

# **KING CEASOR UNIVERSITY**



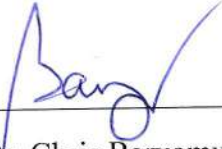
## **ACADEMIC STANDARDS POLICIES** **Academic Standard Policies**

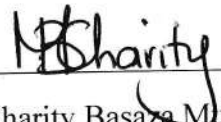
**January 2024**

**Approval**

This policy has been approved on the 19<sup>th</sup> day of March the year 2024

Signed:

  
\_\_\_\_\_  
Hon. Dr. Chris Baryomunsi  
**CHAIRPERSON, KCU COUNCIL**

  
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Dr. Charity Basaza Mulenga  
**VICE-CHANCELLOR**

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## Definition of Terms

- Academic Year:** An Academic year means two semesters equivalent to 4-month (17 weeks) each of study. The first semester begins from August to November and the second from January to May.
- Academic Program:** A group of related courses designed and approved by the relevant Organs of the University, Professional Bodies and accredited by the National Council for Higher Education. Upon completion of an academic program and subject to all applicable University regulations and policies a student may be awarded a degree; diploma and certificate of the University.
- Access:** A pre-university programme designed for students from countries whose educational systems lead to certifications that are not equivalent to Uganda's Advanced Level Certificate of Education but qualify for university entry under those systems.
- Auditing course:** A course taken for purely students' interest and may not be required for him or her to graduate. Such a course does not carry credits but may appear on the student's transcript.
- Cumulative Grade Point Average [CGPA]:** This is the average score a student earns in the period of his or her study of a given academic programme at the university.
- Core Courses:** Essential core courses of the academic programme offered by the school or faculty at which the student is registered for that shall be completed for graduation purposes.
- Course:** A course is a unit of specialized information that forms a part of the programme or subject in which a student pursues a certification. A student takes a minimum of six (6) courses and a maximum of eight (8) courses per semester.
- Course Credit (Credit Hour or Credit Unit):** Is a unit that gives weighting to the value, level or time requirements of an academic course taken at Institution of higher learning.
- Elective Course:** An Elective course is one that a student can choose to study in order to meet the requisite minimum credit hours for graduation. Elective courses are chosen from a list of scheduled courses at the convenience and interest of the student and are offered of broaden his or her university life and experience.
- Final Grade and Assessment:** A student's final grade is comprised of 60% and 70% of the Final Examination and 40% and 30% of the Course Assessment Tests in all courses and School of law respectively. An assessment is based on a student's performance in assignments, tests, presentations, and research reports.
- Grade Point Average (GPA):** This is the average score a student earns at the end of a semester of study. A student's GPA is calculated by dividing the total number of points earned by the total number of courses undertaken.

**Half course:** This is part of a two-semester course to be completed in the proper sequence in an academic year. Usually the first part is a prerequisite and must be passed first before starting the second half of the course.

**Leave of Absence:** A registered student may choose to take a leave of absence for one semester to one academic year.

**Major:** A Major is the main field that a student wants to specialise at undergraduate

**Minor:** A Minor is a second field that a student wants to specialise in while he or she is working on the major.

**Pre-requisite Course:** Is a course which shall be completed by a student before proceeding to higher courses.

**Qualifying course:** This is a course that enables a student to qualify to enter a programme of study. For example, a non-English speaking student may need to take some qualifying courses in English before entering the programme of study.

**Semester:** A semester is an academic period with the duration of 17 weeks. The last two weeks are slated for final examinations and 15 weeks are for active teaching and course work.

**Subject:** A subject is the specialized area in which a student wishes to pursue a certification.

**Unauthorized Material during the examination period:**

These refer to materials, which are not to be carried inside the examination room.

# Academic Standard Policies

## Chapter One

### 1.0 Introduction

The academic standards policies of St. Augustine International University [KCU] is established to provide the framework for the orderly conduct of its academic programs. The policies are intended to ensure a thorough and complete education for each of the University's graduates and to aid students and faculty in their progress towards an academic experience that is both effective and efficient. Each student is responsible for knowing KCU's rules, regulations, requirements, and academic policies.

These following statements of Academic Standard Polices shall be effective as of the date of adoption and shall be the normal repository of policy statements, but corrections, changes, or interpretations can be promulgated by other means, including electronic publication. When the university or one of its academic unit change course requirements, grading procedures, or criteria for acceptance into particular programs, academic standing, or graduation, the changes apply to all students enrolled at the time of implementation of the change and thereafter.

The academic policies are administered through the Office of the Academic Registrar.

### 1.1 Academic Standards Policy Goals and Objectives

#### a) Goals

The university has established standards for maintaining good academic standing with the following goals:

- i. Define and maintain the academic standards of the university;
- ii. Intervene with students who do not meet university requirements in order to support retention of students who encounter difficulties; and
- iii. Provide standards consistent with satisfactory academic progress requirements.

#### b) Objectives

The objectives to be achieved by the academic standards policies of the King Ceasor University:

- i. To provide the best possible education to each student in different academic fields to enable him or her to contribute to the development of a just society for present and future generations.
- ii. To meet all professional and appropriate accreditation standards for purposes of academic credit and recognition.
- iii. To enhance the professional reputation of the KCU as a producer of highly qualified graduates so that the degrees issued by the university

will be recognised and accepted as evidence of excellence and achievement by the public and profession.

- iv. To provide a climate of professionalism, personal integrity and responsibility of the highest order based upon academic excellence, industry, ingenuity, dependability, and honesty.

## **1.2 University Prospectus**

- c) The University shall publish every academic year a Prospectus which shall contain the following; the Faculty or School vision and missions in line with the University's vision and mission, entry requirements, specific degrees offered yearly, major and minor courses available, fee structure, course structures per semester and list of staff members (full or part-time).
- d) The University shall endeavour to ensure that students follow the same academic programme throughout their studentship.
- e) When a student takes a leave of absence for one academic year or more, he or she breaks residence and, therefore, shall follow the current prospectus at the time of resuming his or her studies.
- f) Students who break residence and experience a change of curricula following the new prospectus shall consult the Dean of School or Faculty for a fresh arrangement of courses.
- g) The Prospectus shall be used in conjunction with these academic policies

## **1.2 Financial Good Standing**

- a) Financial good standing and a university record clearance are required for students to receive academic services.
- b) Each student shall remain individually liable for all fees, debts, and other charges payable to the University on his or her behalf.
- c) Services, such as, transcript issuance, diploma release, and class registration (add, drop, withdrawal, and things of the like) will not be provided to students with a financial balance due or a hold of any kind on their record.
- d) No students will be allowed to carry a fee forward to a subsequent semester or term or trimester.
- e) In case a student is unable to meet his or her financial obligations to the University, he or she will be advised to apply for a dead semester or term or trimester as stipulated in academic calendar of the relevant academic year.

## **1.3 Student Behaviour**

- a) A student shall maintain a respectful and pleasant conduct in the University premises and elsewhere as an ambassador of KCU.
- b) Students shall display respect to authorities inside and outside the classroom.



- c) A student is expected to observe etiquette and politeness in all circumstances.
- d) Registered students and who are members of the students Guild Union shall abide by the Guild Constitution and pay all their dues.
- e) Student Guild officials shall work as a team in such a way that it becomes a bridge between the University Administration and the student body.
- f) The consumption of alcohol and drugs on the university premises by both students and staff is strictly forbidden and prohibited
- g) The language used within the university premises should reflect the refinement and usage expected of scholars and educated persons.

#### **1.4 Sexual Harassment**

- a) All university staff and students will exhibit high standards of morality and respect for the opposite sex.
- b) Any staff or student who is a victim of sexual harassment shall report the matter to university authorities.
- c) All care shall be taken to ensure the confidentiality of the information involved.
- d) A student who is found guilty of serious acts of sexual harassment shall be dismissed from the University.
- e) Sexual harassment shall include; touching the other person's physical body without his or her consent; making indecent sexual remarks, or making unsolicited sexual advances and such other definitions as included in the sexual harassment policy of the university.
- f) A student who is found guilty of sexual harassment offense(s) by the Student Affairs Committee shall be subject to serious punishment as indicated.
- g) In some cases, victims of sexual harassment may need to lodge a complaint with the police.

