

# Uganda Martyrs University



## ACADEMIC HANDBOOK

July 2017



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## **ABBREVIATION**

AIC	Academic Irregularities Committee
CGPA	Cumulative Grade Point Average
<b>CT</b>	<b>Credit Transferred</b>
D.Litt	Doctor of Letters
D.Sc	Doctor of Science
ECT	External Credit Transfer
GPA	Grade Point Average
LL.D	Doctor of Laws
M.Phil	Master of Philosophy
MoU	Memorandum of Understanding
NCHE	National Council for Higher Education
SCC	Short Course Coordinator
UAB	University Admissions Board
UACE	Uganda Advanced Certificate of Education
UCE	Uganda Certificate of Education
UMU	Uganda Martyrs University
UNEB	Uganda National Examinations Board

## **INTRODUCTION**

The academic policies and guidelines in this Academic Handbook were decisions taken, agreed upon and finally recommended by different administrative and academic organs of the university at different administrative and academic fora. These include among others: the decisions of Governing Council, Senate, Management Committee, Faculty/Institute/School/Department Boards and other Academic and Administrative units of the University as well as from the Faculty/School/Institute Handbooks. The decisions derived from the aforementioned constitute this Academic Handbook.

This Academic Handbook will be cited as the UGANDA MARTYRS UNIVERSITY ACADEMIC HANDBOOK (2017). This Academic Handbook constitutes the University's guidelines, rules and regulations governing the management of all the academic programmes and units of the University. It complements the University Charter and Statutes, as well as other rules and regulations governing the operation of the academic programmes and units of Uganda Martyrs University passed by Senate and other relevant University authorities.

In case of a conflict between this Academic Handbook and the Charter, the Charter shall prevail. And in case this Academic Handbook conflicts with what is provided for in the Faculty/School/Institute Handbooks, the former's interpretation shall prevail.

This Academic Handbook shall apply to all academic matters, and shall be administered by the Vice-Chancellor, Deputy Vice-Chancellor (Academic Affairs), Registrar, Deans of Schools, Faculties, Institutes, Directors of Campuses, Heads of Departments or their authorized representatives.

This Academic Handbook shall be subject to amendment from time to time by the Management Committee, Senate and Governing Council, or any other authorised University organ as circumstances may warrant provided such amendments do not contradict the other rules and regulations governing the operation of the University.

Senate shall have powers to waive any section of these regulations. If any matter arises not covered by this Handbook, it shall be brought to the attention of Senate for a decision. Where further discretion is required the decision of Senate or the University Governing Council shall be final.

The Registrar or his/her representative shall make and supply available copies of the Academic Handbook to all the concerned parties, i.e. academic staff and students.

**Interpretation:** The interpretation and enforcement of policies in the Academic Handbook shall be vested in the Registrar.

## **VISION OF UGANDA MARTYRS UNIVERSITY**

To be a University that is nationally and internationally recognized for excellence in teaching, learning, research, advancement of knowledge and community engagement.

## **MISSION OF UGANDA MARTYRS UNIVERSITY**

To provide quality higher education, training and research for the betterment of society, guided by ethical values.

## **MOTTO OF THE UNIVERSITY**

“Virtute et sapientia duc mundum”: In virtue and wisdom, lead the world.

## **SLOGAN OF THE UNIVERSITY**

Making a Difference

## **OBJECTIVES OF THE UNIVERSITY**

- a) To provide high quality education which will prepare students for their future occupations and service.
- b) To cultivate and promote its chosen disciplines and specializations within the context of the knowledge of Christian principles by regularly revising its academic and outreach programmes.
- c) To encourage the development of individuals of democratic character, virtue, intellect, creativity, self-criticism, wisdom, skill, integrity, acumen, leadership, entrepreneurship, and self-reliance. Our postgraduates will be encouraged to foster the social,

economic, spiritual, and moral development both of the individual and of society.

- d) To facilitate the pursuit and dissemination of knowledge and research for the betterment of life in Uganda in particular, and for all humankind in general, in a way which will contribute to the promotion of our cultural heritage and environment.
- e) To promote service outreach to the community, especially the vulnerable, poor and marginalised.
- f) To create an academic community characterized by the non-negotiable values of service, solidarity, justice and respect of the other.

## **CORE VALUES OF THE UNIVERSITY**

- Transparency
- Accountability
- Reliability
- Action based on Institutional Ethos
- Integrity
- Quality

## **1.0 ADMISSIONS**

### **1.1 Admissions Responsibility**

Admissions shall be the responsibility of the Registrar in consultation with the respective Faculties/ Schools/ Institutes.

### **1.2 Entry Requirements**

Senate shall have power to prescribe the minimum entry requirements for any course of study in the University and in so doing, may take into account results of public examinations, guidelines set by the Uganda National Council for Higher Education and/or the University itself may prescribe other requirements for the purpose of entry into the University.

These are general guidelines; specific entry requirements into specific programmes shall be followed as long as they do not contradict the general guidelines spelt out in this Academic Handbook.

#### **1.2.1 Certificate Programmes**

A candidate must have obtained Uganda Certificate of Education (UCE) with at least five (5) passes in the relevant subjects obtained at the same sitting, of which one of the passes must be in English Language and/or Mathematics.

#### **1.2.2 Diploma Programmes**

A candidate must have obtained Uganda Certificate of Education (UCE) with at least five (5) passes in the relevant subjects obtained at the same sitting, of which one of the passes must be in English Language; and Uganda Advanced Certificate of Education (UACE) with 1 Principle Pass in the relevant subject and 2 Subsidiary Passes obtained at the

same sitting or a Certificate with at least a CREDIT in the relevant field.

### **1.2.3 Bachelor's Degree Programmes**

Bachelor's programmes of Uganda Martyrs University shall be accessed through the following entry requirements:

- i. **Direct Entry:** A candidate must have obtained Uganda Certificate of Education (UCE) with at least five (5) passes in the relevant subjects obtained at the same sitting, of which one of the passes must be in English Language; and at least two (2) principal passes in the relevant subjects at Uganda Advanced Certificate of Education (UACE) obtained at one sitting.
- ii. **Diploma Entry:** A candidate must have obtained a diploma with at least a credit in the relevant field from an institution recognised by NCHE.
- iii. **Mature Age Entry:** A candidate must be at least 25 years old during the year of application. A candidate must have obtained a Uganda Certificate of Education (UCE) or its equivalent and must have obtained a Certificate of the mature age entry examinations from an institution recognised by NCHE. This Mature Age Entry Certificate is valid for five (5) years from the date of issue.
- iv. **Bridging Programme:** A candidate who has not gone through the Ugandan Education System and does not have the **equivalence** of the UCE and UACE will be required to go through a bridging programme of not less than one year. The bridging programme will only qualify candidates for the Undergraduate degrees.

- v. **Pre-University Programme:** A candidate who meets the minimum requirements for admission but has competence challenges in following the programme, s/he may be required to undergo a pre-university programme tailored to specific needs.

## **1.2.4 Postgraduate Programmes**

### **1.2.4.1 Master's**

- i. Candidates must have at least a Second Class Lower degree from a recognised university in the relevant field.
- ii. No candidate, unless under exceptional circumstances, will be admitted for the postgraduate degree programme immediately after the Bachelor's programme without practical experience in the field.
- iii. Prospective Master's students will be admitted only if they pass the Graduate Admission Test (GAT) of Uganda Martyrs University or the specific faculty/department admission test. Exception can be made for students who have already obtained a Master's degree and those who have graduated with a First Class Bachelor's Degree from UMU.
- iv. Graduate Management Admission Test (GMAT) and Graduate Record Examinations (GRE) (sat within the last two (2) years) may be considered equivalents to the GAT of Uganda Martyrs University, which is also valid for two (2) years.

### **1.2.4.2 Master of Philosophy (M.Phil.)**

A candidate seeking admission into a programme leading to the award of the degree of MPhil should normally possess a first degree: at least an upper second class honours. A candidate can also be admitted to the MPhil programme if

they possess a Master's Degree obtained through following taught courses and the presentation of a thesis from a recognized university.

### **1.2.4.3 Doctorates**

There shall be three (3) categories of PhD Degrees offered at UMU: PhD by Research only, PhD by Publications and PhD by course work and research.

Candidates seeking admission to any course leading to the award of a PhD Degree shall normally possess a Master's Degree with a minimum of 3.5 CGPA in a relevant area from a recognised university or other degree awarding institutions recognised by NCHE. In exceptional circumstances, candidates can be admitted with relevant work experience and appropriate professional qualifications in addition to a primary degree.

Candidates without an English background may be required to take a remedial course in English language as a prerequisite.

### **All candidates seeking admission to a PhD are required to submit:**

- i. Certified copies of all certificates and transcripts relating to previous diplomas/degrees to be verified against the originals before admission.
- ii. Names of three referees who must not be related to the applicant by blood or marriage. The referee should be able to comment on the academic suitability of the applicant. References should be submitted on official headed paper, must be signed, stamped and sealed in a separate envelope. The referee should include name, status, address, telephone number and email where applicable.

