

KING CEASOR UNIVERSITY



ACADEMIC HANDBOOK

JUNE 2024

1.0 INTRODUCTION

King Ceasor University (KCU), formerly known as St. Augustine International University, is situated on King Ceasor Road in Bunga. It obtained its license from the National Council for Higher Education on September 26, 2014, with the aim of providing exceptional educational opportunities to students from various cultural and educational backgrounds. The university emphasizes the cultivation of lifelong skills that prepare students for successful engagement in society.

KCU's vision is to be recognized as a university that fosters moral rearmament, wealth creation, and innovation. Its mission is to engage in research, teaching, and learning of international distinction, delivering academically current, innovative, and responsive programs that cater to the needs of both local and global communities. The university's motto encapsulates its core values: "Wealth multiplication and moral rearmament."

2.0 LOCATION

King Ceasor University, situated at King Ceasor Road, off Ggaba Road, is nestled in the vibrant neighborhood of Bunga, within the bustling city of Kampala, Uganda, in the region of East Africa. This location offers students a dynamic and culturally rich environment in which to pursue their academic endeavors.

3.0 VISION

An innovation driven University.

4.0 MISSION

To provide a holistic education through inventive teaching, learning, and research aimed at fostering socio-economic transformation.

5.0 ORGANS OF THE UNIVERSITY

5.1 The University Council

This is the supreme organ of the University and is responsible for the overall administration of the University. The Council ensures due implementation of the objectives and functions of the University. The Council may appoint Committees and Boards consisting of its members and other persons as it may deem necessary.

5.2 The University Senate

The University Senate is responsible for the organization, control and direction of the Academic matters of the University. The Senate is in charge of the teaching, outreach, research and publication in the University.

Academic Functions of Senate

Senate shall among others perform the following functions:

- i. 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;
- ii. Make regulations regarding the eligibility of persons for admission to programmes and the actual pursuit of examination in such courses leading to the award of Degrees, Diplomas, Certificate or any other award of the University;
- iii. 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;
- iv. Determine which candidates have reached the standard of proficiency referred to in (iii) above and are otherwise qualified for the award of the relevant Degree, Diploma, Certificate or other award of the University.
- v. Initiate proposals relating to the running of the University generally, including the organization of the Academic year and its activities.
- vi. Make recommendations to University Council regarding the establishment of new academic programmes, institutions or organs and all matters connected therewith, including staff.

5.3 Administrative Structure of the University

This includes:

- i. The Chancellor
- ii. The Chairman of the Council
- iii. Vice Chairperson of the Council
- iv. The Vice Chancellor
- v. Deputy Vice Chancellor (Academic Affairs)
- vi. Top Management
 - University Secretary
 - Academic Registrar

- Dean of Students
- Director Finance
- University Librarian

5.4 The Office of the Academic Registrar

The office of the Academic Registrar is headed by the Academic Registrar. The Academic Registrar is responsible to the Vice Chancellor and works to assist the First Deputy Vice Chancellor in the administration and organization of all academic matters including admissions, research and publication, undergraduate, post graduate studies, examination research and publication.

5.4.1 Specific Functions of the Academic Registrar’s Office

The functions of the office of the Academic Registrar include:

- i. Maintaining and safeguarding student records, including personal information, enrollment data, grades, and transcripts.
- ii. Coordinates the Admission process.
- iii. Registration of students - undergraduate and graduate.
- iv. Developing and managing the academic calendar, including important dates for registration, exams, and other academic events.
- v. Coordinating class schedules, room assignments, and examination timetables.
- vi. Monitoring and supervision of teaching and learning at all campuses.
- vii. Provision of secretarial services to the Senate.
- viii. Managing the processes for degree conferral, including verifying graduation eligibility and coordinating commencement ceremonies.
- ix. Issuing diplomas, official academic transcripts, and certificates.
- x. Management and coordination of convocation activities
- xi. Developing and enforcing academic policies and procedures related to enrolment, grading, and graduation.
- xii. Assisting in the development and revision of academic programs and curricula, while coordinating accreditation processes and supporting program reviews.

6.0 STRATEGIC FRAMEWORK

The 2023/2024- 2027/2028 strategic plan sets out the University’s strategy for rethinking and repositioning itself to meet the demands of teaching and learning; research and knowledge transfer

6.1 Strategic Initiative 1: Infrastructure

KCU will execute its infrastructure plan, positioning itself firmly among the top universities in the region while mitigating its environmental footprint.

Goal: Provide sustainable facilities and infrastructure that meet our evolving requirements at a competitive standard comparable to our benchmark institutions, serving as assets for attracting and retaining high-quality students, faculty, researchers, and staff.

Action Items:

- (a) Develop and regularly update a new, dynamic sustainable University Master Plan taking into consideration landscapes, disability access, parking, environmental concerns and other issues.
- (b) Establish King Ceasor University Teaching Hospital (KCUTH).
- (c) Meet the demand for quality, technology-enabled, adaptable classroom areas by devising and executing space plans that adapt to fluctuations in faculty and student populations, while maximizing current resources.
- (d) To expand the physical and virtual infrastructure of the library.
- (e) Enhance and enlarge the current laboratories by expanding space and equipping them appropriately.
- (f) Accessibility: Adjust existing infrastructure to accommodate people with disabilities within all areas of the University and consider this when developing new infrastructure.
- (g) Establish priorities for facilities to enrich the campus experience, such as the canteen, student resource center, and sickbay.
- (h) Establish information technology and utility infrastructures accessible to all members of the campus community, capable of adapting to evolving needs and ensuring uninterrupted business operations.

6.2 Strategic Initiative 2: Academic Excellence

Achieve academic excellence to meet the needs of students and the community by recruiting, retaining, and supporting innovative faculty, and by continually assessing and enhancing academic programs.

Goal: Educate students to excel and create positive impacts within their communities.

Action Items:

- (a) Create and execute new academic programs that mirror the changing demands of the marketplace and emerging workforce opportunities.
- (b) Enhance the design and delivery of academic programs.
- (c) Develop a strategic plan for online education.
- (d) Enhance assessment design and learning opportunities for students to uphold academic integrity.
- (e) Revise and adjust the strategic enrollment plan to achieve student enrollment goals while maintaining an optimum student-staff ratio
- (f) Enhance quality assurance systems e.g. Students' evaluation of academic staff, conduct tracer studies, benchmarking best academic practices from other institutions etc.
- (g) Commence the review of curricula and re-submit them for accreditation to the NCHE.
- (h) Promote teaching excellence as the successful engagement of our students in learning, experimenting, creating, and achieving their full potential.
- (i) Recruit and retain qualified staff to uphold teaching excellence.
- (j) Staff development

6.3 Strategic Initiative 3: Student Support Services

Provide student services and resources to support their academic success and well-being.