#### **1.5 Student Grievances against the University**

- a) Students and Faculty shall report all alleged violations to the appropriate office as outlined hereunder.
- b) Any student who knows of, but does not report, a violation will be accused of aiding and abetting a crime deliberately.
- c) Students shall observe the following channel to lodge their grievances related to academic matters
  - i. Lecturer Concerned
  - ii. Head of the Department
  - iii. Dean of School or Faculty

- iv. Academic Registrar
- v. Deputy Vice-Chancellor
- vi. The Senate

- d) Students shall observe the following channel to lodge their grievances related to Social and Personal Matters
  - i. Wardens
  - ii. Dean of Students
  - iii. Deputy Vice-Chancellor
  - iv. Senate
  - v. The University Council.

## CHAPTER TWO

### 2.0 Admission Procedure and Entry Requirements

- a) King Ceasor University (KCU) shall conduct admissions twice a year; in July-August and January-February in every academic year.
- b) Admissions will be open for a limited time and the deadlines for each intake shall be published through the media [electronic and print] and university website ([www.kcu.ac.ug](http://www.kcu.ac.ug)).
- c) Applicants whose applications are caught up by the deadline will have their admission deferred to the next intake.

### 2.1 Students' Application Procedures

- a) Application forms shall be available online ([www.kcu.ac.ug](http://www.kcu.ac.ug)) and at the Admission Office at Main Campus in Bunga, Kampala and all KCU Liaison Offices in various regions of Uganda.
- b) Applicants shall complete the application forms online and attach the following:
  - i. Three certified photocopies of each O and A Level result slips or their equivalent.
  - ii. A photocopy of a receipt for payment for the application form.
  - iii. A passport-size photograph.
  - iv. A copy of an identity card of the previous school or institution or workplace for verification.
  - v. Completed application form and all accompanying material may be shall be sent through the application portal.

### 2.2 Entry Requirements for Admission into the University

- a) An applicant will be admitted upon fulfilling the following basic requirements
  - i. Academic achievement,
  - ii. Good character,
  - iii. Financial support,
- b) The University reserves the final decision on matters of admission, retention, and withdrawal.

- c) A candidate admitted to a degree programme, diploma or certificate in any School, Faculty shall comply with conditions and meet the guidelines set in the University's admission policy. The admissions committee has the right to admit or refuse admission of any applicant.
- d) Candidates will not be admitted to any course in any programme until the curriculum, has been approved by the Senate. Such curricula may be reviewed or revised only with the permission of the Senate.
- e) Registered students in another higher education institution in the Republic of Uganda or any recognized institution of learning who desire to be admitted to the University should apply for credit transfer through the academic registrar's office.

## **2.2.1 Minimum Entry Requirements for admission to:**

### **2.2.1.1 Postgraduate Programmes:**

#### **1) Postgraduate Diploma:**

- a) The postgraduate diploma includes classroom based teaching and a research project.
- b) For a candidate to be admitted into any postgraduate diploma programme, the candidate must have a degree from KCU or any other recognized University with a minimum of pass class degree in a relevant field, or Cumulative Grade Point Average (CGPA) of 1.5 on 5 points grading system, or
- c) Higher National Diploma (HND) at credit level in a related field of study from a recognized University or any other institution considered as equivalent.

#### **2) Master's Degree:**

- a) The Master's degree programme shall consist of coursework and research leading to the submission of a thesis.
- b) To be admitted into the Master's degree programme the applicant must possess a Bachelor's degree of KCU or of any recognized University in the relevant field. A professional qualification from a recognized institution may be considered for admission to a professional Master's degree.
- c) The applicant should have a minimum Cumulative Grade-Point Average (CGPA) of 2.5 on a 5-point grading system or non-classified degree or a minimum of second class lower for those not on course credit system in all previous undergraduate work for Master's degree.
- d) A candidate who has a pass degree in an area other than the subject area applied for, but who has passed the KCU postgraduate diploma in the subject area at credit level or better, may be considered for Master's degree admission in that programme.

#### **3) Doctoral Degree:**

- b) Candidates seeking admission to a degree in any Faculty/School after completing the course shall possess a certificate issued by the Academic Registrar, stating that they have satisfied the conditions to be registered for a degree or diploma course.
- c) A student should have obtained a Cumulative Grade Point Average (CGPA) of two (2.00) in the ACCESS programme to be eligible for a degree programme.

#### **2.2.1.3 Advanced or Higher Diplomas**

An ordinary Diploma from a recognized Institution of higher learning or University.

#### **2.2.1.4 Ordinary Diploma Programmes**

- a) Uganda Certificate of Education (UCE) with at least five (5) passes obtained at the same sitting and;
- b) Uganda Advanced Certificate of Education (UACE) with one (1) principal pass and two (2) subsidiary passes obtained at the same sitting.
- c) Uganda Certificate of Education (UCE) with at least five (5) passes and at least two (2) principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent Grade three (3) teacher certificate for education related programme.
- d) The Uganda National Examinations Board (UNEB) shall determine and equate qualifications equivalent to Uganda Advanced Certificate of Education (UACE).
- e) A Certificate from a recognized Institution.

#### **2.2.1.5 Ordinary Certificate Programme:**

Uganda Certificate of Education (UCE) with at least three (3) passes obtained at the same sitting.

#### **2.2.1.6 Pre-University Programme**

- a) The Pre-University Course shall normally be completed in a single session of 6 months, involving 800 contact hours.
- b) Students who have done their secondary education outside Uganda and do not have a High School level, but qualify to join University in their countries shall undertake and pass the pre-university programme first and then apply to be admitted to a degree programme (see 3.2.12c above).

### **2.3 Provisional Admission**

- a) Provisional Admission may be granted to a candidate who at the time of admission does not have original copies of required documents.

- b) Provisional admission of any applicant shall be cancelled if he or she fails to submit the original documents within the stipulated time.
- c) There may be additional requirements for specific academic programmes, based on the professional demands.
- d) Prospective applicants whose final High School grades are in percentage and average systems, e.g. Sudan, DRC, Rwanda and Burundi, shall have their grades first equated or standardized by Uganda National Examination Board or National Council for Higher Education (NCHE) before they can be admitted to KCU.

## **CHAPTER THREE**

### **3.0 Credit Transfer**

Credit Transfer may be either horizontal or vertical:

- a) Horizontal or lateral credit transfer: Credit transfer shall take place between two (2) programmes at the same level e.g. two diploma level programmes, two degree-level programmes or two post-graduate level programmes.
- b) Vertical Credit Transfer: Credit transfer shall take place between two (2) programmes at different levels. Certain academic programme at a particular level is carried over to a higher-level academic programme having common courses. An example is when a candidate completing a diploma in Engineering gets direct admission to Second Year semester one in the same degree programme.

#### **3.1 Types of Credit Transfer**

- a) Intra-institutional lateral credit transfers: The credit may be transferred from one course (Diploma or Degree) to another at the same level in the same or related field within the same University.
- b) Inter-institutional lateral credit transfers: The credit transfer process will operate across two or more institutions. For example, learners moving from one university to another for an academic programme at the same level.

#### **3.2 Credit Unit Transfer Procedure**

- a) Candidates attending any other National Council of Higher Education (NCHE) recognized College or University who wish to join KCU shall seek written advice from the Dean of the prospective Faculty or School before applying for a transfer of credits.
- b) An application for credit transfer must be accompanied by a certified copy of an academic transcript and evidence of honorable separation from the institution in which the student has been registered.
- c) The application shall be submitted to the Academic Registrar's office before transfer of credits may be approved.