- iii. Full curriculum Vitae.
- iv. Two recent passport size coloured photographs.

### **1) PhD by Research**

Candidates are required to submit:

- i. A preliminary research proposal/concept paper including references that will be reviewed by experts appointed by the University to establish its clarity, relevance and suitability.
- ii. One copy of the candidates' recent published academic work (not dissertation) and other particular requirements set by specific programmes.

### **2) PhD by Publication**

The following are required of prospective candidates:

- i. A preliminary research proposal/concept paper, including references, indicating students' areas of research interest and their motivation for joining the programme.
- ii. Recent published academic work and other particular requirements set by specific programmes (dissertations not inclusive).
- iii. Be actively involved in research.
- iv. Apply for admission with at least four peer-reviewed journal articles or a minimum of four book chapters, or four ranked peer-reviewed conference papers. The papers shall follow a particular thematic area of study and will form a basis for the award of a PhD.
- v. Each of the four papers shall have been published within a period of five years.

### **3) PhD by Coursework and Thesis (Taught PhD)**

The following are required of prospective candidates:

- i. At least two (2) years' work experience in a related field will be an added advantage.
- ii. A preliminary research proposal/concept paper including references, indicating students' areas of research interest and their motivation for joining the programme.
- iii. Evidence of the applicants' recent published academic work shall be an added advantage.

#### **1.2.5 Additional Entry Requirements**

- i. Candidates may be required to fulfil other specific requirements for the courses applied for as may be applicable.
- ii. Applicants from outside Uganda who are interested in pursuing courses of Uganda Martyrs University may be required to take a written test or an oral interview. Documents may be required to be verified by the relevant authority.
- iii. Students who completed their undergraduate education in a non-English-speaking environment must provide proof of English Language proficiency and if not found proficient will be required to take an English Language Course offered by Uganda Martyrs University.

#### **1.2.6 Admission to Audit Courses**

- i. The University may admit into a programme an audit student who is otherwise qualified but cannot enrol for a full programme.

- ii. Upon registration the candidates shall register for the course they wish to attend with the respective Faculties/Schools/Institutes.
- iii. An audit course shall not lead to any award.
- iv. Registered audit students shall not transfer to degree programmes or change status of registration on the basis of their performance.

Audit students are expected to adhere to the University rules and regulations with which they should make themselves familiar.

### **1.2.7 Admission on Exchange Programme**

Exchange programme will be carried out between Uganda Martyrs University and Universities that have signed Memoranda of Understanding at both Undergraduate and Postgraduate levels. Exchange students shall pay University fees that will be in line with the Memoranda of Understanding signed. The criteria shall be as follows:

- i. The candidate applies to UMU;
- ii. S/he selects courses to study (those at undergraduate shall select from year 1-2);
- iii. The duration of exchange will range from one semester to one year;
- iv. The programme will be coordinated by the Faculty/School/Institute/Coordinator in those universities.

### **1.3 Ineligibility for Admission**

The following category of applicants shall not be admitted:

- a) Any applicant previously discontinued from UMU or any other university as a result of academic malpractice and any other disciplinary case unless if s/he has served his/her full punishment (3 years).
- b) Any applicant previously discontinued from UMU or any other university as a result of misrepresentation of academic documents or cheating to gain admission. Legal action shall be taken against any applicant who presents forged academic documents.

### **1.4 Re-admission**

The following category of applicants may be re-admitted:

- a) It shall be at the discretion of Senate to re-admit a student discontinued on academic grounds provided s/he has fulfilled the conditions in 1.3. a) above.
- b) Re-admission will be affected after payment of the required fees.
- c) A discontinued student may be admitted in the same programme or another programme provided conditions in 1.3. a) above, have been fulfilled.
- d) Re-admission to a programme shall be permissible only once.
- e) Senate shall have the powers to re-admit a student who was unable to complete his/her studies due to valid reasons provided this falls within the review period of the programme.

## **1.5 Provisional Admission**

An applicant may be admitted on provisional basis provided s/he meets the minimum admission requirements, has paid the provisional admission fees determined by Finance Department and has a genuine reason for the request. A genuine reason may be that for a candidate to obtain a scholarship s/he is required to produce an admission letter.

The provisional admission shall be valid until the commencement of the study period.

## **1.6 Admission Boards**

- a) There shall be a University Admissions Board (UAB) at the Main Campus composed of Deans/Directors and Associate Deans or their representatives. The Board shall deliberate and make recommendations to Senate on matters concerning admissions and shall approve all admissions for purposes of quality control. The UAB shall be chaired by the Deputy Vice Chancellor Academic Affairs (DVC AA).
- b) There shall be a Faculty/School/Institute Admissions Board composed of the Dean, Associate Dean and Heads of Departments to consider matters of admissions process and present the report to the Faculty Board which will forward the same to the UAB for final processing and admission by Registry.
- c) There shall be Campuses Admissions Committees to process the admissions and forward reports to the Faculty Admissions Boards (FAB) at the Main Campus.

## **2.0 REGISTRATION**

### **2.1 Registration of a New Student**

- a) For a candidate to qualify to be a student of the University, s/he must have paid 30% and be registered for that Programme they have been admitted for.
- b) Registration is a mandatory function of the Registrar.
- c) All students shall furnish the Registry with details of their academic qualifications and other relevant documents as required.
- d) Students shall be required to present their original certificates and other relevant documents as declared in the application forms.
- e) Students shall be required to take an Oath of Allegiance and sign it on every page.
- f) In case of a change of course or programme, the change shall be approved by the Registrar in consultation with the Faculty/School Dean before the change is granted. This should be done by the end of the second week of commencement of the first academic year. (cfr. 2.1)
- g) The names to be used when registering are those which appear on the student's admission letter and those must be the names which appear on their UCE and UACE result slip/certificate. Any change or discrepancy in name will necessitate presentation or submission of a valid affidavit.

- h) Any new candidate who will not have registered by the end of the second week of beginning of the academic year, shall be deemed to have declined the offer of admission.
- i) Any new candidate who, for some reasons, is unable to register by the end of registration period shall formally apply for deferment of his/her admission to the following academic year upon payment of acceptance fee.
- j) Students' commencement of studies will be deferred once and for a maximum of one academic year upon payment of acceptance fee.
- k) In line with the Fees Payment Policy, a candidate who may wish to register late may be obliged to pay late re-registration fee.

### **2.1.2 Verification of Documents**

The academic documents of a student admitted to UMU and Affiliated Institutions shall be verified by Registry after registration. In case it is realised that the student does not qualify, s/he shall be discontinued from the programme.

### **2.1.3 Falsification of Documents**

- a) If the University establishes that the candidate submitted falsified documents, s/he shall be de-registered and handed over to criminal invalidation authorities.
- b) Students will be required to sign a consent form permitting the Registrar to verify their academic documents at source.

- c) The University reserves the right to terminate a student from his/her studies should it be discovered even after the 6 months of admission that the academic documents presented are forged.

## **2.2 Registration of Continuing Students**

All students shall register for the courses they are pursuing at the beginning of the academic year and within the first two weeks of the beginning of every semester.

## **2.3 Re-registration**

Students who exceed the normal duration allocated for the programme will be required to re-register for each academic year. The students will pay re-registration fee as fixed by the Finance office.

### **3.0 UNIVERSITY PROGRAMMES**

- a) University programmes shall run in an academic year organized on a semester basis.
- b) The academic year shall comprise two semesters of seventeen (17) weeks each, of which two are for examinations. Exception to this are distance learning and quota system programmes which follow a modular or semi-modular basis on a defined period as per programme.
- c) Each course shall have a course code, a course name, course objectives, learning outcomes, a full description of the course content, mode of delivery and of assessment and time/hours to be spent on each topic.

#### **3.1 Course/Subject**

- a) Courses/subjects shall be categorised as core and elective.
  - i. A core course shall be a course which is essential to an academic programme and should be allocated not less than three (3) hours per week. Every student offering that particular academic programme must pass that course.
  - ii. An elective course shall be a course offered in order to broaden an academic programme or to allow for specialisation, and should be allocated at least two (2) hours per week. Exceptions for elective courses shall be determined by the respective Faculty/School/Institute. Elective courses shall be chosen from a given group of courses depending on availability of a lecturer for a given course. The

number of students taking an elective course shall be defined by the Faculty/School/Institute. Another elective course may be substituted for one that has failed to take off.

- b) All students shall follow the prescribed courses as stipulated in the curriculum.
- c) Students can take (audit) courses outside their Faculty/School/Institute curriculum or an additional course within the curriculum. However, this can only be done with permission from the Faculty/School/Institute Board in consultation with the Registrar (as guided under Section 1.2 f).
- d) All Students at undergraduate level shall be required to follow the University core courses in Ethics, English Language and Computer.
- e) All Faculties shall review their academic programmes after every accreditation period.

## **3.2 Duration of the University Programmes**

### **3.2.1 Doctorates and MPhil: Full-time students**

MPhil: normally takes a minimum of 2 years, maximum of 4 years.