Goal: Offer comprehensive support to students, enabling their flourishing at KCU and preparing them for success beyond their time at the university.

Action Items:

- (a) Establish a student support center.
- (b) Develop a comprehensive employability strategy with demonstrated effectiveness for graduates.
- (c) Develop and execute programs that support student's health and well-being.
- (d) Foster and facilitate student participation in co-curricular activities to cultivate a sense of belonging and allegiance to the university.
- (e) Support student leadership and welfare programmes.
- (f) Maintain a strong alumni relationship.

- (g) Create and commence a skills development programme for students.

6.4 Strategic Initiative 4: Governance and Management

Provide the overarching structure and guidance for the systematic and disciplined governance and management of the University, ensuring its effective and efficient operation.

Goal: Promote and strengthen the governance and management of the University.

Action Items:

- (a) Develop a plan to attract, retain, and motivate competent human resources, while building management and leadership capacity at all levels.
- (b) Determine, develop, and implement appropriate policies and procedures for the effective and efficient governance and management of the University.
- (c) Develop and implement a succession plan for the University's Human resources.
- (d) Establish a performance management framework for Council and Management.
- (e) Develop and implement a university-wide communication strategy.
- (f) Procure and maintain a University Information Management System.
- (g) Develop and implement institutional quality assurance processes to ensure the integrity and quality of teaching and research.
- (h) Develop and implement a comprehensive, integrated, evidence-informed workplace health and wellness promotion strategy.
- (i) Enhancement of staff welfare.

6.5 Strategic Initiative 5: Community Engagement

Broaden community outreach and engagement efforts to expand service and experiential learning opportunities to stimulate socio-economic development of communities.

Goal: Create community-university partnerships that enhance learning and contribute to the public good.

Action Items:

- (a) Strengthen and increase community outreach programs.

- (b) Develop a University wide COBERS Strategy and programme.
- (c) Integrate all facets of Community Engagement into the teaching, learning, and research endeavors of the University.
- (d) Build staff capacity to lead community engagement processes.
- (e) Develop a University policy for community engagement.
- (f) Sign partnership MoUs with industry, Private Sector and Local Governments for mutually beneficial community relationships.
- (g) Develop an Outreach and Community Engagement Dissemination Strategy.

6.6 Strategic Initiative 6: Research and Innovation

Position King Ceasor University as a nationally and regionally renowned research and innovation hub.

Goal: To promote knowledge generation, innovations and research

Action Items:

- (a) Develop a University research agenda.
- (b) Enhance funding for research and innovation.
- (c) Enhance both the quantity and quality of external funding submissions and awards.
- (d) Build incubation centers to promote the commercialization of research and innovations.
- (e) Develop a research dissemination strategy.
- (f) Develop and sustain research partnerships.
- (g) Establish the University consultancy unit.
- (h) Develop scholarly journals to boost academic publications and improve global rankings.

6.7 Strategic Initiative 7: Institutional Sustainability

Operate from a position of financial strength by becoming as efficient as possible in our spending and maximizing resource generation.

Goal: Sustain and support financial sustainability and growth through increasing institutional efficiencies.

Action Items:

- (a) Implementing baseline budgeting and emphasizing strategic initiatives.
- (b) Ensure the financial health of the university and its ability to provide for anticipated growth.
- (c) Annual workload analysis to ensure responsible stewardship of resources.
- (d) Upgrade ICT related infrastructure.
- (e) Diversify income sources (endowments; grant proposals, fundraising).
- (f) Establish adequate controls in resource utilization.
- (g) Engage in robust marketing to increase student enrolment (Online and offline media, regional and international marketing liaison offices)

7.0 APPLICATION

King Ceasor University offers a number of degrees, diploma and certificate courses which are designed to produce a team of professionals with integrity, critical reflective thinking, engaging in excellence research and outreach in Science, Technology and Innovation for socio economic transformation and sustainable development.

7.1 Mode of Application

All prospective candidates are required to submit their applications online through the newly implemented ACADEMIA system. Upon successful admission, a mandatory application fee of USD 21 will be levied, payable at the time of settling the first-semester tuition fees.

KING CEASOR UNIVERSITY ONLINE APPLICATION PORTAL GUIDELINE

1. Applicants should access the institution's Admission URL <https://apply.kcu.ac.ug/#/auth/login>
2. Signup using full name, e-mail and mobile no. Please note that your name must be similar to the one on your supporting documents for your application to be considered.
3. After clicking on the "LOGIN" button, you will be directed a screen where you are required to provide details of the program you wish to apply for.
4. By clicking on Programme Details, you will get 'Add' button. Click it and add the details
5. The "Add" button facilitates the addition of multiple programs for application, and the entered program details can be saved using the "Save" button.

6. To proceed, click on "Personal Details" to access the screen where you can input all relevant information, save it, and advance to the next section.
7. To input your area of residence details, click on "Area of Residence." Then, add your current address and permanent address separately by clicking on the "+Add Address" button.
8. Navigate to the "Upload Documents" section where you will be prompted to upload the required documents as specified. After completing this step, proceed to the "Next of Kin Details" section. Click on the "+Add" button to access the screen for filling in the relevant details.
9. Enable the save button by ticking the checkbox, then click on the save button to submit your application.

NOTES:

1. You are advised against submitting false information or forged documentation. Candidates who obtained results 7, 9, X, Y and Z at 'O' Level need not apply, since they do not meet the admission requirements.
2. Students who are already registered on King Ceasor University Programs are not **ELIGIBLE** to apply

7.1.1 Admission Avenues

There are six (6) main avenues of entry into the University to undergraduate programmes namely:

- i. The Direct Entry Scheme for 'A' Level leavers
- ii. Diploma Holders Entry Scheme.
- iii. Mature Age Entry Scheme
- iv. Degree Holders Entry Scheme (Proposed)
- v. Higher Education Access scheme
- vi. Credit Transfer Entry Scheme

(The details on each of these avenues are in the Admissions Policy)

7.1.2 International students

The international applicants should have qualifications that are recognized for university entry in their respective countries. If transcripts are not in English they must be translated, signed and certified as true copies by the academic authorities of the institutions of origin. All international students are required to have their secondary certificates equated by the Uganda National Examinations Board (UNEB). In the same way, Degrees and Diplomas have to be equated by National Council for Higher Education (NCHE). All international students whose national language is not English must show evidence for proficiency in English language or enroll for a supplementary year program.