- d) KCU shall allow credit transfer for candidates whose Cumulative Grade Point Average (cGPA) is 2.0 on a 5-point average. The student should have passed all subjects for which he/she is seeking transfer of credits at the same sitting with a minimum grade of "C" or 60%.
- e) Credits are accepted only if they meet the minimum requirements of the specific academic programme offered at KCU and if they conform to similar course content and the required credit hours.
- f) Credit transfer shall be limited to a maximum of one-third of the total credit units for the award being pursued. The transferred credits shall be included in the GPA calculations at KCU.
- g) Transferred credit units must have been earned not earlier than five (5) years before the date of enrolment at KCU.
- h) A course waiver will be permissible if it does not reduce the overall total credit hours required for an academic programme.
- i) Once admitted, a transferred student shall be subjected to the same regulations, governing rules and policies at KCU like all other students. The student shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned.
- j) Students transferring from other institutions shall pay an administrative cost for verification of their certificates and transcripts. The University Management shall determine the administrative cost from time to time.

### **3.3 Credit Transfer between Postgraduate Programmes**

- a) Students who are studying a postgraduate diploma or Master degree at KCU can progress to masters' or a PhD degree respectively by completing research in the same area of study.
- b) Grades from the transferred credit units may be counted in the calculation of a Student's GPA for the award being pursued.

### **3.4 Inter-Disciplinary Transfer**

- a) A student who has passed examinations and has been recommended to proceed to the next level of an academic programme or has failed and has been recommended to retake the course (s) failed or to repeat the year of study may be allowed by the University Senate to transfer to another programme of his or her choice, provided that at the time of joining the University, he or she was qualified to join that programme of transfer.
- b) A candidate transferring to another programme shall start from the first year, first semester or term or trimester of the new programme, but may, however, be granted credit transfer to the new courses he or she passed in the programme he or she is transferring from if they are the same or common courses and applicable in the programme he or she is transferring to.
- c) A candidate who fails examinations and is recommended to be discontinued from a given programme may be allowed by Senate to transfer to another programme of his or her choice provided that at the time of joining the University he or she was qualified to join the new programme. Provided that:

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- c) A candidate who fails examinations and is recommended to be discontinued from a given programme may be allowed by Senate to transfer to another programme of his or her choice provided that at the time of joining the University he or she was qualified to join the new programme. Provided that:

- i. He or she shall start from year one, semester or term or trimester one of the new programme .
  - ii. He or she shall not receive any credit transfer for courses done in the part of the programme at the end of which he or she was recommended to be discontinued from the programme.
- d) A student shall during his or her stay at the university be allowed only one chance to transfer from one programme to another.

## CHAPTER FOUR

### 4.0 Registration Procedures

- a) A Student is required on admission, to register with the mother Faculty or School or Department by filling the official registration forms.
- b) The process shall require completing four copies of registration forms, obtain required signatures, and then submit the forms to the appropriate offices.
- c) Students are required to undertake the following registration process:
  - i. Check the semester's schedule in reference to the academic programme structures as outlined in the Academic Prospectus or School Catalogue and make a personal list of courses to be taken that semester.
  - ii. Pay the required fees directly to the Bank and present the receipt to the Directorate of Finance.
  - iii. Pick the registration form from the Academic Registrar's office and complete it.
  - iv. Get the required signatures, notably, Head of Department, or Dean or as may be stipulated from time to time.
  - v. Submit one copy to the Academic Registrar, one copy to the Director of Finance, one copy to the School or Faculty Dean and keep one copy for personal reference.
  - vi. If changes are required to be made in the list of courses after obtaining signatures, or submitting the forms, candidates shall complete another form called change of course form. All changes must be made before the given deadline in the University Academic Calendar.
  - vii. Upon submission of the completed and signed registration form, a Class Entrance Permit is issued with a list of courses that the student has registered for signifying that he or she has been officially permitted to sit in the listed classes or lectures of that semester.



ix. Attending classes without being officially registered is an offense. No grade will be issued for a course for which a student has not registered.

ix. A student shall not be registered for more than one programme e.g. a degree or diploma at KCU, or be registered as a student in another university at the same time.

- d) After registration, each student shall obtain a university identification card (ID).
- e) The student ID must be presented to access library services and is required for admission to university events and when using other University facilities or services. It is not transferable and is validated every academic year after payment of all financial dues.

#### **4.1 Withdrawal from a Course**

- a) A student may for various reasons wish to change the list of courses he or she has registered for in that particular semester.
- b) Withdrawal from a course is permitted within two weeks after the commencement of the semester.
- c) A student who withdraws from a course shall be charged an administrative withdrawal fee determined from time to time by the University Management.
- d) No fee shall be refunded in case of withdrawal from a course.
- e) When a student wishes to withdraw from a course due to illness, bereavement, or a short emergency, he or she shall consult with the Dean of School or Faculty and apply for withdrawal.
- f) The change of course must be made after completing a change of course form.

#### **4.2 Late Registration**

- a) A specific time period will be given to students who, due to unavoidable circumstances report late after the deadline for registration has been crossed.
- b) A student who registers late shall pay a late registration fee along with the normal fee and complete the registration before the deadline for late registration.
- c) Absence from classes during this period is noted and is counted as excused absences that are part of the absence quota permitted to students.
- d) Students shall be responsible for registering in good time and for paying full tuition fees by the deadline as indicated on the University Academic Calendar and published by the Academic Registrar's office.
- e) Students should confirm the accuracy of their registration and recognize that incorrect registration may result in academic and financial difficulties.

### 4.3 Cancellation of Registration

- a) The Senate shall, after the semester examinations in any academic year, cancel students' registrations for the remainder of that academic year if the student is unable to satisfy the minimum requirements of study prescribed by the School or Faculty in which they are registered.
- b) Senate may refuse to grant permission to a student to renew registration in any Faculty or School if the student is unable to satisfy the minimum requirements of study prescribed by the Faculty or School in which they are registered, by the end of the academic year.
- c) A student shall not be allowed to register for more than one degree or diploma at the same time.
- d) A student of KCU shall not be allowed to register with another university, except with the approval of the Senate.

### 4.4 Change of Programme of Study

- a) A student may wish to change the programme of study for which he or she was initially admitted. The University will permit such a change only during the first year of study.
- b) Grounds for Change of Programme shall include the following:
  - i. Official cancellation of a programme due to low enrolment or non-availability of teaching staff (in such a case, change of programme fee is not charged to the student).
  - ii. Class load miscalculation.
  - iii. Advice of the Dean of School or Faculty on the advice of the Head of the Departments, or the Academic Registrar.
  - iv. Non-completion or failure of prerequisite courses.
- c) The change of programme must be made after completing a Change of Programme Form.
- d) A student who wishes make changes to his/her programme of study shall be charged administrative withdrawal fee determined from time to time by the University Management.

### 4.5 Withdrawal from the University

- a) A student may wish to withdraw from the University, such a student shall complete the University Withdrawal Form which is available at the office of the Academic Registrar or the Admissions office or at [www.kcu.ac.ug](http://www.kcu.ac.ug)
- b) Until the official withdrawal procedure has been completed:
  - i. No documents shall be returned to the student from the Admissions office.
  - ii. No partial transcript or recommendation letter shall be issued to the student.

iii. No transfer of credits will be released to another university.

- c) A student who has officially withdrawn from the University may apply for re-admission, and if granted admission, shall follow the new Academic Programme in force.

#### 4.6 Leave of Absence

- a) A student may take a leave of absence for one semester or one academic year for reasons of illness, financial constraint, or family emergency.
- b) A formal written application together with supporting evidence shall be submitted to the Dean of School or Faculty.
- c) The Dean of the School or Faculty will then issue the applicant a letter stating that a leave of absence for a specified period has been granted.
- d) After leave of absence for one academic year (two semesters) has been granted, a student breaks residence and is required to follow the running academic prospectus and abide by the changes in policies or regulations if any of the university thereof.
- e) Student who is absent from the University for two semesters or more and has not received an approved leave of absence must reapply for the admission to be reviewed by the Academic Registrar's Office and, if re-admitted, shall join the available programme at the time of re-admission (i.e. may not enter the programme in which they were previously enrolled if it is no longer offered).