PhD: normally takes a minimum of 3 years, maximum 5 years.

### **3.2.2 Doctorates and MPhil: Part-time students**

MPhil: normally takes a minimum of 2 years, maximum 5 years.

PhD: normally takes a minimum 3 years, maximum 6 years.

### **3.2.3 Master Programmes**

Full-time: normally takes a minimum of 2 years, maximum of 4 years.

Part-time: normally takes a minimum of 3 years, maximum 5 years.

Distance Learning: normally takes a minimum of 3 years, maximum 5 years.

### **3.2.4 Bachelor Programmes**

Full-time: normally takes a minimum of 3 years, maximum of 5 years.

Part-time: normally takes a minimum of 3 years, maximum 5 years.

Distance Learning: normally takes a minimum of 3 years, maximum 6 years.

### **3.2.5 Diploma Programmes**

Full-time: normally takes a minimum of 2 years, maximum of 3 years.

Part-time: normally takes a minimum of 2 years, maximum 5 years.

Distance Learning: normally takes a minimum of 2 years, maximum 5 years.

### **3.2.6 Certificate Programmes**

Full-time: normally takes a minimum of 1 year, maximum of 3 years.

Part-time: normally takes a minimum of 2 years, maximum 4 years.

Distance Learning: normally takes a minimum of 2 years, maximum 4 years.

## **3.3 Class Attendance**

- a) Class attendance, tests and group work exercises are compulsory.

- b) Students who absent themselves from class for more than three (3) consecutive days must inform their respective Faculty/School/Institute Dean.
- c) All students who fail to attend two thirds ( $\frac{2}{3}$ ) which is 66.7% or more of the required hours of a course will not be allowed to sit the final examination in that course and will be required to repeat the course when next offered. Distance learning students shall be required to attend all face-to-face sessions. Respective Faculties/ Schools/ Institutes running Distance Learning Programmes will determine other modalities of the programmes.

### **3.4 Course Evaluation**

Students will evaluate courses by completing course evaluation forms online at the end of each course for the purposes of improving the content, mode of delivery, facilities and services, thus enabling students to learn better. As a Quality Assurance policy and practice, a student shall not be allowed to get an examination card if s/he has not completed the course evaluation exercise.

### **3.5 Withdrawal/Deferred Year/Semester**

- a) A student can apply to the Registrar through his/her respective Faculty/School/Institute to withdraw (deferred year) from studies at any time of the semester.
- b) A student will be allowed only a maximum of two withdrawals (two deferred years) in an academic programme and each withdrawal shall not exceed one academic year.

- c) Application for a withdrawal/differed year or semester shall be made at the start of that year or semester.

### **3.6 Credit Exemption**

- a) An exemption refers to a situation where the equivalent credits to be transferred are already covered by the applicant.
- b) A student may have his/her credits exempted if s/he has done a similar program.

#### **3.6.1 Eligibility for the exemption**

- i. The mode of course assessment must be positively comparable with the course requirements for the course applied for.
- ii. The applicant for the exemption should have a Grade Point of 3.0 and above in a course unit.
- iii. The course units to be exempted must be similar in content and rigor with those the applicant has already attended.
- iv. The contact hours for the course units attended must be equivalent with those to be exempted from.
- v. UMU will accept credit exemption up to 40% of the requirements of the award; and up to 60% for professional programmes provided that it is defined in the programme document as accredited by NCHE. Doctor of Philosophy degree by research and publication will not be covered under this policy.
- vi. In the case of an internal exemption an applicant may be **excepted** from all that has been done depending on the eligibility of the applicant.

- vii. Course(s) in the Faculty will be considered equivalent to other courses on the basis that they require the student to achieve the same or equivalent course learning outcomes.
- viii. Normally, an exemption will be given for a student, registered in a programme, who has successfully completed an identical or equivalent course (or courses) at UMU within the past five (5) years. Anything completed after this period will not be considered.

### **3.6.2 Awarding of grades in exemptions**

The course units attended from the previous programme may be exempted from the programme for which one is seeking exemption. If the grades of the course units attained in the previous programme have not been computed for any award, such grades may be brought forward for the equivalent programme and will be included in the calculation of the Grade Point Average (GPA) of the semester and Cumulative Grade Point Average (CGPA) of the academic year.

### **3.7 Credit Transfer - External Credit Transfer (ECT)**

An External Credit Transfer refers to a situation where the credits to be transferred are not within the same educational institution. An applicant wanting to join UMU may want certain credits done at a lower level transferred for his/her degree. In order for these credits to be transferred, certain conditions must be met as shown below.

### **3.7.1 Eligibility for External Credit Transfer**

To qualify for external credit transfer, the following criteria should be met:

- i. The applicant should have obtained the credits from an accredited institution and preferably chartered in the case of a university. The mode of course assessment must be positively comparable with the course requirements for the UMU course.
- ii. The applicant for the exemption should have a Grade Point of 3.5 and above in a course unit.
- iii. The course units to be exempted must be similar in content and rigor with those the applicant has already attended. The contact hours for the course units attended must be equivalent with those to be exempted from.
- iv. The applicant should have spent at least two semesters (one academic year) in the previous institution to warrant consideration by UMU.
- v. UMU will accept credit transfer up to 40% of the requirements of the award; and up to 60% for professional programmes provided that it is defined in the programme document as accredited by NCHE. Doctor of Philosophy degree by research and publication will not be covered under this policy.
- vi. Course(s) in the Faculty will be considered equivalent to other courses on the basis that they require the student to achieve the same or equivalent course learning outcomes. Normally, external credit transfer will be awarded to a student, registered in a programme, who has successfully completed an identical or equivalent course (or courses) at an accredited institution within the past three (3) years.

- vii. Upon meeting the above criteria, the candidate will be subjected to an entry examination set by the Faculty.

### **3.7.2 Awarding Grades for External Credit Transfer**

A designation of Credit **Transferred** (CT) can be used to identify an internal equivalent without showing the grades, meaning that the course units exempted will appear on one's transcript with CT but without grades. One's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated from the attended semesters and academic years at UMU.

If the grades of the course units attained in the previous programme have not been computed for any award, such grades may be brought forward for the equivalent programme and will be included in the calculation of the Grade Point Average (GPA) of the semester and Cumulative Grade Point Average (CGPA) of the academic year.

**NOTE:** The Candidate shall be requested to pay for Credit Exemption / Credit Transfer, a fee that shall be determined by the University Finance Policy of that Academic Year.

## **4.0 ADMINISTRATION OF EXAMINATIONS**

- a) All examinations shall be administered in accordance with the University Examinations Policy.
- b) All examinations shall be managed by the Registry in consultation with the Faculties/Schools/Institute.
- c) Every Faculty/School/Institute shall designate an Associate Dean or any other person whose role shall be to coordinate and manage examinations at the Faculty/School/Institute level. The Associate Dean shall link with the Registry in the processing and management of examinations. The Associate Dean shall also be in-charge of the Central Marking exercise at the Faculty level.
- d) Lecturers are mandated to supervise examinations for the courses they teach. Only under special circumstances and sanctioned by the Dean should they delegate this responsibility.

### **4.1 Moderation and submission of Examinations to the Registry**

- a) All examination papers shall be moderated before they are administered.
- b) Examination papers shall be submitted to the Registry at least two weeks before the date for the examination.
- c) Examination papers at all levels shall be submitted as hardcopy through the Associate Dean to the Registry. Examination papers submitted by e-mail shall not be accepted.
- d) A moderation report must be submitted by the Associate Dean to the registry before examinations are administered.

## 5.0 PLAGIARISM

Plagiarism is intellectual fraud where one **passes off ideas**, words or work as his/her own without crediting the source. Plagiarism may include but is not limited to one presenting an idea or a work as new and original and yet it is derived from someone else's work.

Thus, Plagiarism includes but is not limited to the following cases:

- a) Handing in someone else's course work, dissertation or any other literary work as one's own.
- b) Copying someone else's work verbatim.
- c) Using someone else's words and ideas without making a reference to the source.
- d) Using a quotation without indicating its source.
- e) Falsifying or disguising information in order to downplay or hide the actual source of one's content.
- f) Overusing a source with someone else's words and ideas (even when credit of the source is given) at the expense of one's own words and ideas.
- g) Copying the sentence structure and changing words in an attempt to show originality without indicating the source.
- h) Plagiarism may also consist in copying images from websites without indicating the source, making a video from other footages without crediting them, using photographs without showing the source, performing copyrighted music without permission, composing a

piece of music that heavily relies or borrows from another person's composition.

- i) Using any literary work or otherwise without showing a source or obtaining permission or copyright shall be tantamount to plagiarism, except where the similarity index measure is not beyond 15%.
- j) Aiding or abetting any of the above shall constitute plagiarism.