7.2 Admission Process

- i. Students will be selected based on a comprehensive evaluation of academic performance, minimum requirements, and choices given in the application to create a shortlist, with final selection done on a merit basis in order of choices.
- ii. A shortlist is presented to the University Admissions Board. Each program is given weight to the factors pertinent to its nature and requirement. The University Admissions Board may then grant or deny admission.
- iii. The list of admitted candidates will then be displayed on the University notice boards and website. Each candidate will then be expected to collect his/her admission letter from the office of the **Academic Registrar at “Main Campus”**. **A copy of the joining instructions will be given as well.**

8.0 REGISTRATION

8.1 Registration Programme

All students of King Ceasor University are required to register during the first two/three weeks in accordance with the registration process and as per the set registration programme.

8.2 How The Registration Procedure Works

Logging in & Registration Deadlines & Late Registration Fee:

- i. Every student should enrol on the ACADEMIA system within the first three weeks of every semester. Failure to do so shall attract a late enrolment fee of UGX 50,000.
- ii. Within the first 2 weeks of every semester, each student is required to fill and sign the provided enrolment form at the respective School indicating the subjects offered that semester. A student who fails to submit the enrolment form will not be allowed to register for the semester and hence will not be assessed for the semester.
- iii. All students under King Ceasor Development Kingdom sponsorship shall register within two weeks from the beginning of semester. Any sponsored student who fails to register according to the programme shall be subjected to a surcharge of Shs. 50,000/= for late registration.
- iv. First registration deadline for private students will be the 8th week of the semester, beyond which a late registration fee of UGX 25,000 be charged. All students are expected to register by this day.

- v. Second registration deadline be given up to the 12th week, beyond which a late registration fee of UGX 50,000 is charged. Any student who will not have registered by the first registration deadline day will be allowed to register by this day.
- vi. All continuing students under King Ceasor Development Kingdom sponsorship must register in the first two weeks of every semester. An allowance of two (2) weeks will be granted to those with justifiable reasons after prior notice to the School Dean, Dean of students, and Academic Registrar at a surcharge of UGX 50,000.
- vii. All first year students are required to register with the Dean of Students within the first two weeks from the beginning of the semester.
- viii. Any continuing student who is retaking a course is required to register for the retake papers before adding on the new courses.

8.3 Temporary Withdrawal

A student may withdraw temporarily from the University with permission from the Academic Registrar. A student can only apply for temporary withdrawal if such a student has reasons with evidence that are beyond his/her control. The reasons that warrant a student to request for temporary withdrawal could be; failure to clear fees, and ill health among others. Such permission should be sought within the first five weeks of the semester.

Item	Proportion to be refunded
Tuition fees	50%
Registration fees	0%
Library fees	0%
Research fund	0%
Examination fees	50%
Computer fees	0%
Medical fees	50%

N.B

All students who fail to register according to set registration program shall be subjected to a surcharge of UgX 50,000 for East Africans and internationals for late registration.

8.4 More Information About Registration

8.4.1 Change of Programme / Subject

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

Students who wish to change programmes/subjects need to first of all register according to the registration timetable for the programmes and subjects (where applicable) to which they have originally been admitted. Each student who may wish to change his/her programme/ subject is required to pay an application fee of 100,000/=.

The change of programme /subject forms will be issued and received back within the first 2 (two) weeks of the first semester.

NOTE THAT: It is advisable that only those students who meet the cut-off points for the desired programmes/subjects may apply.

8.4.2 Payment of Fees

All mandatory fees due to the University shall be paid in full before registration

8.4.3 Dues for National Council of Higher Education (NCHE)

All students are required to pay Shs. 20,000 excluding bank charges to National Council for Higher Education at the beginning of each academic year. This payment can be made through the Uganda Revenue Authority Portal.

Account name: National Council for Higher Education

Account Number: 0140015191503

Bank: Stanbic Bank

Branch: Kyambogo

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

9.0 HOSPITALITY SERVICES

Through the Dean of Students' department, students can access assistance in finding accommodation with our partner hostels, conveniently located near the university premises. Additionally, our university canteen offers a variety of nourishing meals catering to all budgets, with prices set by the cafeteria management.

10.0 LIBRARY INFORMATION SERVICES

10.1 Library System

The King Ceasor University Library operates a centralized system situated at the main campus in Bunga. This system coordinates essential library functions, including digitization, collection development and management, preservation and conservation/bindery services, as well as library ICTs and technical services.

10.2 Library Administration

The University Library is an academic unit whose overall administration is vested in the office of the University Librarian who reports to the Deputy Vice-Chancellor (Academic Affairs). The University Librarian is a member of the King Ceasor University Top Management and Senate. The Library Management comprises of the University Librarian and Assistant Librarian.

The policy-making body of the University Library is the Academic Programmes and Library Committee (AP&LC), which is a Senate Committee chaired by the Deputy Vice-Chancellor in Charge of Academic Affairs (DVC-AA). The AP&LC is composed of members of Senate representing the Schools, Library, Students and other relevant stakeholders.

10.3 Library Opening Hours

Monday to Friday

07:00 - 07:00 pm (During Semester)

08:00 - 06:00 pm (During Recess/ Holidays)

Saturday, Sunday & Public Holidays

08:00 - 06:00 pm (Exams Period)

10.4 Library Fees

The Library Fees – Part of the functional fees paid by all students – UgX 100,000.

10.5 Entrance and Exit Inspection

For security reasons,

- a. All library users are checked at the entrance and exit.
- b. Use your King Ceasor University Student ID (admission letters for first year students) to access library services and facilities;
- c. Fire ammunition, weapons, etc are prohibited in the Library; all bags are subject to checking.
- d. Please report to Library Staff any dubious person seen in the library.
- e. Bags, briefcases and overcoats must be left in the cloakroom at the Main Entrance. Custody of these items is Free. Do not leave valuables anywhere in the Library (Neither on the reading tables nor in the bags kept in the cloakroom/ storage)
- f. For both realistic and constructive ideas and comments, send your feedback to the University Librarian by e-mail: kculibrary@kcu.ac.ug.