## CHAPTER FIVE

### 5.0 Academic Standards Regulations

#### 5.1 Duration of Academic Programmes

The following are the durations of various academic programmes offered by the University:

Programme	Minimum Years	Maximum Years
A. Postgraduate		
1. Doctoral Degree	3	5
2. Master's Degree	2	4
3. Postgraduate Diploma	1	3
B. Undergraduate Degree		

1. Engineering and Law	4	6
2. Bachelor of Medicine and Bachelor of Surgery	5	7
3. Nursing, Pharmacy and Medical Laboratory Science	4	6
4. Others Degree Programmes	3	5
C. Diplomas		
1. Advanced Or Higher Diploma	1	3
2. Ordinary Diploma	2	2
3. Ordinary Diploma In Medical Related Courses	3	5
D. Certificates		
1. Ordinary Certificate	1	2
2. Access or Pre-University	6 months	1

## 5.2 Academic Load per Semester

### 5.2.1 Normal Load

- a) A normal academic load for a regular university student is 12 – 18 credit hours per semester.
- b) Calculation of a normal load includes the amount of time necessary for reading, research, and study.
- c) Each university student is expected to spend two hours in preparation outside of class for each weekly hour of class instruction. This means a student taking a normal load of 16 credits is expected to spend at least 48 hours each week in preparation and class attendance.
- d) Although many students must work to meet living expenses, employment must not take priority over academic responsibilities.
- e) Students who fail to observe these guidelines may expect no special consideration for academic problems arising from the pressures of employment.

### 5.2.2 Academic Overload

- a) A student with a GPA of 3.00 and above during the previous semester on normal load may be permitted to take up to 18 credits at the discretion of the Academic Registrar and upon the

recommendation of the Dean of the particular School/Faculty. An overload may not be granted to first year degree or diploma students.

- b) Written approval must be submitted to the Academic Registrar's Office before students can register for more than the maximum allowable credits.
- c) A university student with scholastic problems or who is on academic probation may not take more than 12 credits each semester. Similarly, a student with heavy work or extracurricular load should reduce the study load.

### **5.3 Course Identification System**

Courses offered shall be identified by a combination of letters and numbers codes.

#### **5.3.1 The letter codes**

The letters codes shall indicate the field, or area within a subject in which the course is offered.

#### **5.3.2 The number codes**

The set of number codes shall indicate the level, semester, and serial number of the course.

### **5.4 Attendance of Classes**

- a) Attendance of class periods of the courses for which a student is registered is compulsory.
- b) Class attendances are required beginning with the first day of classes of each semester.
- c) In addition, each student shall attend scheduled university functions such as orientation, general assemblies, recreational events, and graduation ceremonies.
- d) A student shall attend classes or lectures for at least three-quarters [75%] of the particular semester to be eligible to sit for examinations.
- e) A maximum of three weeks per semester of cumulative excused or unexcused absences may be allowed. Absences beyond this limit shall be permitted by the Academic Registrar if the student wishes to continue with studies during the semester or appear for final exams.
- f) A student shall not be permitted to sit for final examinations if he or she does not meet the required quota attendance, and is assigned an F grade for the course.

### **5.5 Excused Absences**

- a) The Academic Registrar or the Deputy Vice-Chancellor may excuse a student with valid reasons, such as personal illness or family emergencies, from classes upon recommendation by the Dean of the Faculty or School.
- b) It is also the student's responsibility to check with the lecturer immediately upon his or her return to university after an excused absence to determine the required make-up work and to complete any work according to the deadline set by the lecturer.
- c) To obtain an excused absence, a student shall;

- i. Submit a written request and appropriate documentation (such as doctor's medical report) through the Dean to the Academic Registrar.
- ii. Observe the deadline to submit the written request of 3 working days after returning to the University.

### 5.6 Unexcused Absences

- a) All absences from classes or other curricular programmes are considered unexcused.
- b) A student who has a history of unexcused absences shall be disqualified from registering for further courses or receiving an academic award from the University.

### 5.7 Lecturers' Attendance

- a) It is the student's right to be taught regularly and timely in all the courses he or she has registered for.
- b) If a lecturer does not report for class appointments, it is the responsibility of the students to report the matter to the relevant head of department for appropriate action.
- c) Students shall wait for the lecturer for at least 20 minutes before considering the lecturer is absent.
- d) Lecturers who fail to turn up for class appointments as scheduled shall compensate for the missed lessons and these shall be documented in the course file tool by indicating the date when to teach the missed lessons.
- e) The lecturer concerned shall notify the Head of Department, the students, and the class coordinator of such changes in the timetable.

### 5.8 Course Schedule

- a) Students are expected to follow the proposed arrangement of courses in their respective programmes of study as is indicated in the relevant University prospectus or catalogue.
  - i. The distribution of courses in the curriculum under the semester system shall follow a minimum of 4 courses and a maximum of 8 courses of at least three (3) hours per week, with the exception of Education programmes.
  - ii. A student shall obtain credits for a course only if he or she meets all the requirements set for passing the course. In case a student needs more time to complete the required assignment or research report, he or she may apply for an extension of time.
- b) Course prerequisites
  - i. A student shall not register for a course for which there is a prerequisite unless he or she meets such prerequisite first.
  - ii. When repeating a failed prerequisite course, concurrent registration of the prerequisite and the subsequent course will be permitted depending on the nature of the course.

- iii. A student will not take a basic course (lower biennium) and an upper-level course (upper biennium) in the same semester unless the School or Faculty Academic Board approves it.

## **5.9 Academic Credit**

- a) Academic credit shall be granted upon satisfactory completion of all course requirements, including research and reading assignments, the submission of term projects, and the passing of required examinations.
- b) Once academic credit has been granted for a course, credits shall be entered into the student's permanent record (transcript).

## **5.10 Contact Hours and Grades**

- a) A Programme or Course shall be clearly specified in terms of semesters and calendar months or years at the start of each academic year.
  - i. The course content in form of topics and sub-topics will be enumerated in the curricula
  - ii. Examination evaluation, marking system and appeal mechanism will be published in the curricula.
- b) Each semester shall take at least fifteen (15) weeks of teaching and two (2) weeks of examinations.
- c) The assessment of individual course will be done on the basis of marks but shall be converted into letter grades.
- d) Individual courses taken by the student shall be weighted in units or credit hours for a whole semester.

### **5.10.1 Credit Units**

- a) The weighting unit is a credit unit.
- b) Credit Unit can be defined as follows:
  - i. One (1) Credit Hour (CH) is equivalent to one (1) Lecture Hour (LH) or Contact Hour.
  - ii. Two (2) Tutorial Hours (TH) are equivalent to one (1) Credit Hour (CH)
  - iii. Two (2) Practical Hours (PH) are equivalent to one (1) Credit Hour (CH)
- c) Each Credit Unit is equivalent to 15 Lecture Hours or 30 Practical Hours.
- d) Credits shall also be allocated to project work, thesis or dissertation, industrial placements and practicum, provided that the components are part of the degree programme.

- e) Credits shall also be given to the course units that are compulsory or core courses as well as electives or optional courses.
- f) Each course shall be allocated a minimum of two (2) hours per week.
- g) Classification of final awards shall use a five (5) point grading system averaging the final grade of a graduate.