## **5.1 Penalties**

Proven plagiarism shall attract an appropriate penalty as follows:

- a) Regarding the above, the culprit, if caught in the process of plagiarism, shall receive a verbal and written warning and made to repeat the work.
- b) If one is non-compliant in the second attempt, a suspension shall be issued to the student in question; and the work in question shall be cancelled and repeated at end of the suspension.
- c) Non-compliance on the third attempt shall mean that the student does not have the academic potency and ability to do the work in question. The student shall consequently be dismissed and his/her registration as a student revoked.
- d) Anyone abetting plagiarism (e.g. by allowing one's work to be copied or creating an environment where plagiarism by another student may occur), shall be considered as an academic malpractice case. The candidate shall be presented to the University Academic Irregularities Committee for disciplinary action in accordance with University disciplinary procedures.

## **6.0 ASSESSMENT AND EXAMINATIONS**

- a) All examinations shall be assessed in accordance with the University Examinations Policy.
- b) University examinations shall be conducted under the control of Senate and under regulations which Senate may prescribe with regard to pass mark and other related issues.
- c) Senate shall appoint a standing committee to be known as the Academic Irregularities Committee, which shall investigate all cases of irregularities in academic matters. Any person involved in any alleged irregularity shall be required to appear before this committee.
- d) The method, nature and timing of assessment for each course shall be communicated to the students at the beginning of the course by the respective lecturer.
- e) Existing examination rules and regulations shall be communicated to students by the Registrar during orientation week and before the examination.
- f) Deans should enforce examination rules and regulations in their respective Faculties/Schools/Institutes.
- g) Marking of examinations shall be centralised and monitored by the Dean and Associate Dean in collaboration with the Registrar. After administration of examinations, lecturers shall not take more than two weeks from the last examinations to mark the scripts. The names of lecturers who fail to comply with the above deadline shall be forwarded to the DVC, AA for action.

- h) Students shall get their examination results two months after the final examination.

### **6.1 Course Assessment Regulations**

- a) The language of instruction and examination for all examinations, apart from selected programmes shall be English.
- b) Students shall be assessed continually throughout each course in at least three (3) assessment exercises, i.e. two (2) continuous assessments prior to the final assessment.
- c) Students who have proof of physical or other difficulties with a written assessment may apply to take oral assessments or be given extra time to write the exam.
- d) Lecturers are not obliged to accept work submitted after the date given, or to grant extensions. Coursework, which is not submitted by the specified date, will be regarded as a late submission and the student will be penalised as may be prescribed by Senate. Students have no automatic right to resubmit assignments or essays or to re-do class tests.
- e) Students who do not complete the first two assessment exercises during the course of study for valid medical or social reasons, may, with the agreement of the Faculty/School/Institute Board and Senate, be allowed to do a special assessment exercise.

- f) All students shall follow the general rules of academic honesty. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and will be dealt with severely.
- g) Students who attempt to compromise their academic integrity by cheating in coursework, final assessment exercises or any other examinations will be dealt with as guided by Section 5.14.(of what???)
- h) Students can only register and take the final examination after doing, handing in, and successfully passing all course work and assignments. In case a candidate enters the examination room and sits for the paper without fulfilling this condition, his/her results in that particular paper will be declared null and void.
- i) Students who do not present themselves for a final assessment without informing the Registrar in advance (the case must be supported by acceptable documentary evidence) will take special assessments when next offered if the reasons for non-attendance are acceptable.
- j) Students who do not present themselves for special or supplementary examinations without prior notice to the Registrar (giving details which must be valid and serious) will be given a retake when next offered. However, in serious circumstances (to be judged valid by the Registrar) a student may, upon written application, be permitted to take a special or supplementary examination when next offered.
- k) Decisions taken by the Registrar are binding. However, a student may appeal to Senate through the Chairperson of Senate against a decision taken.

- l) Each lecturer of a programme must have a marking scheme for every paper and students shall have a right of access to marking schemes in case the need arises.
- m) Any candidate or student who is aggrieved or dissatisfied with grades/marks obtained has the right to look at their examination scripts with the permission of the Registrar. The candidate may apply to the Registrar for re-marking through the Dean of the Faculty/School/Institute not later than a month from the issuance date of the results by Senate. An internal examiner shall be appointed by the Dean to re-mark the relevant examination, provided s/he has had no part in teaching the candidate in the subject or the papers under examination. The mark given by this examiner shall be the final and no other appeal shall be allowed. No appeal on a grade/mark shall be received and considered one month before graduation.
- n) The University shall preserve the candidates' answer scripts for reference purposes for a period of seven years only.
- o) Students shall not be allowed to re-sit final assessments for the purpose of improving their grades.

## **6.2 General Examination Rules and Regulations to Students**

- a) A candidate, to be eligible for final assessment, must have attended all lectures and successfully completed and passed the continuous assessment exercises as stipulated by the University regulations.

- b) No candidate will be allowed to sit any examination unless s/he proves that s/he registered for that examination and cleared all the fees and debts. Therefore every candidate will be required to produce his/her identification and examination card.
- c) It is the duty of every candidate to find out the room and the time allocated to his /her examination. The University will not be held responsible for any candidate who fails to consult the timetable for any changes.
- d) All candidates should bring with them the required items such as pens, pencils, calculators, or other materials permitted by the Faculty/School/Institute. Borrowing from each other during the examination will not be tolerated.
- e) All candidates shall be checked before they enter the examination room. Items such as handbags, clipboards, purses, mini-computers, cell phones, smart phones, papers, magazines, sweaters, jackets, lighters, matches, food, drinks and others are not allowed in the examination room.
- f) All candidates shall be seated 15 minutes before the commencement of the examination. No candidate will be allowed in the examination room 30 minutes after the commencement of the examination and no candidate shall leave the examination room 30 minutes before the finishing time. Candidates who are late will not be allowed to sit the examination and therefore will sit the examination as a supplementary when next offered.

- g) Candidates must clearly write their particulars on answer scripts. Answer scripts without a candidate's full particulars will not be marked.
- h) Silence shall be observed throughout the examination period. Candidates must not create any disturbance in or near the examination room.
- i) All candidates shall sign attendance sheets at the beginning and end of every examination.
- j) The candidate shall write the serial number(s) of all the answer booklet(s) used on the attendance sheet.
- k) Any candidate answering a call of nature must obtain permission from the invigilators. Only one candidate will be allowed at a time and for only a reasonable time.
- l) Walking out of an examination under protest disqualifies a student from that particular examination.
- m) It is an offence to take out of the examination room an answer booklet or part of it.
- n) The invigilator is free to change the sitting arrangement in the examination room if s/he deems it necessary.
- o) All candidates shall hand in the answer booklet to the invigilator and sign out.
- p) Failure to abide by the above rules and regulations and any other relevant regulations shall lead to automatic disqualification from the examination or expulsion from the University, depending on the nature of the case.

**Note:** All cases that violate the above rules and regulations will be guided by Section 6.14.

### **6.3 External Examiners**

- a) There shall be external examiners of the University appointed by Senate on the recommendation of the respective Faculty/School/Institute Boards who shall moderate examinations where appropriate and examine students in the papers assigned to them by the School, Faculty, Institute, Centre or Department.
- b) The appointment of external examiners shall be for a period of one year initially and renewable for three years subsequently.
- c) The external examiners shall not have been employees of UMU for the last three years.
- d) In the process of marking, external examiners will, among other things, consider:
  - i. Coverage of the course content
  - ii. Standard of examination
  - iii. Formulation of questions
  - iv. Standard of marking
  - v. Students' performance

### **6.4 Pass Mark**

- a) The pass mark for all undergraduate courses shall be 50%. However, some Faculties/Schools/Institutes could set their pass mark basing on their specialities and it should be clearly communicated to the students. The first two assessment exercises shall contribute 50% of the course mark and the final assessment exercise shall contribute 50% of the course mark. The pass mark for all postgraduate courses shall be 60%.

- b) Both coursework and final assessment must be passed independently in order to pass a course.

## **6.5 Compensation for Undergraduate Programmes**

- a) The principle of compensation for undergraduates shall apply only in the final assessment and in one subject where the range is between 48%-49% in that Semester.
- b) A student who is a borderline case 48%-49% in not more than one course will have attendance and general participation in courses and class work taken into consideration.
- c) The compensated mark (50%) in the final examination shall be added on the coursework mark to determine the overall mark to be approved by Senate.

## **6.6 Types of Examinations/Assessments**

Assessments can be either oral, written, open book or take home.

Some courses may be designed for a student to choose for either an oral or a written final assessment. Details of types of examinations and assessments can be found in the University Examinations Policy. However, in the management any of the examinations mentioned underneath, Faculties/Schools/Institutes must ensure that it was an original design and the following conditions are met:

### **6.6.1 Oral assessment**

- a) The oral examination shall be done in the presence of at least two academic staff, one of which shall be a witness and is a specialist in the particular course.

- b) Oral examination questions should be given to the student 15 minutes prior to the beginning of the examination.
- c) An audio recording of the oral examination shall be made for future reference.
- d) A marking guide shall be made available to the Dean/ Associate Dean.
- e) A student shall be given an answer booklet on which s/he does the planning and the booklet shall be handed in as a script for proof in case of a student's complaint.
- f) A student is allowed to take oral assessment only in those programmes that were originally so designed.