10.6 Library Services

- ICT – Computer Labs, Wi-Fi & Power Outlets, Computer literacy Services
- Individual and Group Open/ Closed Reading Spaces
- Borrowing and Returning of Books
- Group Study rooms
- Document Delivery Services (DDS)
- Electronic Resources – E-Books, E-Journals, E-Newspapers
- Information Literacy Instruction and User Education
- Information and Reference Services
- Individual and Group Research Support
- Librarian Office Hours
- Online/ Virtual Research Support – Ask a Librarian

10.7 Library Resources for Teaching and Research

Library resources includes both print and electronic resources and are categorized as: Print Collections, Bibliographical databases – King Ceasor University Library Access - Online public access catalogue (OPAC), Electronic Thesis and Dissertation -Full-text Journal Databases – IEEE, Elsevier, Aggregators and index Databases - LibHub; Open Access Repositories - BIR Grey Literature databases – Jstor; and Reference Management – Zotero, Mendeley

The Collection consists of textbooks covering most of the academic programmes at the University, and Reference materials (Dictionaries, Encyclopedias, Directories, subject guides, bibliographies, etc).

Books borrowed must be returned promptly and before the due date/s. When the book falls due and you're unable to return it to the library, you can use your online account accessible through the Library catalogue to renew the book due date.

10.8 Access to Electronic Resources

Access to the e-resources is by either IP address authentication or by user name and password. When you're on campus and accessing internet through the University network, then, you will automatically get access to fulltext articles. When your off-campus, you will need a user name and password for our KOHA Library system in order to gain access to fulltext articles – KOHA login details are distributed to you during user education and information literacy instruction classes. No user name and password required for accessing open access resources.

10.9 Things you will do in the Library

- Registration
- Make inquiries – Reading materials, research support
- Assistance with finding print and electronic materials.
- Clearance after completing your studies
- Issuing, Receiving, and Returning books – Circulation - Present a Call Number for a book to borrow.
- Reading – Quite Reading Makes Maximum Load
- Books on Short Loan – Reserve Collection & Long Loan – Open Shelves

10.10 Library Dos and Don'ts

- Always present a Valid University Student ID at the Entrance
- Power failure (Generator is available)- but always carry a torch.
- New developments in the Library are posted on the Notice Boards, Library Website and shared on all University Official Social Media Outlets.
- The Library is under 24/7 Security Surveillance. Never attempt to steal, hide, tear or mutilate library materials
- Do not litter chewing- gums and other wastes on the floor. Eating and smoking are prohibited in the library. Foods & drinks are consumed in the University Dinning Hall.
- Open Door Policy – You're welcome to the Office of the University Librarian.
- Return Books before they are Due – always check for due dates using your KCU KOHA account
- Do not use mobile phones in the library – keep it in silent.
- Reservations of seats is not allowed
- Handle books with care – You will be charged for damaged books.
- For details read the Library Operations Manual

11.0 POOR HEALTH DURING THE ACADEMIC YEAR

The University will provide first aid treatment to students who fall sick, and complicated cases will be referred to hospitals. Students who become ill during the academic year and believe their illness may significantly impact their academic performance **must promptly submit written reports of their illness from recognized hospitals to the relevant Dean's and the Academic Registrar's offices. Medical reports obtained after examination failures and without prior documentation of the illness will not be accepted as valid grounds for reviewing poor performance.**

12.0 STUDENT NAMES

The names used for student registration will be those listed on the student's Uganda Advanced Certificate of Examination or an equivalent entry qualification document. Name changes are not allowed, except for legally married students, who may add their spouse's name by presenting a valid marriage certificate. An affidavit is needed to verify a name change because of previous academic documents.

13.0 UNIVERSITY RULES

Students must immediately familiarize themselves with university rules, as failure to comply may result in severe consequences from the Students' Affairs and Disciplinary Committee (refer to Examination Rules & Regulations).

14.0 MEETING WITH UNIVERSITY OFFICIALS

New students will be briefed by University officials on dates that will be communicated to them. Attendance at these briefing meetings is mandatory for all students. The time and venue for the meetings will be communicated by their School Deans or the Academic Registrar.

15.0 ADMISSION CEREMONY

The ceremony of formal admission for first-year students by the Vice Chancellor will be held on a date that will be communicated to the students. Attendance at the Ceremony of Admission is mandatory for all students.

16.0 USE OF UNIVERSITY FACILITIES

It is an offense for non-registered students to use university services and facilities, including attending lectures, using the library, and sitting for examinations. Students are responsible for completing their registration process each semester; failure to do so will result in receiving no credit hours for the semester.

17.0 FORGERY

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

18.0 STUDY REQUIREMENTS

18.1 Attendance of Lectures

- (i) All students are required to attend all prescribed classes (including lectures, practical classes, demonstrations, seminars and tutorials). Students are urged without fail; to make themselves available for; academic work from the very beginning of the semester. A student who misses more than 20% of the class sessions may be excluded from examinations.
- (ii) A student who reports to class after 15 minutes from the time a class session is supposed to start shall not be allowed to attend.
- (iii) Students may leave the lecture room if after 15 minutes a lecturer has not shown up. The head of department or the school dean shall immediately be informed by the class representative about the failure of the class to take place.
- (iv) All mobile phones must be switched off unless they are being used in the instructions during the class session. A student who leaves the lecture to answer a call shall not be permitted to return to the class session.

18.2 A course

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

18.3 Contact Hour

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

18.4 Credit or Credit Unit

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

18.5 Categorization of Courses

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

18.5.1 Core Course

A core course shall be a course which is essential to an academic programme and gives the academic programme its unique features. Everyone offering that particular academic programme must pass that course.

18.5.2 Elective Course

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

18.5.3 Audited Course

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

18.5.4 Prerequisite Course

A pre-requisite is a condition (either course or classification), which has to be satisfied prior to enrolling for the course in question. A prerequisite course, therefore, shall be a course offered in preparation for a higher level course in the same area of study.