### 5.10.2 Grading System (Marks, Letter Grades and Grade Point)

- a) A five-point system shall be used to assign a numerical score, referred to as Grade Point (GP) for a specific range of marks in the final grades.
- b) The letter grades and GP assigned to the raw marks attained shall be as follows;

Marks (%)	Letter Grades	Grade Points
80 - 100	A	5
75 - 79	B	4.5
70 - 74	B	4
65 - 64	C+	3.5
60 - 64	C	3.0
55 - 59	D+	2.5
50 - 54	D	2
0 - 49	F	0

### 5.10.3 Computing Grade Point Average

- a) A student's examination and Course Assessment Test results shall be converted into Semester Grade Point Average (SGPA).
- b) Computations for a semester score shall be done as follows:

**Key: GP-Grade Points; CU - Credit Units**

Courses	CU	Grade	GP	GP*CU
Course # 1	3	A	5.00	15.00
Course # 2	2	A	5.00	10.00
Course # 3	3	B+	4.50	13.00
Course # 4	3	B-	3.00	09.00
Course # 5	4	A	5.00	20.00
<b>Total</b>	<b>15</b>			<b>67.50</b>

- c) Cumulative Grade Point Average (cGPA) shall be computed using the total number of credit hours completed and the total points earned for two or more semesters i.e.  $GPA = \frac{\sum GP}{\sum CU}$  or  $67.5 / 15 = 4.50$ .
- d) The cGPA required for graduation with a Diploma or a Bachelor's Degree shall be two (2.00) for all the courses.



- e) The cGPA required for graduation with a Postgraduate Diploma or a Master's Degree shall be three (3.00).
- f) When a passed course is repeated in order to improve the grade and points awarded shall be the mark obtained at the said sitting.
- g) The cGPA shall appear on the student's final transcript and indicate the degree classification.

**5.10.4 Rules and Regulations Governing the Computation of GPA**

- a) For purposes of accuracy, the cGPA shall be maintained to 2 decimal places till the final year results and shall then be corrected to one decimal point for degree classification.
- b) To maintain the accuracy of results, correction to one decimal place shall be done by truncation.
- c) Grades obtained at KCU shall be used for calculating the GPA. Grades transferred from other institutions of learning shall not be included in the GPA calculations at KCU. Such grades and credits shall only be counted to meet the graduation load.
- d) In case a candidate repeats a semester, his/her GPA for the previous attempt shall be disregarded.
- e) A GPA shall be computed at the end of each semester. It shall not be computed if there are missing marks or a candidate has to do supplementary examinations.

**5.11 Classification of Awards:**

- a) The following classification of undergraduate degree awards shall be used.

<b>cGPA</b>	<b>Awards</b>	<b>Description</b>
4.4 - 5.0	First Class	Excellent
3.60 - 4.39	Second Class (Upper Division)	Very Good
2.80 - 3.59	Second Class (Lower Division)	Good
2.0 - 2.79	Pass	Fair

- b) The following classification of diploma awards shall be used

<b>cGPA</b>	<b>Awards</b>	<b>Description</b>
4.4 – 5.0	Distinction	Excellent
2.80 – 4.39	Credit	Very Good
2.0 – 2.79	Pass	Fair

- c) The following awards are not classified:
  - i. Doctoral degrees;

- ii. Masters Degrees;
- iii. Postgraduate diploma; and
- iv. Degrees and Diplomas in Health Sciences.

## CHAPTER SIX

### 6.0 General Examination Regulations

- a) The purpose of examinations shall be to establish the extent to which students have fulfilled the objectives of their major concentration and demonstrate their knowledge and understanding of the various components of the curricula.
- b) The University examinations will enable students to demonstrate that they have:
  - i. Satisfied the conditions for progression from one semester of a course to the other semester, or
  - ii. Attained a standard appropriate to the level of the award.
- c) Student assessment shall take a variety of forms appropriate to the course. These include:
  - i. Written examinations;
  - ii. Practical or Laboratory based examinations;
  - iii. Oral or Viva voce examinations;
  - iv. Project assessment;
  - v. Dissertations or theses;
  - vi. Supervised professional practice;
  - vii. Continuous assessment test; and
  - viii. Any other approved forms of assessment.
- d) Conventional examinations shall consist of Continuous Assessment Tests [CATs] and end-of-semester or module examinations where applicable.
- e) Unless otherwise stated, the exam regulations herein described shall apply to all academic programmes at KCU.
- f) All University Examinations shall be centrally administered by the Office of the Academic Registrar under the general direction of DVC.

#### 6.1 Type of Examinations

##### 6.1.1 Continuous Assessment Test

- a) All coursework assignment shall take the form of a class test or CAT.
- b) Take-home coursework assignments will not be administered unless otherwise stated in writing to the Deputy Vice Chancellor through the head of department and Dean of a School or Faculty.
- c) No lecturer is authorized to exempt any student from doing CAT under any circumstance.

- d) Every lecturer who conducts a CAT shall be required to submit a copy of the attendance list of the test to his or her Head of Department within one hour after the test has been sat.
- e) Continuous Assessment Test may consist of several evaluations such as practical, seminars, presentations, tutorials, and written tests
- f) A student who did not sit for CAT during the course of the semester is ineligible to sit for end of semester or module examinations.
- g) A course Assessment Test shall be discussed and approved by the School or Faculty Board of Examiners, three weeks before semester examinations. The School or Faculty shall:
  - i. Generate a list of students who sat for the CATs and shall there-from constitute an examination attendance list of that semester or course.
  - ii. Generate a list of students retaking the course
  - iii. Generate a list of students who did not sit for the CATs and thus ineligible to sit for end of semester examinations.
  - iv. Publish student's CATs immediately and a list of those students who did not sit for the CATs.
- h) Resolve issues related to missing results at departmental and School/Faculty Board of examiners' meeting and shall be documented or captured in their minutes as stated above.
- i) Endorse the results after the approval by the Faculty or School Board of Examiners and submit them to the Academic Registrar without delay.

#### **6.1.2 End of Semester or Module Examination**

- a) All courses shall be examined by written or conventional examination during the semester or academic year in which they were taught.
- b) Except as may be otherwise prescribed in these policies, examinations shall be held at the end of each semester or term or trimester or at the end of the programme.
- c) A candidate for a degree programme may, on completion of the programme as a registered candidate, and with the permission of the Senate, write a special examination before the beginning of the following academic year.
- d) The end of part of a programme or semester for medical-related programmes may be extended by holding supplementary examinations before the start of the following academic year or candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred subjects at a time determined by the Senate in particular cases as recommended by the relevant School or Faculty Board.
- e) Examinations will not exceed the scheduled length of 4 hours.
- f) Students will be assessed at a number of stages during the academic year.

- g) The marking of university examinations shall be anonymous. For the avoidance of doubt anonymous means that students shall not indicate their name on the examination script. They will be identified by their respective registration number, student number or examination number only.
- h) Planning, organizing, results, and the conduct and monitoring of assessments shall be the responsibility of Senate through the Office of the Academic Registrar of the University.
- i) All assessment materials set and prepared on behalf of the University shall be the property and copyright of the University.
- j) All materials submitted by a candidate for assessment (except in circumstances where an industry-based project is involved) shall be the property and copyright of the University.
- k) All written assessments shall be preserved for a period of thirty-six (36) months and forty-eight (48) month for Law from the date senate approved the examination results.

### 6.1.3 Special examinations

- a) Special examinations shall be administered to candidates who miss university examinations due to justifiable reasons.
- b) For a candidate who missed University examinations for a justifiable reason, the following shall apply:
  - i. A candidate who fails special exams shall not be allowed to proceed to the next academic year of his/her study.
  - ii. She or he shall sit supplementary examination(s) in the failed special examination(s) during the next supplementary season.

### 6.1.4 Thesis or Dissertation Examination

- a) The thesis or dissertation shall consist of an original research work. 2) The thesis or dissertation shall be assessed by at least one (1) external examiner and two (2) internal examiners of whom none should have been the candidate's supervisor(s). The examiners shall submit their reports and marks to the Director of Graduate studies and Research at least four (4) weeks before the commencement of the semester examinations.
- b) After the defense, the candidate shall correct the thesis or dissertation within a period of six (6) months.
- c) A Candidate who fails in the thesis or dissertation may present the thesis or dissertation again within a period of six (6) month.
- d) A candidate, who fails in the thesis or dissertation at the second resubmission shall on the recommendation of the School/Faculty Board of Examiners and approval by the Senate, be discontinued.