### **6.6.2 Written assessment**

- g) The written course assessment shall be given during the fifteen weeks of lecturing.
- h) A written course assessment may be a test or an assignment that requires a student to do further research on his/her own.
- i) A written assessment also refers to a final examination given at the end of the Semester.

### **6.6.3 Open book examinations**

By definition, an Open Book Examination is one where a student is permitted to consult his/her class notes, textbooks, and other approved material while answering questions in the examination room. The purpose of an Open Book Examination is to develop skills of critical and creative thinking. This kind of testing presupposes that the Lecturer's style of teaching is biased toward acquiring,

modifying and creating knowledge (that is processing information) rather than the information content itself.

The lecturer's purpose is not to encourage rote learning but rather to trigger the development of creative and critical thinking skills. Thus the examinations set do not require rote learning but rather aim at testing the student's skills to solve problems and think critically. Whether in a Restricted or Unrestricted Open Book Examination, the lecturer's lecturing style should have focused more on intellectual skills, creative and critical thinking techniques rather than on the information content.

An Open Book Examination can be either a **Restricted Type** or an **Unrestricted Type**.

#### **6.6.3.1 The Restricted Type**

- a) In this type, a student is allowed to bring into the examination room one or more specific documents approved by the lecturer.
- b) A student may be permitted to consult text books, arithmetical tables, graphs, dictionaries, etc.
- c) No handwritten material or printed documents which have not had prior approval by the lecturer are permitted in the examination room.
- d) A student is not allowed to bring into the examination room printed documents that have certain notes written in them.
- e) The approved documents by the lecturer function as appendices to the question paper itself.
- f) Content based questions should NOT be asked in the examination.

### **6.6.3.2 The Unrestricted Type**

- a) Under this arrangement, a student is free to bring any book(s) with or without notes in the margin,
- b) A student is permitted to bring along lecture handouts of the lecturer, or his/her own handwritten notes.
- c) Content based questions should NOT be asked in the examination.

### **6.6.4 Take home examinations**

- a) The take home examination can be given as a final assessment or as a continuous assessment examination depending on the Faculty/School/Institute arrangement.
- b) Where a take home examination is given as a final assessment examination, a student is expected to make a write up or prepare a presentation.
- c) Copies of the write up and presentation shall be made for future reference.
- d) A clear marking guide is expected to be prepared by the respective lecturer before submission date.

### **6.6.5 Special examinations**

- a) Candidates who fail to do final examinations due to medical reasons or extraordinary circumstances may be allowed to sit missed examinations when next offered.
- b) A candidate who has cleared his/her fees to zero balance may be allowed to apply for special examination(s) a week before the commencement of examinations and shall provide valid reasons with evidence.

- c) No special examination will be granted to candidates who fail to pay fees except with special permission of Management.

### **6.6.6 Supplementary Examinations for Undergraduates**

- a) When a candidate fails a final assessment examination on the first attempt, s/he will have to sit a supplementary examination when next offered.
- b) In any given year a maximum of  $\frac{1}{3}$  failed courses can be taken in a supplementary examination. A supplementary examination is possible if a candidate fails not more than  $\frac{1}{3}$  of the papers offered in an academic year.
- c) A candidate will be eligible to sit for a supplementary examination when next offered if s/he scores not less than 30% in the final examination. The individual Faculties/Schools will be at liberty to raise the pass mark on the eligibility to sit a supplementary examination above 30% minimum and students must be informed during the orientation week.
- d) The pass mark of a supplementary examination will be 50%. In all cases the final supplementary assessment mark will be reduced to 50% and this mark will be added to the coursework actual mark obtained by the candidate to determine the mark at which such a subject will have been passed. An asterisk (SP) will be put beside such a mark and explanation shall be made on the back of the transcript that such a mark was obtained after sitting a supplementary examination.

## **6.7 Repeating / Retaking a Course**

- a) A student who fails more than  $\frac{1}{3}$  of the courses but not more than  $\frac{1}{2}$  of the courses in that academic year may be allowed to repeat the course units, provided the student is still within the programme duration.
- b) A student who fails the course work shall not sit final assessment and will have to repeat the course when next offered.
- c) A candidate who fails a supplementary examination may be allowed to repeat the course when next offered, provided s/he has not been repeating the course in question.
- d) In all cases no student who scores below 30% will be allowed to sit a supplementary examination and the affected student will have to repeat the respective course when next offered.
- e) Marks obtained after repeating a course shall appear on the transcript with an asterisk (RT) and explanation made on the back of the transcript that such a mark was obtained after repeating a course.

## **6.8 Discontinuation**

- a) If a candidate fails a course s/he is repeating such a candidate is given the last chance to sit a supplementary examination of that course when next offered, after which the student shall be discontinued in case s/he fails. In case of Professional programmes a student who has failed a supplementary of a re-take can be allowed to repeat one more year. If s/he fails, s/he will be discontinued.

- b) A student in the final year of study who has been discontinued (in reference to sections a) above on academic grounds shall be allowed to apply for a partial transcript.
- c) A student who has over stayed on an academic programme for more than 2 years shall be discontinued from the University unless Senate grants dispensation.
- d) If a candidate fails more than  $\frac{1}{2}$  of the total course units in the academic year s/he shall be discontinued from the programme.

### **6.9 Additional Examinations Regulations for Postgraduate Programmes**

- a) The pass mark for all postgraduate modules shall be 60%.
- b) The pass mark of a supplementary examination shall be 60%. In all cases the final supplementary assessment mark will be reduced to 60% and this mark will be added to the coursework actual mark obtained by the candidate to determine the final mark at which such a module will have been passed.
- c) The final mark (Coursework mark + SUPP mark) must be at least 60% for a candidate to pass the course unit. An asterisk (SP) will be put beside such a mark and explanation shall be made on the back of the transcript that such a mark was obtained after sitting a supplementary examination.

- d) The compensatory mark is given to a student who fails a supplementary examination but who has scored in the range between 55% and 59% in one of the sittings (i.e. first attempt or supplementary).
- e) A student who fails to score 55% in one of the sittings as in d) above will repeat the course unit when next offered.
- f) A student who fails to present himself/herself for special or supplementary examinations without prior notice to the Faculty and SPGSR (giving details which must be valid and grave in writing) will normally be considered to have discontinued himself/herself from the University.
- g) In serious circumstances (to be judged by the Faculty/School/Institute or SPGSR Boards), a student who misses a special or supplementary examination may, upon written application, be permitted to take a supplementary examination or repeat the course when next offered. Whatever may be the case, this permission cannot be given retrospectively.
- h) A student who misses a supplementary/special automatically repeats the course and pays for it. The transcript will record the mark obtained after a supplementary with an indented "RT" against the mark.

## **6.10 Dissertations and Research Projects Regulations**

- a) Students may be required to submit research work including a thesis, dissertation, project report and paper in partial fulfilment of the requirements for the award of the programme.

- b) All students are expected to follow the general rules of academic honesty. Essays and research papers should be the original work of each individual. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and will be dealt with severely. Essays, which are plagiarised, will not be marked and will automatically receive no mark.
- c) In dissertations and projects, direct copying without acknowledgement will result in the work being rejected. If a lecturer/supervisor suspects plagiarism whether intended or not, the candidate will be called for an oral defence of his/her work before a panel. This defence will determine whether the work will be accepted or not.
- d) All written work and assignments submitted must conform to UMU standards. Work which contains many spelling or grammatical mistakes or is badly written or presented, shall normally be resubmitted for assessment.
- e) Research projects shall be marked by the internal and external examiner.
- f) The Research Project is a full subject to be marked out of 100% and will account for 20% of the final degree mark.
- g) If the submitted work does not satisfy the examiner or a student attempts to write the dissertation and does not successfully complete due to other factors, s/he shall not qualify for the award.
- h) In the event that a student is not able to complete the programme, due to his/her inability to write the

dissertation, s/he can apply for an intermediate award in that same programme. Such students should apply to the Registrar through the Dean for change of status, and should fulfil the requirements for that intermediate award.

- i) Detailed guidelines for dissertations, thesis and project reports are contained in the SPGSR Handbook.

### **6.10.1 Late Submission**

- a) Students who fail to meet the deadlines for submission of dissertations, but have been granted permission to submit at a later specified date will pay a late submission fee as fixed by the Finance office.
- b) If a student is not able to meet the set deadline for handing in a dissertation, then s/he will be charged a late submission fee.
- c) If the extended deadline is missed, there will normally be no further possibility to submit work and a partial transcript will automatically be issued.

### **6.10.2 Re-Submission**

- a) When a postgraduate candidate fails a defence on the first attempt, s/he will have to re-submit the thesis once it is approved by the new assigned supervisor. The pass mark shall be reduced to 60% and a late submission fee will be charged.
- b) In the case of an undergraduate candidate, the pass mark of a re-submitted dissertation shall be reduced to 50% and a late submission fee will be charged.