When a student fails a pre-requisite course, he/she shall not be allowed to take the higher level course requiring a pre-requisite. A student will be required to retake the failed pre-requisite course before embarking on a higher level course requiring a pre-requisite.

18.6 Student Assessment

Evaluation of students' performance shall be based on continuous assessment and examinations.

i) Continuous Assessment

- The Head of Department shall supervise the continuous assessment and all students shall be required to attend and submit work for continuous assessment by the due date. Continuous assessment shall contribute not less

than 30% or more than 40% of the total marks depending on the programme to the total marks in the university examination.

- The coursework (progressive / continuous assessment), component shall consist of at least one (1) test and one (1) homework / take- home assignment OR two (2) tests per course.

ii) **University examinations**

- In addition to the continuous assessment a final examination shall be administered at the end of every semester. Examinations are formal and externally moderated. The examinations shall contribute a maximum of 70% of the total marks.
- The examination shall emphasize analysis rather than repeating memorized information. The curricula should provide for the development of analytical skills.

18.7 Internship and Practical Experience/Cobers

- Practical and real world experience is essential in the education process. Students will be expected to participate in internship, industrial training, school practice or Community based education & research services as specified in different curriculums.
- Realistic objectives and meaningful processes for both supervision and reflection on the experience are necessary for practical experience to be useful.
- Practical experience will be measured in credits as per the requirements of the curriculum.

18.8 Promotion, Failure and Discontinuation

Grading system: Each course shall be graded out of a maximum of 100 marks and assigned appropriate letter grade and grade points as follows:

Assigned Grades

SCORE	ALPHA GRADE	GRADE POINT	CGPA	EXPLANATION
80-100	A	5.0	4.40 – 5.00	Excellent
75-79	B+	4.5		
70-74	B	4.0	3.60 – 4.39	Very Good
65-69	B-	3.5	2.80 – 3.59	Good
60-64	C+	3.0		
55-59	D+	2.5	2.0 – 2.79	Satisfactory
50-55	D	2.0		

49-0	F	0	0.0 – 1.99	Fail
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Grade Points: (Number of credit units for a course) x (the grade value).

CGPA: Cumulative Grade Point Average

$$\text{GPA} = \sum_{i=0}^n \frac{(GP_i) \times CU_n}{\sum_{i=1}^n CU_i}$$

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

Example

Courses	CUs	Grade	Grade Points	Weighted Score
BBA 1101	3	B	4.0	3 x 4.0 = 12
BBA 1102	4	B+	4.5	4 x 4.0 = 16
BBA 1103	4	B+	4.5	4 x 4.0 = 16
BBA 1104	5	A	5.0	5 x 5.0 = 25
BBA 1105	2	C	3.0	2 x 3.0 = 6
TOTAL	18			75

(75 divided by 18 = 4.166 CPGA)

18.9 Progress

18.9.1 Pass Mark

- i. The pass mark for all courses is 50%. A student shall pass a course by scoring at least 50% in both the continuous assessment and the final examination.

- ii. Both coursework and the final assessment must be passed independently to pass the course.

18.9.2 Normal Progress

Normal progress shall occur when a student has passed the assessments in ALL the courses he/she had registered for in a particular semester.

18.9.3 Probationary Progress

A student who fails/misses utmost two (2) courses in a semester or obtains the Grade Point Average (GPA) of less than 2.0 shall progress probationary. Such a student shall be allowed to progress to the next semester/academic year but shall be required to sit the failed course when next offered. An exception shall be made to students undertaking medical courses as follows:

- i. Bachelor of Medicine and Bachelor of Surgery programme:
 - a. Students moving from the Biomedical years (2nd year to 3rd year) to start clinical rotations cannot proceed if they have any previously failed course(s) in the following subjects: Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, and Microbiology.
 - b. Students in the 3rd, 4th, and 5th years cannot advance to the next clinical rotation if they fail the previous one.
- ii. Bachelor of Nursing Science programme:
 - a. Students can progress from year 2 to year 3 only if they have no previously failed courses in the first two years.
 - b. Students can advance to the next rotation only if they have passed the previous one.

18.9.4 Problem Cases

A student who fails four or more courses in a semester shall be deemed a problem case. A problem case student STAYS PUT (will not be allowed to proceed) to the next semester until he/she retakes and passes the failed or missed courses. Such a student will be expected to register again, attend lectures, and do course works of only the failed courses in a semester when they are next offered.

18.9.5 Promotion

A student is promoted if she/he has passed all the semester examinations on normal progress.

18.9.6 Staying Put

A candidate who accumulates more than four (4) failed courses in an academic year, starting from Semester I of the first year, must stay to clear the failed courses when they are next offered. A privately sponsored student who stays put shall pay as calculated below.

i) **Tuition for retakes**

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

ii) **Functional Fees**

1. Library fee - 100,000
2. Registration fee - 100,000
3. Identity card fee - 20,000

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

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

18.9.7 Discontinuation

A student shall normally be required to discontinue his or her studies if:

- i) He or she accumulates three consecutive probations based on the Cumulative Grade Point Average (CGPA) of less than two (2.0).
- ii) He or she fails to obtain at least the Pass Mark (50%) during the Third Assessment in the same Course or Courses he/she had retaken.
- iii) He or she overstayed in an Academic programme by more than two thirds (2/3) of the programme duration without valid justification.
- iv) He or she absconds from any form of assessment (i.e. test, coursework, assignment or final exam) in a semester without a justifiable reason.
- v) He or she fails more than a half of the courses of a semester and the School deems him/her unable to proceed.

18.9.8 Retaking a Course(s)

- i) A student shall retake a course or courses when next offered in order to obtain at least the pass mark (50%) if he/ she has failed, during the first assessment in the course or courses.
- ii) A student who has failed to obtain at least the pass mark (50%) during the second assessment in the same course(s) he/she has retaken shall receive a warning.
- iii) A student who misses to sit examinations for justified reasons and he/she is permitted to do the missed examination, the grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.