### 6.1.5 Supplementary Examinations

- a) A supplementary examination is an additional form of assessment designed to assist in assessing whether a student has achieved the academic standard required for a Pass level of achievement in a particular course unit or module.
- b) In courses where supplementary examinations are allowed, supplementary examinations are granted within the eligibility rules of the School/Faculty and after considering the recommendation of the academic department concerned.
- c) Supplementary examinations shall be administered once in an academic year during the holiday following the second semester, prior to the commencement of the next academic year.
- d) Students who qualify for supplementary examination but do not undertake the examination will receive a fail mark, and the original mark shall be reinstated unless with justifiable reasons to be approved by the University Senate.
- e) Supplementary examinations shall attract a supplementary fee. The amount to be paid per course module shall be determined from time to time by the University Management.

## **6.2 Registration for Examinations**

- a) All candidates shall be required to register for the examinable unit at the beginning of the semester or academic year and pay the required fees.
- b) No special fee shall be paid for end-of-semester or module examinations (except for supplementary or retake examinations) provided the prescribed fees were paid at the beginning of the semester or academic year.
- c) The Dean of the School/Faculty shall issue a candidate for examination with a university examination ticket at least 7 days before the commencement of the examinations, after getting a clearance certificate from the finance office of the University.
- d) No candidate shall be issued with an examination ticket unless he/she has paid all the required fees for the semester.
- e) A candidate shall be required to carry his/her examination ticket at all times during the examination in question.
- f) A candidate shall not be allowed to enter the examination hall or other examination room if he/she does not have the examination ticket.

## **6.3 Examination Periods and Time Tables**

- a) University examinations shall be held at a time to be determined by the Senate which shall normally be at the end of each semester.
- b) Candidates who are referred and required to do a supplementary examination shall be re-examined in the referred subjects at a time determined by the Senate which shall not have been less than one month after the end of the second-semester examinations in an academic year.

- c) A candidate who, for grave cause, was unable to present himself/herself in the normal end-of-semester examination shall sit for special examinations as first sitting at a time fixed for supplementary examination subject to the recommendation of the School/Faculty Board of Studies.
- d) All the courses offered for gaining credit shall be examined during the last two weeks of the semester during which the courses are offered.
- e) There shall be a Central Examination Time Table Committee of the University comprising the Examination Coordinators or School/Faculty Administrators from various Schools or Faculties and chaired by the Academic Registrar.
- f) The committee shall prepare a tentative examination timetable to be discussed and approved by the Academic Affairs Committee.
- g) The tentative Examination Timetable shall be published within one month of the commencement of the semester to allow students inputs and corrections.
- h) The Academic Registrar shall approve the final Examination Timetable.

#### 6.4 Eligibility to Sit Examinations

- a) All candidates shall be fully notified in writing on the examination regulations and procedures, at the beginning of every academic year.
- b) To be eligible to sit for examinations in a given course, a student shall have:
  - i. Registered in the faculty or school and department.
  - ii. Complied with the course requirements for fees; attend more than 75% of the required course attendances (including lectures/seminars and practical/ clinical sessions).
  - iii. Done the required number of CATs before the commencement of the end of semester or term or trimester examinations.
- c) The DVC or the Academic Registrar will:
  - i. Not allow a student to sit for the end-of-semester examination without fulfilling some clauses above (2 a-c).
  - ii. Ensure that students are familiar with coursework submission dates, examination dates and the location of examination rooms or halls.
- d) A candidate who fails to present himself for the examination shall on the recommendation of the School/Faculty Board of examiners and approval by Senate be discontinued.
- e) A candidate who fails to complete the course of study in the prescribed time shall on the recommendation of the School/Faculty Board and approval by the Senate be discontinued.
- f) Students shall attend all assessments, including written examinations, for the courses they have registered for during the semester and sit for coursework Assessment Tests as required.

- g) Where a student is suspended, or discontinued from studies on disciplinary grounds in accordance with University regulations or student bye-laws and the execution of such discontinuation is not stayed, he or she will not be eligible for any form of assessment under these regulations.
- h) Where a student, who without reasonable cause, fails or refuses to comply with any such requirements he or she shall be deemed to be disqualified for any assessment or examination during the period in question.

## **6.5 Sitting for Written Examinations**

- a) Permission to sit for the examination shall be granted to those registered students who have also complied with the specific regulations of each registered course.
- b) For candidates to be eligible for semester examinations, candidates shall have completed the CATs and have attended all lectures as stipulated by the University regulations (Not less than 75% attendance of the lectures).
- c) In exceptional circumstances and at the discretion of the University senate, a candidate may be allowed to sit for a University examination after the closing date of clearance, upon payment of the appropriate late entry fee.
- d) Candidates duly approved to sit for the examinations are issued with an Examination Permit that they need to present to the examination(s) whenever they are asked during the examination period.
- e) Candidates are reminded to read the regulations governing the examination process and shall check on the examination timetable in good time.

## **6.6 Absences from Examinations**

- a) Absences from examinations will not be excused (except for sickness on the day of the examination).
- b) If absence from a final examination is unexcused, such a course shall be registered as a RETAKE and shall be carried forward as per regulations.
- c) If the absence is due to medical reasons or a family emergency, the student automatically registers an incomplete grade (I) and shall sit for the missed examination the following semester or during the supplementary examinations.
- d) If an application for a deferral of an assessment is made by the candidate not later than one month prior to the scheduled date for that assessment, then the Dean of the School or Faculty may approve such a deferral without penalty.

## **6.7 Examiners**

### **6.7.1 Internal Examiners**

- a) An internal examiner [IE] shall be a full-time or part-time member of staff and who is involved in the examination process for the course or a qualified individual who is selected by the Head of Department on the basis of his or her expertise.
- b) The Head of Department or Unit shall be the Chief Internal Examiner [CIE].
- c) The CIE shall coordinate the setting and internal moderation of the examination questions.
- d) The CIE shall coordinate the conduct of the examinations and the marking of the scripts and compilation of marks.
- e) The CIE shall give the EE the necessary assistance to enable him or her to accomplish his or her assignment.

#### 6.7.2 External Examiners

- a) An external examiner [EE] shall normally be a renowned academician at the level of a senior lecturer or above, unless otherwise approved by Senate.
- b) Senate shall appoint EE on the recommendation of the Head of Department.
- c) EE shall not have taught in the university for over three years.
- d) EE shall be appointed for three academic years and appointment may be extended for one (1) academic year.
- e) EE shall moderate the examination questions before the student sits for them and marks the scripts.
- f) The EE shall conduct biomedical, pathological and oral examinations in clinical disciplines in respect and where student numbers will not allow the EE to moderate the marking of all the scripts or conduct oral examination, the EE will be expected to review extreme cases i.e. candidates who have scored failed, median or excellent marks.
- g) The EE shall attend departmental examiners' meeting to brief the staff on his or her findings and to advise the department on the way forward.
- h) The EE shall submit a written confidential report address to the Deputy Vice Chancellor regarding the student's performance in the examination he or she marked.

#### 6.8 Board of Examiners

- a) There shall be departmental and School/Faculty examination boards
- b) The function of the Examination Boards shall be to:
  - i. Ensure the smooth conduct of each session of the University examinations,
  - ii. Approve examination timetable and invigilation timetable,
  - iii. Determine the result and level of performance in respect of each candidate, and
- b) Specify the requirements, if any, relating to reassessment.