## **6.11 Invigilation**

- a) Invigilation is the responsibility of lecturers and includes identifying required examination materials that are necessary.
- b) Invigilation shall be the responsibility of academic staff, preferably the lecturer of a particular course. Administrative staff should not invigilate examinations.
- c) Lecturers who have been indicated on the timetable as invigilators should be present all the time for such a responsibility.
- d) Lecturers who have been indicated on the timetable as invigilators should pick the examinations from the Registry on the day of examination.
- e) During invigilation, invigilators shall make an announcement to the effect that all unauthorised materials should be removed from the examination room.
- f) During invigilation, invigilators shall make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
- g) Invigilators shall ensure that all candidates present have signed the attendance sheet and that they themselves have signed the attendance sheet before handing over all the scripts, attendance sheets, extra question papers, answer booklets and such reports as may be necessary to the Registry.

- h) The invigilator is free to change the sitting arrangement in the examination room if s/he deems it necessary.
- i) Invigilators shall have the power to confiscate any unauthorised materials brought into the examination room and allow the student to continue with the examination, (as guided in **Section 5.15.2**).
- j) Invigilators shall fill the examination supervision report and submit it with the scripts to Registry.

### **6.12 Marking Examinations**

- a) All examination scripts shall be marked centrally. This means that the Faculty/School/Institute, in conjunction with the Registry, shall allocate time and designate a place where lecturers shall mark scripts. Marking scripts from homes or other undesignated places shall not be allowed.
- b) In view of the above functions, the Associate Dean, in collaboration with the Registry, shall ensure that this function at the Faculty/School/Institute level is carried out satisfactorily.
- c) While marking examinations (assessment), lecturers shall be as objective as possible and shall avoid anything that may smack **of** favouritism and bias.
- d) A lecturer who has a close relationship with a student shall declare his/her conflict of interest to the Registrar and Dean so that arrangement is made to find another examiner.

## **6.13 Approval of Examination Results**

- a) All examination results shall be approved by Senate before they can be released to students. Thus, it shall be against Senate Policy and Practice for students' results to be released to students before Senate approval. Presenting results after a whole Academic Year or when students are due for graduation shall be considered a grave breach of Senate Policies.
- b) Results of the Graduating Class shall be presented to the Senate two (2) months prior to graduation.
- c) The Chairperson of Senate will not approve results brought in after Senate meeting unless deemed necessary.

## **6.14 Rules on Examination Malpractice and Irregularities**

### **6.14.1 Malpractice and Fraud relating to Coursework**

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

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

**.....Penalty for engaging in coursework malpractice**

- a) Caution and cancellation of the student's coursework or
- b) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding two academic years.
- c) Cancellation of his/her coursework and dismissal from the University.

**6.14.2 Malpractice and Irregularities in 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 hall/room 30 minutes after the commencement of the examination and leave the examination room before 30 minutes to the finishing time.
- c) Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
- d) Indulge in any disruptive conduct including, but not limited to, shouting, assaulting of another student/candidate, using abusive and/or threatening language.
- e) Take out of the examination hall/room an answer booklet(s) or part of it, used or unused.
- f) Take into the examination hall/room unauthorized materials.

- g) Neglect, omit or in any 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.

**Xxxxxx Penalty for Malpractice and Irregularities in Conduct of Examinations**

The following penalties shall be given with respect to the above:

- a) Cancellation of the student's examination, or
- b) Cancellation of the relevant examination and suspension from his/her studies for a period not exceeding one academic year, or
- c) Cancellation of the relevant examination and dismissal from the University.

**6.14.2.1 Cheating in the Examination Room**

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

- a) Take into the examination room/hall, in person or by agent, unauthorised materials including, but not limited to, plain papers, condensed/ summarised notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile/smart phones or any unauthorized electronic equipment.
- b) Copy from any other candidate/student.
- c) Involve oneself in plagiarism.
- 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 hall/room.
- f) Collaborate with another candidate/student in the examination hall/room to use telephone discussions and share materials including calculators and other electronic equipment.
- g) Import into the examination hall/room, in person or by agent a pre-prepared answer script/booklet.
- h) Substitute an answer script/ booklet prepared outside the examination hall/room for the one already submitted to the invigilator/ examiner.
- i) Impersonate another student/candidate or be impersonated.
- j) Produce false documents in relation to eligibility to sit examinations.
- k) Sit or attempt to sit an examination without authority.
- l) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- m) Fraudulently access or attempt to access examination questions before the examination is due.

**xxxxx** **Penalty for Cheating in the Examination**

- a) Cancellation of the relevant examination, or
- b) Cancellation of the relevant examination and suspension from his/her studies for a period not exceeding two academic years, or
- c) Cancellation of the relevant examination and dismissal from the University.

### **6.14.3 Offences Relating to the Conduct of Irregularities Hearing**

It shall be an offence for any student/candidate whether or not s/he 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 Academic 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 produce 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 alleged irregularity.
- f) Harass or procure others to harass on his/her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

### **xxxxxPenalty Relating to the Conduct of Irregularities Hearing**

Any student/candidate found guilty of **interference interfering** with the conduct of an irregularity hearing shall be liable to:

- a) Cancellation of the relevant examinations, or
- b) Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or
- c) Cancellation of the relevant examinations and dismissal from the University.

## **6.14.4 Procedure of Dealing with Malpractice Cases**

### **6.14.4.1 Guidelines on Apprehension of a Suspect**

When a student/candidate is suspected of engagement in examination malpractices, the following should be taken into account by the invigilator:

- a) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated.
- b) Searching the suspect(s) body should be done in the presence of another person.
- c) The materials used in the malpractice should be taken away as soon as they are found and kept as exhibits.
- d) The invigilator draws a line in the answer booklet separating the work that has been done when the suspect had unauthorized materials and the one done when the authorized material was removed.
- e) The suspect is to write a statement in relation to the malpractice in the presence of a witness. This happens in the examination hall/room; otherwise, if it is done later, the suspect may deny the malpractice.
- f) The sitting position is changed and in most cases the suspect is brought to sit at the front of the examination room.
- g) The identity of the suspect and possible witnesses should be recorded immediately.
- h) A suspect should be allowed to proceed with the examination since s/he is presumed to be innocent until proven guilty.

### **6.14.5 Pre-Hearing**

- a) 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 photocopied and a copy kept by the Faculty/School/Institute before submitting to the Chairperson for safe custody.
- b) The Chairperson of the Committee shall inform the student/candidate in writing of the allegation.
- c) A copy of the Rules and the letter of the Chairperson shall be availed to the student/candidate.
- d) The student/candidate shall be allowed to make a formal defence, in writing to the allegations addressed to the Chairperson of the Committee.
- e) The student/candidate shall then be invited, in writing or by whatever expedient method, to appear before the Committee to defend himself/herself.
- f) A student/candidate who fails or refuses or omits to appear after being effectively summoned three times consecutively shall be suspended indefinitely from the University pending his/her appearance before the Committee.
- g) The suspension shall remain in effect until the student/candidate has appeared and answered the allegations.

### **6.14.6 Hearing**

- a) The Committee shall be properly constituted by the Chairperson. Quorum of the Committee shall be  $\frac{2}{3}$  of members.
- b) 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.

- c) The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the Committee of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities s/he is alleged to have breached. In addition, s/he shall be informed of the possible punishments.
- d) The student/candidate shall formally respond to such allegations.
- e) Where the student/candidate is alleged to have been found with unauthorised 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 s/he is alleged to have found in the possession of the student/candidate.
- f) The student/candidate shall be given an opportunity to respond to allegations of fact.
- g) 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.
- h) The Committee shall then deliberate in the absence of the student/candidate and the Member of Staff/Invigilator who made the report.
- i) A decision or recommendations shall be made with regard to the punishment and reasons should be assigned for such a decision.

- j) The report and recommendations shall be forwarded to the Senate. Where, on the face of the record, Senate realises that the Committee erred in its recommendations Senate has a right to review the recommendations and make an appropriate decision.

#### **6.14.7 Post-Hearing**

- a) The proceedings, Committee deliberations and the decisions/recommendations should be recorded and a signed record should be forwarded to Senate for action.
- b) The recommendations made by the Academic Irregularities Committee shall be brought to the attention of Senate for approval.
- c) The Registrar shall then write to the student/candidate communicating the decision of the Academic Irregularities Committee.

#### **6.14.8 Appeal Procedures**

- a) A student/candidate who is dissatisfied with the decision of the Academic Irregularities Committee may appeal to Senate within 30 days from the date of the letter communicating the decision.
- b) The appeal shall be in writing addressed to the Chairperson of Senate and copied to the Academic Irregularities Committee Chairperson stating clearly the grounds of appeal. The Chairperson of Senate shall acknowledge receipt of the appeal, in writing, to the student/candidate with a copy to the Chairperson of Academic Irregularities Committee.
- c) A student/candidate who pleads guilty to an offence before the Academic Irregularities Committee shall have a right of appeal only with respect to the penalty.
- d) Senate shall hear the appeal expeditiously.