- iv) While retaking a course(s), a student shall:
 - a) Attend all the prescribed lectures/tutorials/clinical/ practical/ fieldwork in the course(s).
 - b) Satisfy all the requirements for the coursework component in the course or courses and
 - c) Sit for the University examinations in the course(s).
- v) A student shall not be allowed to accumulate more than four (4) retake courses at a time.
- vi) Students are required to register for retake course(s) first before registering for new courses offered in that semester and the retake courses should fit into the approved normal load to avoid timetable clashes.
- vii) A final year student, whose final examination results have already been classified by the relevant School and has qualified for the award of a degree / diploma, shall not be permitted to retake any course(s).
- viii) Students who have courses to retake and these courses fall beyond the set normal semester load for their academic programmes shall pay tuition fees for any courses to be retaken. Besides, such students also pay the registration fees.
- ix) Retake Fees/Tuition

NOTE: For Students under King Ceasor Development Kingdom sponsorship, KCDK does not sponsor students for the extra years accumulated (taking into consideration retakes, dead years and stay puts). Therefore a student automatically becomes a privately sponsored student after the normal duration of the programme offered. Refer to 18.9.6 for computation of retake tuition fees payable by students who should have completed their courses

18.9.9 Certificate of Due Performance

- i) Any student whose attendance at prescribed lectures, classes, practical classes or seminars has been unsatisfactory or has failed to submit essays or exercises or to take tests or class examinations set by his/her lecturers, may be denied the Certificate of Due Performance and may be barred by Senate from sitting any University examinations. A certificate of due performance is issued to a student who has attended 80% of the Academic work.
- ii) A student who fails to honor the deadline set for handing in an assignment without justifiable reason shall receive a score of a zero or fail grade in that assignment. It is therefore important that each student attend all prescribed lectures, classes, seminars and submit coursework assignments in time.

19.0 SEMESTER EXAMINATIONS

19.1 Venue and Period of Exams

The last two weeks of the semester are dates for the end of semester examinations. A precise timetable, giving days and room for each exam is published during the semester. This timetable goes up on the notice boards at your respective campuses.

While there is a lot of reasonable care made to ensure that examination sessions do not clash, there might be incidences where this happens due to limited time and examination rooms. When the first edition of the timetable is published, students shall draw the attention of the School Administrator about such a problem as soon as possible.

19.2 Holidays during the Examination Period

- i) It is the official policy, of the University that all days in a week are considered “working days”. Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days. Requests to accommodate a student’s religious creed by scheduling tests or examinations at alternatives may not be entertained.
- ii) Should there be a change in the timetable for an examination after it has been published and displayed; such a change will normally be brought to the attention of candidates by means of additional notices. Students will not be informed individually of time table changes.

19.3 Sitting Examinations

Arrangements for sitting examinations will be made by the Academic Registrar, Deans of Schools and invigilators.

- a) Only registered students may be permitted to sit University examinations.
- b) A student who does not pay all the required University fees may not be permitted to sit the University examinations.
- c) The examination results of any student who has sat the examinations without being registered may be nullified.
- d) Candidates must not start writing before the time at which the examination is due to start.

19.4 Instructions to Candidates during Examinations

Candidates will be informed of the dates and times of examinations by means of the time table and notices published at least 3 weeks before the date of commencement of examinations.

1. It is the responsibility of each candidate to take note of the dates, times and venue of the examination(s) for which he/she is registered.

2. Should there be a change in the time-table for an examination after it is published; the change will normally be brought to the attention of the candidates by means of additional notices. Candidates will not be informed individually of time-table changes.
3. Candidates shall be checked thoroughly before they enter the examination venues.
4. Only fully paid up and registered students shall be allowed to sit the University examinations.
5. Candidates will be admitted to the examination room fifteen minutes before the time the examination is due to begin. Any form of communication between candidates must cease once they enter the examination room. During these fifteen minutes, the invigilator will:-
 - i) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of answer books and the correct examination paper.
 - ii) Write their registration numbers and names on the answer books and question papers and sign on them.
 - iii) Call attention to any rubric at the head of the paper which seems to require attention.
 - iv) Make any other related announcement(s).
6. Candidates are required to supply themselves with pens, pencils, rulers, erasers, blotting papers, nonprogrammable simple calculators and the usual geometrical instruments.
7. Except for open-book examinations, no books, communication equipment, bags or attached cases should be taken by candidates into the Examination room. Candidates are not allowed to use their own logarithmic tables, and statistical tables.
8. Invigilators shall have the authority to confiscate any unauthorized book, manuscript, or any other aid materials brought into the examination room. The invigilators shall also expel from the examination venue any candidate who creates disturbances that may disrupt the smooth running of the examination. Invigilators shall report any such incidence, to the Head of Department/Dean of the School who in turn shall report the matter to the Academic Registrar for action. Students should also submit written statements to the Academic Registrar. In case of a candidate suspected of giving or obtaining unauthorized assistance or attempting to do so, the Academic Registrar shall report the matter to Senate for disciplinary action.
9. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination, and no candidate will

be permitted to leave the examination room until thirty minutes have expired. Late candidates will not be allowed extra time. No candidates shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency.

10. At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, dully signed before being collected by the invigilator.
11. Candidates shall write their student numbers and names distinctly in the spaces provided in the answer books and at the top of every sheet of question paper. They shall also sign on the answer books in the space provided.
12. Invigilators shall not permit candidates to leave their places before their answer books have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand their answer books to the Invigilator before leaving the examination room. Candidates who are permitted to leave before the end of the examination period must not leave their scripts on their desks, but must hand them to the Invigilator dully signed.
13. Candidates shall be expected to sign an attendance register for each examination done.
14. The use of scrap paper is not permitted. All rough work must be done in the answer books and crossed out neatly through.
15. At the end of the allocated time, all candidates shall stop writing when instructed to do so by the Invigilator and shall gather their answer books together in order. They shall not leave their desks until the Invigilator has collected their answer books.
16. Candidates should report directly to the Academic Registrar any person suspected to be indulging in examination malpractice. The following are some examples of examination malpractice/irregularity:
 - i) Smuggling of unauthorized materials in any form into the examination room. I
 - ii) Copying from one another.
 - iii) External assistance
 - iv) Prior knowledge of examination questions.
 - v) Impersonation.
 - vi) Substitution of examination answers.
 - vii) Communicating to other candidates while in examination room without permission from the invigilator.
 - viii) Any other conduct that may be deemed irregular.

Note:

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

19.5 Examination Results

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

19.6 Illness during Examination or Revision Period

If any student falls ill (or anything similarly to catastrophic happens), that is likely to make a big difference in performance, it is essential that such a student lets the head of department or School dean know as soon as possible. Students, who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the subsequent examinations, **must at the material time of their illness furnish the relevant Deans, Dean of students and the Academic Registrar's offices with written reports of their illness from the University clinic.** The student should get a Doctor's note, and contact the relevant offices above while still ill if possible.