- i. Examination Boards shall consist of members drawn from both internal and external examiners.
- ii. The University senate shall appoint both internal and external examiners on the recommendation of academic departments.
- iii. The Academic Registrar shall issue instructions, notes or guidelines to candidates, invigilators and examiners, as he or she deems necessary for the efficient and effective conduct of the examinations.
- iv. In case of re-examination of the candidate(s) who failed in the ordinary University Examination, all the examiners may be appointed from within the University, provided that at least one of them had no part in teaching the candidate(s) the subject under examination.

## **6.9 Examination Results**

### **6.9.1 Processing and Compilation of Examination Results**

- a) The marking of examination papers and conduct of practical/clinical examination shall be done within the time frame provided for by the Academic Registrar.
- b) The Head of Department shall be responsible for compilation of examination results in his/her department.
- c) The examination time table shall indicate the deadline for submitting the marks to the Dean of each school of faculty which must strictly be adhered to.
- d) The marks and grades must be submitted in the format recommended by the Senate.
- e) In all cases, the results shall be based on the marks awarded by the examiners only. Any arbitrary addition or subtraction of marks shall be treated as a case of dishonesty.

### **6.9.2 Marks**

- a) For each subject, the cumulative marks of the continuous assessment test (CAT).
  - i. For biomedical basic science subjects, the CAT shall comprise written tests (30%) and a practical component (10%).
  - ii. In all clinical subjects the CAT shall consist of a logbook write-up which will contribute 20% of the marks, written test shall contribute 40% of the marks and clinical examinations which shall contribute 40% to give a total of 100%.
  - iii. The CAT for non-health science shall contribute 40% of the final examination marks except for the Bachelor of Laws (LLB) programme where CAT contributes 30% of the final examination marks.
- b) The end of Semester University Examinations (SUE) shall contribute 60% of the final mark for the module/course.
- c) The final mark (FM) shall be CAT + SUE to make a total of 100%.

### 6.9.3 Publication of Examination Results

- a) For all University examinations, the Head of Department shall call a departmental meeting to discuss the examination results before forwarding the departmental approved results to the Dean of the School/ Faculty.
- b) The results shall then be discussed in Examiners meeting of all internal and external examiners in the school/faculty.
- c) After going through the Examiners meeting, the results will be presented to and discussed by the School/Faculty Board of Studies.
- d) The provisional results of the candidates in every examination shall be published by the Dean in the following format or as prescribed by Senate;
  - i. The examination number of the candidate.
  - ii. The overall result for the candidate.
  - iii. The requirement(s), if any, relating to re-assessment.
  - iv. Additionally, the University shall publish the results on the University website ([www.kcu.ac.ug](http://www.kcu.ac.ug)).
- e) The Senate shall confirm the University Examination results for both semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester.

### 6.10 Academic Progression, Probation, Disqualification and Re-admission

- a) Following the relative grading system, students are awarded grade as A, B+, B, C+, C, D+, D or F.
- b) The pass letter grades are, A, B+, B, C+, C, D+ and D for undergraduates and A, B+, B, C+ and C for postgraduates.
- c) Basing on these grades results are finalized with the following status: -
  - i. Promoted (normal progress),
  - ii. Promoted on probation,
  - iii. Repeat and
  - iv. Discontinued.

#### 6.10.1 Normal Progression

- a) A student is said to be on normal progress if the student has passed the assessments in all the course(s) she or he had registered for in a particular semester with a mark(s) corresponding to grade points (GP) of at least 2.00 (undergraduate) or 3.00 (postgraduate).
- b) A student in the School of Medicine can only be allowed to proceed to the following year of study if he/she maintains a cGPA of 2.00 (undergraduate) or 3.00 (postgraduate) without an 'F' grade in any course.

- c) No candidate shall be allowed to proceed to the clinical year rotations unless and until he/she has passed all the biomedical science courses.

#### **6.10.2 Academic Probation**

- a) A student who has a Semester Grade Point Average (SGPA) of less than 2.00 (undergraduate) or 3.00 (postgraduate) shall be placed on academic probation and the Dean of the School or Faculty in consultation with the Academic Registrar shall issue a letter of caution to the student.
- b) A candidate who has obtained a mark(s) corresponding to a GP of less than 2.0 (undergraduate) or 3.0 (postgraduate) shall do supplementary examination(s) in the failed course(s) if the course is health science related or retake the failed course if the course is not health science related (e.g. LLB, BBA etc).

#### **6.10.3 Pass by the Compensation Rule**

- a) Compensation is the process by which an examination board, in consideration of a student's overall performance may recommend that credit be awarded for a module/course in which the student has failed, on the grounds that a sufficiently good overall performance in a group of cognate modules/courses can outweigh the area of failure.
- b) The following rules shall apply when considering to compensate a course:
  - i. Compensation can apply to a module/course with a failed mark of 48.0 – 49.9% as long as it is balanced by good performance in related modules/ courses.
  - ii. Where compensation is allowed, failed grades shall be converted to PC (pass by compensation) and assigned a grade point value of 2.0 (i.e. 50%). A module/ course with PC grade do not need to be repeated.
- c) Some modules/courses maybe exempted from compensation, if required by a Professional or Statutory Body.
- d) The Examination Board shall make recommendations about compensation every time a student has sat for all the scheduled examinations in the semester/term under consideration.
- e) The rule can only be applied if the module/course under consideration is the student's first sitting. Therefore, it cannot be applied in a sitting of repeat attempts at passing a module/course.
- f) The rule WILL NOT apply if the student's aggregate marks from the other passed modules/courses results is below 60%.
- g) The rule can only be applied if the student will PASS overall.

##### **6.10.3.1 Supplementary Examination Regulations**

- a) Students shall earn a supplementary examination in a course(s) at the end of the semester under any of the following conditions:-
  - i. The student's first Semester GPA is equal to or more than 1.90 but less than 2.00 and the student has obtained a failed grade in any subject; or

- ii. The cGPA is equal to or more than 2.00 (undergraduate) or 3.00 (postgraduate) but the semester GPA (sGPA) is less than 2.00; or
  - iii. The student has failed a component of the assessment task in the course due to academic misconduct.
- b) A candidate who fails one (1) clinical course during any given semester shall be required to re-clerk and sit supplementary examination during the next supplementary season.
  - c) If a candidate fails two (2) clinical courses during the same semester she/he shall repeat clerkship in the failed clinical courses when the courses are offered again.
  - d) When a candidate fails supplementary examination(s), the following shall apply:
    - i. She or he shall not be allowed to proceed to the next academic year.
    - ii. She or he shall be required to repeat the failed course unit(s) when next offered.
    - iii. She or he shall be required to pay the required fees for the semester.
  - e) The mark obtained after sitting supplementary examination(s) shall be recorded as 50% and shall be indicated on the academic transcript as passed after supplementary examination.
  - f) Candidates will only be allowed to sit for supplementary examinations after paying the required supplementary fees.

#### **6.10.3.2 Conditions for Retaking a Course**

- a) When a student receives an F grade in a non-health science related course that directly contributes to his or her major area of study, he/she shall be permitted to repeat or retake the course when the Department next offers the course.
- b) If a student receives an F grade in a course that does not directly contribute to his or her major area of study he or she may not need to repeat or retake the course. However, if the grade affects his or her cGPA, the student may repeat the course or take another course in its place to improve the cGPA.
- c) Students who have passed a course with a grade of B- or better shall not repeat the course for credit.
- d) Students who repeat a course shall do so only at the time when the University officially offers the course.
- e) When repeating a course, a student's class load includes the credit hours of that course. No extra class load shall be allowed unless recommended by the School or Faculty Board and approved by the University Senate as long as students do not exceed the maximum allowable credits for repeatable courses.
- f) In cases where the student has exceeded allowable credits in a repeatable class, repeat rules will exclude the grade and credits of the earliest scores of the class.