- e) 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 Senate and to be heard.
- f) The Registrar shall officially notify the Academic Irregularities Committee that made the decision in the first instance of the date of hearing of the appeal. The Committee shall have a right of representation.
- g) At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the Academic Irregularities Committee shall have a right to respond to the student/candidate's presentation.
- h) Senate will then deliberate in the absence of the student/candidate and the Academic Irregularities Committee representative preferably on the date of hearing.
- i) Senate may confirm, vary or rescind the decision earlier taken. The decision of Senate shall be final and no further appeal shall be entertained.
- j) On conclusion of the malpractice case, the confiscated unauthorised material shall be destroyed within sixty (60) days from the date of letter communicating the decision.
- k) A student who is involved in an examination irregularity more than once shall not be allowed to appeal. S/he shall be discontinued from studying at Uganda Martyrs University.
- l) A student who is suspended or dismissed from the University his/her name and photograph shall be published at all UMU Campuses.

## **7.0 CLASSIFICATION OF DEGREES AND AWARDS**

The University will award Degrees classified as follows:

### **7.1 Classification of Postgraduate Degree/Diploma**

<b>Class</b>	<b>CGPA RANGE</b>
Distinction	4.50 – 5.00
Credit	3.50 – 4.49
Pass	3.00 – 3.49

### **7.2 Classification of Undergraduate Degree**

<b>Class</b>	<b>CGPARANGE</b>
First Class	4.40 – 5.00
Second Class (Upper)	3.60 – 4.30
Second class (Lower)	2.80 – 3.59
Pass	2.00 – 2.79

### **7.3 Classification of Certificates and Diplomas**

<b>Class</b>	<b>CGPA Range</b>
Distinction	4.40 – 5.00
Credit	2.80 – 4.39
Pass	2.00 – 2.79

### **7.4 Grading of Marks**

- a) Each course done in a semester shall be graded using Grade Point Average (GPA) number and that figure shall be given a letter to identify the grade at which a course has been passed.
- b) All courses shall be assigned credit units to be used in calculating GPA.

- c) Grade Point Average for all the semesters shall be computed at the end of the final year to get the Cumulative Grade Point Average (CGPA) which will determine the class of the award.
- d) GPA shall be rounded off to two (2) decimal points.

### **7.5 Calculating GPA**

<b>Marks</b>	<b>Alpha grade</b>	<b>Grade Point</b>
80 – 100	A	5.00
75 – 79	B+	4.50
70 – 74	B	4.00
65 – 69	C+	3.50
60 – 64	C	3.00
55 – 59	D+	2.50
50 – 54	D	2.00
00 – 49	F	0.00

**Note:**

All marks obtained shall be rounded off in the final computation to one decimal point

## **8.0 AWARDS**

### **8.1 Certificates and Diplomas**

- a. A candidate shall be awarded a certificate or diploma after s/he has undertaken approved courses and satisfied the requirements of the University as a student of UMU.
- b. All certificates or diplomas shall last for a minimum period as may be stipulated in the rules and regulations governing these certificates and diplomas, (See Section 3.2.5 and 3.2.6).
- c. A candidate who sits a supplementary examination during the programme shall not be eligible for a Distinction Award.

### **8.2 Bachelors Degrees**

- a. A candidate who sits a supplementary examination in any course shall not be eligible for First Class Honours.
- b. A candidate repeating the final year will not be eligible for honours unless specially recommended by the Board concerned prior to repeating the final year.
- c. A candidate shall be awarded a Bachelor's degree after s/he has undertaken approved courses and satisfied the requirements of the University as a student of the University.
- d. All Bachelor degrees shall last for a minimum period of three years or as may be stipulated in the rules and regulations governing these degrees.

### **8.3 Aegrotat Degree, Diploma or Certificate**

A candidate may apply, through the Registrar, to Senate for an award of an aegrotat Degree, Diploma or Certificate under the following conditions:

- a) If a final year student has successfully completed the first semester courses and completed the first two assessment exercises in each course in the second semester and is prevented by medical conditions as certified by an approved specialist medical practitioner from completing the final assessment exercise.
- b) Applications from or on behalf of candidate(s) must reach the Registrar not later than one month after the termination of the relevant examination, and must be accompanied by a report obtained from the University Health Officer, or from a recognised medical officer and from one or more of the candidates' lecturers.
- c) An aegrotat Degree, Diploma or Certificate will not be awarded unless the internal and external examiners consider that, in the work submitted at such part of the examination attended, the candidate reached a standard, which, if so reached in the remainder of the examination, should have qualified him/her for the award.
- d) An aegrotat Degree, Diploma or Certificate will be awarded without distinction or class.
- e) Nothing in the foregoing clauses shall exempt a candidate from presenting a dissertation or thesis when such is prescribed.
- f) An aegrotat Degree, Diploma or Certificate shall not be awarded if it entitles the holder to registration for a professional qualification.

- g) Holders of an aegrotat Degree may apply to proceed to a second or higher degree on complying with the regulations of such a degree.
- h) Holders of an aegrotat Diploma may apply to proceed to a degree on complying with the regulations of such a degree.
- i) Holders of an aegrotat degree or diploma are not permitted to re-enter for the examinations not attended.

#### **8.4 Masters Degrees**

- a) A candidate shall be awarded a Master's degree after s/he has been registered for the degree as a student of the University, for a period as specified (See Section 3.2.3) and has pursued such advanced study or research, or both, as may be approved by Senate, and has performed other works and complied with such other conditions as may be prescribed.
- b) Every Master's student shall be required to publish at least one academic paper before completion of the programme.
- c) A Master's student who sits a supplementary examination in any module shall not be eligible for a Distinction Award.

#### **8.5 Master of Philosophy (M. Phil.)**

This shall be awarded to students who have demonstrated a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights relevant to their field of study; a comprehensive understanding of

techniques available to their own research or advanced scholarship; and originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.

A candidate shall be awarded the degree of Master of Philosophy after s/he has been registered for the degree as a student of the University, for a period as specified in Section 3.2.2, has published and performed other works and complied with such other conditions as may be prescribed.

## **8.6 Doctorates**

The degree shall be awarded to students who have demonstrated the creation and interpretation of new knowledge, through original research or other advanced scholarship of quality, to satisfy peer review, extend the forefront of the discipline, and merit publication; a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice; the general ability to conceptualise, design, and implement a project for the generation of new knowledge, applications, or understanding at the forefront of the discipline; a detailed understanding of applicable techniques for research and advanced academic enquiry; and contribute substantially to the development of new techniques, ideas, or approaches that are relevant to world realities.

A candidate shall be awarded the Doctor of Philosophy degree after s/he has been registered for the degree as a student of the University, for a period as specified in their curricula (See Section 3.2.1) and has performed other works and complied with such other conditions as may be prescribed.

Every doctoral candidate will be required to publish at least two academic papers in a reputable journal as part of the condition for successfully completing the programme.

### **8.7 Intermediate Awards**

An intermediate award can be awarded to a student who has failed to complete a programme on condition that they are provided for in the respective programme. Instead of a PhD, one can be awarded an MPhil; Instead of Masters a Postgraduate Diploma can be awarded; Instead of a Bachelors a Diploma can be awarded and for a Diploma, a Certificate can be awarded.

### **8.8 Honorary Degree Awards**

- a. The University may consider conferring an honorary degree or title upon any person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself/herself worthy of such an honour.
- b. Except in very special circumstances, the Committee for honorary awards will not consider any nomination of any officer in the service of the University or any person currently in the employment of the University.
- c. The Honorary Degree Awards shall be Doctor of Science (D.Sc.) for outstanding contribution in the field of Science, Doctor of Letters (D. Litt.) for outstanding contribution in the humanities and Doctor of Laws (LL.D) for Public Service by eminent statesmen, administrators and lawyers.

## **8.9 Conferring of Degrees and other Awards**

- a) A congregation of the University shall be held at least once a year in Uganda and shall be presided over by the Chancellor or, in his absence, by the Chairperson of Council, as provided for in the University Charter and Statutes.
- b) Degrees, Diplomas and Certificates shall be conferred only at a congregation of the University.
- c) A candidate shall not be admitted to a degree or other award, other than an honorary degree unless the Registrar has certified that such a candidate has satisfied all the conditions prescribed for such a degree or award.
- d) Senate shall have powers to withdraw or cancel any award of the University if it is subsequently proved that such an award was obtained on false pretences, cheating or fraud.

## **8.10 The Transcript and Certificates**

Upon completion of the academic programme, a candidate will be issued a transcript and a certificate. A valid transcript will bear the official University stamp and the signatures of the Registrar and Dean of the Faculty/School/Institute. A valid certificate will bear the official University Seal, and signatures of the Vice Chancellor and the Registrar.