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

19.7 Absence from Examination.

- i) If the Board of a School is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a Fail (F) grade for the course(s) he/she had not sat the examination in. The course(s) in which the Fail (F) grade was/ were awarded shall also count in the calculation of the CGPA.
- ii) If the Board of a School is satisfied that a student was absent from coursework assessment and/or a final examination due to justifiable reason(s) such as sickness or loss of a parent/guardian/ biological child/spouse, then a course grade of MIS shall be assigned to that course(s).

19.8 Deferred Examination

Any student who misses an examination due to illness, bereavement or any other extraordinarily circumstances may apply to Senate for a special examination. In any case the illness or bereavement must occur during or immediately before the examination. It is essential that such a student should let the School know what happened if he/she misses an examination.

1. A student who provides credible reason(s) for failure to complete coursework assessment or to attend an examination based on 20.7 (ii) above may be permitted to “sit” the deferred examination or course work assignment when the course(s) is being next offered.
2. A student who needs to defer an examination must submit an application to his/her respective Deans’ Offices. The application and supporting documentation pertaining the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Where the cause is incapacitating illness; a student must present a University Clinic Statement Form. In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence.
3. In the case of an approved application for deferred final examination, the Dean of the School will inform the Head of Department responsible for the course of the approved deferred examination. The Department will then notify the Lecturer concerned.
4. A deferred examination will not be approved if a student has not been in regular attendance in a course.
5. Deferred examination shall be included in a student’s maximum semester load. A student with two or more deferred examinations outstanding from a previous semester may be required to reduce the number of courses in which they are registered in order to accommodate deferred courses from previous semester(s).
6. The grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.
7. A student shall be required to pay appropriate fee for deferred examination and payment shall normally be made at the beginning of the semester.

19.9 Marks

19.9.1 Pass Marks and Earning of Credits in a Course

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

19.9.2 Final Year Results

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

Classification of awards for degrees

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

Classification of awards for diploma and certificate Programmes

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

19.9.3 Failure of Semester Examinations

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

19.9.4 Re-sitting to Improve Grades

A student may retake a course or courses once when they are next offered to improve their pass grade(s) if the pass grade(s) received in the first assessment of the course(s) were low. However, if a student fails to achieve higher marks after retaking to improve, the examination

results of the first sitting will be recorded on the transcript and shall not be considered as a retake. This will incur a fee (per course unit), which will be calculated by the Academic Registrar, and such a mark shall have the remark "RT" on it.

19.9.5 Conceded Pass

A “Conceded Pass” is a pass granted for a course in which a final year candidate is within five marks of a pass mark in the course assessment. The pass is conceded on the basis that the student’s overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course. A Conceded Pass may only be awarded if a student has attempted the paper, at least three times. The better of the grades earned will be used for awarding a Conceded pass.

19.9.6 Circumstances Potentially Warranting a Conceded Pass.

The personal circumstances of a student must be taken into account. The student’s performance in the course could have been adversely affected by his/her personal circumstances. The circumstances for approval of a Conceded Pass may include but not limited to:

- i) Student illness or Medical condition.
- ii) Family issues (family, injury or illness, bereavement etc).
- iii) Commitments to participate in national sport or other activities that warrant favorable consideration.
- iv) Commitments to assist with community service activities.
- v) Unavoidable and unexpected work commitments (e.g. relocation).
- vi) Awarding conceded passes does not compromise the requirements for accreditation of that programme by a professional body.

19.9.7 Compensation of Marks

- a. The principle of compensation 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 Mark on the transcript will read 50% subject to the approval of the Senate.

19.9.8 Remarking of examinations

- i) A student who may feel dissatisfied with the grade obtained in a particular examination may apply for remarking to the Academic Registrar through the School Dean for remarking of the examination paper in which the course was offered. Students do not have the right to have their papers remarked simply because the published mark does not match their expectations.

- ii) The application must be submitted no later than two weeks after the examination grades are released by the office of the Academic Registrar. This application should include a valid justification for the request. The Academic Registrar will ask the School Dean to review the cases to determine if remarking is warranted.
- iii) If the request is approved, an examiner different from the one who initially marked the script will be appointed by the School Dean to remark the paper. The grade awarded after remarking will be final, regardless of whether it is lower or the same as the first grade, and will be immediately forwarded to the Academic Registrar.
- iv) The Academic Registrar will then communicate the grade to the student. The student shall not request for the second remarking of the same script.
- v) Each paper remarked will incur a fee (per script) which will be calculated by the Academic Registrar and approved by the Senate.

19.9.9 Grievances about Examination Marks

If a student believes that the department has not treated them fairly, they have the right to use the University's examination appeal procedure. Submit your request in writing, clearly specifying the grounds for your appeal, which may include, but are not limited to, the following:

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

19.9.10 Academic Misconduct

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

- i) **Cheating:** Cheating is defined as any illegitimate behavior intended to deceive those setting, administering, and grading the assessment. It is a very serious academic offense in a University, which may ultimately lead to expulsion. Cheating can take various forms, including:
 - a) Taking into the exam venue, or possessing while in that room, any books, notes or other material which has/have not been authorized.

- b) Writing notes on yourself or having notes on your person.
 - c) Having notes written on your identity documents or authorized examination materials e.g. logarithm table.
 - d) Accessing information stored or written on electronic equipment.
 - e) Copying from another student in an examination room.
 - f) Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate.
 - g) Posing yourself off as another (impersonation).
 - h) Such repeated behavior as may in the view of the invigilator prejudice the performance of other candidates.
 - i) The use of unauthorized books, notes, electronic aids or other materials in an examination.
 - j) Obtaining an examination paper ahead of its authorized release.
- ii) **Fabrication:** Inventing or falsifying information. Examples of fabrication include inventing data for an experiment you did not do or did not do correctly or making reference to sources you did not use in a research paper.
- iii) **Facilitating academic dishonesty:** Helping someone else to commit an act of academic dishonesty. This includes giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.
- iv) **Plagiarism.** Using the words or ideas of another writer, including AI-generated text, without attribution, so that they seem as if they are your own. Plagiarism ranges from copying work not written by the person taking credit for it , to rewriting such work with only minor word changes (mosaic plagiarism), to summarizing work (including that done by AI) without acknowledging the source.
- v) **Multiple submission:** Submitting work you have done in previous classes as if it were new and original work. Although professors may occasionally be willing to let you use previous work as the basis of new work, they expect you to do new work for each class. Students seeking to submit a piece of work to more than one class must have the written permission of both instructors.
- vi) **Abuse of academic materials:** Harming, appropriating or disabling academic resources so that others cannot use them. This includes cutting tables and illustrations out of books to use in a paper, stealing books or articles and deleting or damaging computer files intended for others' use.
- vii) **Deception and misrepresentation:** Lying about or misrepresenting your work, academic records or credentials. Examples of deception and misrepresentation

