by all Departments;

XI. Heads of Department should follow the due process to review course codes, titles and credits and the Deputy Registrar (Academic), based on Academic Board decisions on such issues should be empowered to capture same on the ARMIS;

XII.   The UITS should be officially informed of any reviewed policies regarding Examinations as well as changes in course codes;

XIII.   To be considered as a student of the University in any given semester, the student should have evidence of:

- Admission letter and a copy of his/her acceptance letter
- Partial/full payment of fees/clearance
- Having done the biometric registration
- Registering all the officially required courses

XIV.   The ARMIS should be made more postgraduate compliant by the managers.