## **9.0 ACADEMIC BODIES**

### **9.1 Senate**

#### Membership

- a) The Vice-Chancellor, as Chairperson;
- b) The Deputy Vice-Chancellor(s);
- c) Registrar as Secretary of Senate;
- d) The Directors of Campuses;
- e) The Deans, Directors and Associate Deans of all Schools, Faculties, and Institutes;
- f) All Academic Heads of Department;
- g) Librarian;
- h) Director, Quality Assurance;
- i) Two members of academic staff (one male, one female) elected by the academic staff of the University.
- j) Such number of Professors and Associate Professors as the University Senate may determine, which shall include at least one Professor or Associate Professor from each Faculty/School/Institute of the University elected by the academic staff of the Faculty/School/Institute.
- k) Dean of Students
- l) Chief Finance Officer
- m) Director, Human Resources

- n) Such members of associated or connected institutions of education or research and representatives of other institutions of higher education as well as professional associations in Uganda as may be prescribed from time to time by Statutes.
- o) A student Representative may be invited to attend when matters of the Students' Union are being discussed.

### **9.1.1 Functions of Senate**

Senate shall, among other things perform the following functions:

- a) Approve the content and academic standard of any course of study in respect of a degree, diploma, certificate or any other award of the University.
- b) Make regulations regarding the eligibility of persons for admission to programmes and the actual pursuit of an examination in such courses leading to the award of a degree, diploma, certificate or any other award of the University.
- c) Make regulations with regard to the standard of proficiency to be attained by candidates in each examination for a degree, diploma, certificate or any other award of the University.
- d) Determine which candidates have reached the standard of proficiency referred to in the immediately preceding paragraph and are otherwise qualified for the award of the relevant degree, diploma, certificate or any other award of the University.
- e) Initiate proposals relating to the running of the University generally, including the organization of the academic year and its activities.

- f) Make recommendations to the Governing Council regarding the establishment of new academic programmes, institutions or organs and all matters connected therewith, including staff and also regarding the establishment of academic associate-ship or in connection with institutions of education or research or of a professional character.
- g) Initiate and develop Academic Policies and Procedures in respect of enhancing academic growth and quality in the University.

## **9.2 University Examinations Board (UEB)**

The University Examinations' Board (UEB) shall be the overall body in-charge of all the Examinations of the University.

## **9.3 Faculty/School/Institute and Department Boards**

The Board of the Faculty, School, Institute, and Department shall deliberate and make recommendations to Senate on matters of academic nature including but not limited to

- a) New courses.
- b) Revised courses and programmes.
- c) Academic Policies.
- d) Examinations and results.
- e) Names of the external examiners, and
- f) Any other academic or professional activities.

### **9.3.1 Faculty/School/Institute Examinations Board**

The Faculty/School/Institute Examinations Board shall be the overall body in-charge of all the Examinations of the Faculty/School/Institute level.

## **9.4 Quality Assurance Committee**

There shall be a Quality Assurance Committee, a Committee of Senate with representatives from Campuses, Faculties, Institutes and schools. The Committee shall be chaired by the DVC (Academic Affairs). All liaison and activities pertaining to the office shall be handled by the Director Quality Assurance who shall also be a member of Senate.

## **9.5 Academic Irregularities Committee (AIC)**

There shall be an Academic Irregularities Committee that shall:

- a) Investigate all cases of academic irregularities and malpractices.
- b) Regulate its activities that include hearing of academic malpractice cases, gathering and compiling pertinent evidence, listening to students' statements, listening to students' appeals and making reports with recommendations to Senate.

## **9.6 Graduation Committee**

There shall be a Graduation Committee that shall organise the graduation ceremony of the University at least once in each University academic year at which University degrees or other titles of the University shall be conferred upon or awarded to graduands.

??? don't you think you need to include the constitution of the graduation committee somewhere here...

## **9.7 Honorary Award Committee**

There shall be an Honorary Award Committee that shall be Chaired by the Chairperson of the Council, the Vice-Chancellor, the Deputy Vice-Chancellor AA, three members of Senate elected by Senate, and three members of the Council elected by the Council.

The Committee shall among other duties, discuss and recommend to Council the nominees from Senate, Council and Episcopal Conference.

## **10.0 MISCELLANEOUS PROVISIONS**

### **10.1 Declaration of Conflict of Interest**

In case of existing relationships between teaching staff and students of: parent, spouse, daughter, son, sister, brother, niece, nephew, girlfriend, boyfriend and any other vested interests which may compromise their professional integrity and performance, the academic staff are required to declare, to the Registrar such interests so that alternative arrangements can be made with regard to assessment.

### **10.2 Conduct of Examiners**

An internal examiner, examination officer or any other officer connected with the preparation of the examinations who conducts him/herself in such a manner as to cause a leakage of examination question(s), shall be disqualified from responsibilities entrusted to him/her and disciplinary action shall be taken against him/her in accordance with University disciplinary procedures.

### **10.3 Inter-Institutional Relations**

#### **10.3.1 Exchange Programmes (Institutional Co-operation)**

In consideration of mutual benefits and interests, Uganda Martyrs University may enter into a co-operative agreement with other institutions, relating to research, exchange of students and staff in educational related matters.

#### **10.3.2 Accreditation of Academic Programmes**

- a) Uganda Martyrs University may enter into an institutional agreement with an institution or institutions whereby UMU accredits an academic

programme or programmes leading to the award of a Certificate, Diploma or Degree.

- b) Candidates who complete their studies from such institutions shall graduate from Uganda Martyrs University Main Campus.
- c) UMU shall endorse a designated programme after UMU Curriculum Review Committee and Senate has satisfied themselves as to the standard of the course(s) offered, and that the students' performance merits the award of the qualification as judged by the UMU Senate. This will be a UMU award and will be governed by regulations approved by UMU Senate.
- d) All academic programmes at Uganda Martyrs University shall be accredited by the National Council for Higher Education and/or professional bodies.

#### **10.4 Research and Publications**

The University shall promote research and publications through:

- a) Promoting individual, interfaculty and interdisciplinary research
- b) Providing information about research
- c) Linking and collaborating with other institutions in research.
- d) Providing information on publishing, especially by identifying places and means through which materials can be published.
- e) Collecting and uploading staff publications on the website.

- f) Ensuring that information on UMU publication is properly disseminated.

Research and Publications committee shall be chaired by the DVC (Academic Affairs) and the Secretary shall be the Associate Dean SPGSR.

### **10.5 Short Course Policy**

- a) A short course is a program that does not lead to an academic award nor is it listed as a qualification in the University prospectus.
- b) A short course is a non-credit course. However, the applicant who undergoes such a course merits an attendance certificate at the end of the training which bears the Uganda Martyrs University name, motto and logo.
- c) The time frame of a short course is a maximum of eight weeks (2 months).
- d) A short course to be offered must be approved and authorized by the Faculty/School Boards of the University.

#### **10.5.1 Management of Short Courses**

- a) Faculty that intends to run short courses must have a Short Course Coordinator (SCC) clearly designated.
- b) Though short courses lead to no academic award, individuals must nonetheless be tested and given assignments to enhance their understanding of the concepts and ideas exposed to them.
- c) Fees for short courses shall be determined by Faculties/Schools/Institutes in consultation with the Finance Department.

- d) In case where Short courses are run at UMU Main campus or any other UMU campus where it is the University or its campus meeting the running costs, the ratio of sharing the accrued fees between UMU as an institution and the Faculty running the course shall be in the percentage of 80 to 20 with the University meeting all the costs.
- e) Similarly, for short courses that are run elsewhere but using UMU's name and with the Faculty meeting the running costs the sharing shall be in the ratio of 20 to 80 with the Faculty meeting all the costs.

### **10.5.2 Enhancement of quality control**

- a) Every Faculty running short courses should have someone at the faculty level who is in-charge of the activity.
- b) Students enrolled in the course must not exceed 40 in number in a class at any given time. Thus, classes must be kept small so as to create maximum and meaningful learning interactions between the lecturer and the student.
- c) Short courses created should not overlap or be duplicated.
- d) All courses must be taught by full-time faculty or expert practitioners from the field.
- e) High standards must be aimed at in ensuring that students/applicants get their money's worth.
- f) Short courses must be registered with the university.
- g) Classes must be designed to enhance hands-on learning and emphasis must be put on applied skills.

## **11.0 CAMPUSES, AFFILIATE INSTITUTIONS AND COORDINATION CENTRES**

There shall be a coordinating office in charge of Campuses, Affiliate institutions and Coordination centres. The Officer in charge shall be the Senior Assistant Registrar (Campuses and Affiliations), reporting to the Registrar. The above institutions shall be governed by a policy and shall operate as indicated below:

### **11.1 Uganda Martyrs University Campus**

This shall be a branch of UMU established with approval of National Council for Higher Education (NCHE) to extend UMU's presence in a given area/locality within Uganda.

### **11.2 Affiliate Institution**

An affiliate shall be a tertiary institution of higher learning that operates independently but has signed a Memorandum of Understanding (MoU) with UMU to accredit its programme(s) with the approval of NCHE. The MoU shall always be evaluated by the Affiliations Committee before being signed by both parties as provided for by the policy governing such institutions.

### **11.3 Coordination Centre**

This shall be a site where UMU establishes a facility for coordination of its programmes.

***All information given in this Handbook was correct at the time of printing and may be subject to change with approval of Senate or the University Governing Council.***