include forging signatures, forging letters of recommendation and falsifying credentials in an application. Of particular concern, given the current popularity of collaborative projects, is taking credit for group work to which you did not contribute significantly or meet your obligations. In a collaborative project, all members of the group are expected to do their share. Group members may work together on each phase of the project or they may divide the tasks--one person might do background research; another might take charge of the lab experiments; another might be responsible for drafting the report. Even in a modular project, however, each member of the group is responsible for being familiar and involved with the entire project. Be sure to get clear instructions on your individual and collective responsibilities from each School member for each course. Similarly, submitting work in any fashion (written, in a presentation, or in class discussion) that was generated by AI and taking credit for that work is an act of academic deception. Be sure to only use AI to generate submitted work if you have clear, written instructions documenting your permission to do so.

- viii) **Electronic dishonesty:** Using network access inappropriately, in a way that affects a class or other students' academic work. Examples of electronic dishonesty include using someone else's authorized computer account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling others' access to network systems or files, knowingly spreading a computer virus or obtaining a computer account under false pretenses.

- ix) **Carelessness:** When does carelessness become dishonesty? Students sometimes make minor mistakes in completing academic assignments. Mistyping one of many endnotes in a long paper, for example, may in most cases be considered a careless mistake, rather than an act of deliberate dishonesty.

When students make multiple mistakes in acknowledging sources, however, these mistakes cannot be considered simply careless. Students who copy long passages from a book or a Web source, for example, make a deliberate choice to do so. Such students have taken a shortcut; instead of explaining the source of their ideas, they have simply stolen ideas from others. In such cases, carelessness is a form of dishonesty.

19.10 Supplementary, Retakes and Special Exams

- i. A student will be eligible to sit for a supplementary examination if she or he scores not less than 30% in the final examination. The individual faculties will be at liberty to raise the pass mark on the eligibility to sit a supplementary examination above

30% minimum. In all cases no student who scores below 30% will be allowed to sit a supplementary examination and the affected student will repeat the respective course when it is next offered.

- ii. Special examinations will be treated as first sitting and graded as such.
- iii. In any given year a maximum of 1/3 failed courses can be taken in a supplementary examination. A supplementary examination is possible if a candidate fails not more than 1/3 of the papers offered in an academic year.
- iv. 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 (S) will be put beside such a mark and an explanation shall be made on the back of the transcript that such a mark was obtained after sitting a supplementary examination.
- v. A student who fails to obtain the pass mark for the final assessment but having passed coursework assessment shall sit a supplementary examination when the course is next offered.
- vi. A student who fails the supplementary examination after two attempts shall retake the course(s) in question when next offered.
- vii. Likewise, a student who fails a course for a registered course unit(s) shall retake the course unit(s) in question when next offered. An asterisk (R) will be put beside such a mark and an explanation shall be made on the back of the transcript that such a mark was obtained after sitting a retake examination.
- viii. A student who misses an examination for justified reasons shall sit a special examination.
- ix. A student who accumulates up to three (3) retake courses at a time shall not be allowed to proceed to the next semester of his or her academic studies. Students are required to register for retake course(s) first before registering for new courses offered in that semester and the retake courses should fit into the approved normal load so as to avoid timetable clashes.

20.0 EXTERNAL EXAMINERS

20.1 There shall be external examiners of the University appointed by the Senate on the recommendation of the respective boards who shall moderate examinations where appropriate and examine students in the papers assigned to them by the School or department.

20.2 The external examiner shall not have been an employee of KCU for the last 3 years.

20.3 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 by the internal examiner
- v. Students' performance

21.0 RELIGIOUS HOLY DAYS

King Ceasor University is a private institution. In certain special circumstances, University programs may be conducted seven days a week, including days of worship. The University community is composed of members with diverse backgrounds. As a result, the University may not reschedule or cancel academic programs (lectures, examinations, and practicals) that fall on the worship days of particular religious groups. You are, therefore, strongly advised to participate in all academic activities, even if they occur on days of worship.

22.0 DECLARATION OF INTEREST

In situations where there are existing relationships between teaching staff and students, such as parent-child, spouse, sibling, etc., or any other vested interests that could potentially compromise their professional integrity and performance, academic staff are required to declare these interests to the Academic Registrar. This allows for alternative arrangements to be made regarding assessment to ensure fairness and impartiality in the academic process.

APPENDIX A: LIST OF ACCREDITED PROGRAMS AS OF JUNE 2024

- Bachelor of Medicine & Bachelor of Surgery
- Bachelor of Nursing Sciences – Direct
- Bachelor of Nursing Sciences - Completion
- Bachelor of Medical Records & Health Informatics
- Bachelor of Agriculture
- Bachelor of Laws
- Bachelor of Business Administration
- Bachelor of Computer Forensics & Criminal Investigation
- Bachelor of Oil, Gas & Energy Management
- Diploma in Clinical Medicine & Community Health
- Diploma in Medical Laboratory Technology
- Higher Education Certificate (Biological Sciences)
- Higher Education Certificate (Physical Sciences)
- Higher education Certificate (Humanities)

APPENDIX B: DEANS OF SCHOOLS AND DIRECTORS

Prof. Charles Kiiza Mondo	-	Dean, School of Medicine, Health & Life Sciences
Dr. Brian Kalenge	-	Dean, School of Law and Management Sciences
Prof. Vianney Tiberindwa	-	Dean, School of Science, Computing & Engineering
Prof. Charles Okiria	-	Director, Postgraduate Studies & Research
Ass. Prof. Annabella Ejiri	-	Director, Directorate of Quality Assurance