- g) A grade received in a repeated course shall replace a grade in prior takings of the same course in the calculation of the cumulative GPA, even if the more recent grade is lower.
- h) Candidates who repeat a course shall pay the required retake fees for the course and shall do all the coursework and final examination afresh.
- i) Individual programme may disallow students from retaking certain high demand courses simply for the purpose of improving their grade.
- j) A student who missed a final exam, but had completed all other course requirements, he or she shall retake the course when offered next.
- k) When a course is repeated, the letter "R" shall be recorded against the final grade indicating that the grade was obtained after repeating the course and the final grade shall be used in computing the cGPA.

#### **6.10.4 Repeating a Semester or Academic Year**

No candidate shall be allowed to repeat any academic year of study on academic grounds, except with the approval of Senate upon recommendation of the Faculty or School Board, as the case maybe, provided that;

- i. The candidate's cGPA at the end of second semester is equal to or more than 1.50 but less than 2.00 and he/she does not qualify for discontinuation; or
- ii. The candidate fail a supplementary examination. In this case, the candidate shall repeat the failed course(s) in the semester(s) in which the course(s) is offered; or
- iii. The candidate receives 'F' grade(s) and does not qualify for discontinuation from the programme of study.

#### **6.10.5 Discontinuation from Programme of Study**

A candidate shall be advised to discontinue his/her studies at the university if the candidate;

- a) Obtains a Cumulative GPA of 1.5 or less (i.e. failing more than 75% of the courses offered during the academic year);
  - i. Fails supplementary examinations twice in the same course(s) arising from regular end of semester or special examinations;
  - ii. Has previously repeated and earns another repeat;
  - iii. Is recommended by respective Disciplinary Committee of School/Faculty and Disciplinary Committee of KCU; or
  - iv. Absconds from university examinations
- b) The only exception to the disqualification rule shall be those candidates whose results being considered are programme's final examination results. In this case the candidate may be recommended to repeat the final year of part of the program being discontinued.

- c) Candidates shall also be discontinued if they are unable to complete their programme of study within two years over the stipulated minimum period of completion of the programme. For example, the maximum period of registration is normally seven years for a programme that takes five years, six years for a four year programme and five years for a three year programme.
- d) Except with the special permission of the Senate, a candidate who has been discontinued on academic grounds in one School or Faculty shall not be admitted in another School or Faculty of the University.
- e) A student who has been academically disqualified may re-apply for admission in the same academic programme after a break of two academic years.

### 6.11 Grade Appeal Process

- a) The student may appeal to the School or Faculty tribunal and then to the Senate for lack of transparency in the conduct of examinations, unfair treatment or poor assessment and senate is final on academic complaints.
- b) The Head of Department shall contact the School or Faculty member who assigned the grade for further consultation.
- c) If the instructor is no longer associated with the university, the Head of Department offering the course shall appoint a School or Faculty surrogate staff, who will assume magisterial authority of the instructor record at this level of appeal.
- d) If the Head of Department concludes that, the student's complaint is not legitimate, this reservation is reported to the Dean of the School or Faculty. No review is conducted unless the Dean believes the complaint has merit.
- e) The Dean shall appoint a sub-committee of the School/Faculty Academic Board to handle the matter and shall be given terms of references.
- f) The School or Faculty member or the student may challenge and have one of the members replaced from the sub-committee giving valid reasons for the challenge.
- g) The sub-committee of the School/Faculty Academic Board will meet separately with the School or Faculty member and the student to explore the full particulars of the case. A non-participating observer of the student's choice may attend the meeting.
- h) After the sub-committee of the School/Faculty Academic Board has reviewed the case thoroughly, it issues to the Dean a written recommendation that includes the reasons for its findings.
- i) If the matter is not resolved at this point, the Dean shall consider the sub-committee's recommendations and submit them to Senate through Academic Registrar.
- j) Students who feel the decision rendered by a School or Faculty Academic Board is unfair, have the right to appeal to senate regarding the requests for academic actions.

- k) All appeals to the committee for this purpose shall take place only after Senate has discussed and approved the results and shall be in writing, and they must demonstrate that the student has exhausted all options within the School or Faculty.
- l) No appeal pertaining to the conduct of any University examination and marking of scripts thereof shall be entertained unless the appeal is lodged with the appropriate University organ
- m) All appeals to the committee shall be made through the office of the Academic Registrar.
- n) The burden of proof rests with the student, who must provide clear and convincing documentation to support the contention that the decision was unfair.
- o) All appeals shall be accompanied by an appeal fee which is determined from time to time by the University Management.
- p) Senate shall appoint independent examiner who was not involved in teaching or examining the course to re-grade or review the scripts and report back to Senate.
- q) If the grade appeal is successful, the official transcript is corrected and the student continues in classes as a student in good academic standing.
- r) If the grade appeal is not successful, the student is required to re-take the failed paper.

#### **6.12 Examination Rules and Regulations**

- a) Invigilators shall be academic staffs and shall enforce examination rules and regulations.
- b) For each examination, there shall be a Chief Invigilator who will assume overall responsibility for conducting examinations and for signing any official document pertaining to the examinations.
- c) The Chief Invigilator shall collect examination materials from the Office of the Academic Registrar at least 30 minutes before the examination is due to start.
- d) The Invigilators will ensure that the examination room is free of any material that may be used to assist a candidate to commit examination irregularities before students are checked into the examination room.
- e) Students shall be checked into the examination room at least 30 minutes before the examination is due to start.
- f) Students shall not enter the examination room with material other than pens, pencil, erasers and calculators [in specified situations]. No handbags, clipboards, purses, mini-computer calculators, cell phones, papers magazines, sweaters, jackets and other items like lighters, matchboxes shall be allowed in the examination room.
- g) Food or drinks are forbidden into the examination room.
- h) The Invigilators shall observe, record events in the examination room and have the attendance list filled and signed by each student sitting the examination.

- i) No copy of the examination questions shall be carried out of the examination room by anybody within the first 30 minutes of the examination.
- j) No candidate shall be allowed into the examination room, 30 minutes after the start of the examination.
- k) Candidates who are late shall take the examination the following semester when offered as a retake.
- l) No candidate shall be allowed out of the examination room before 30 minutes has elapsed after the examination has started.
- m) Any candidate answering a call of nature shall obtain permission from invigilators. Only one candidate will be allowed to go at a time and for a reasonable time.
- n) Walking out of an examination under protest shall disqualify the student from that particular examination and shall be registered as a retake paper when offered in the following semester.
- o) The Chief Invigilator will ensure that all scripts are collected at the end of the examination and that they are counted to ascertain that they tally with the number of the candidates who registered to sit for the examination and signed the attendance register before the scripts are out of the examination room and delivering them to Central Marking Room.
- p) It is an offense for a student to take out of the examination room an answer booklet or part of it during examination period.
- q) The Chief Invigilator shall write a brief report on the conduct of the examinations highlighting any irregularities that may have occurred. Alternatively, this information can be provided on an official form provided by Academic Registrar.
- r) The scripts shall be handed over to the Chief Invigilator who signed for the scripts received from the central examination room.

### **6.13 Academic Malpractice, Irregularities, and Penalties**

- a) KCU expects high standards of academic integrity and honesty from both staff and students at all times.
- b) Students and University community are expected to adhere to the ethical and professional standards associated with their professions. Unethical or unprofessional behaviour will be treated in the same manner as academic dishonesty.
- c) It is the responsibility of all school or faculty members to report all instances of academic malpractice to the appropriate school or faculty Dean who will then appraise the Academic Registrar and the Deputy Vice Chancellor.
- d) It is the responsibility of the student to avoid aiding or abetting examination malpractice.
- e) Each student should take the necessary measures to ensure that other students do not use his or her academic work and that other students do not plagiarize his or her work.



### **6.13.1 Forms of Academic Malpractices and Irregularities**

- a) Plagiarism: Unauthorized copying of assignments of another student, a research report prepared and or submitted by another student previously, submitting an assignment or report without proper acknowledgement of the source of information, submitting the same assignment for two different course
- b) Cheating in assignment or examination: this includes copying another person's answer or using unauthorized notes, or study aids, or information in an examination, submitting information not based on personal study efforts, using any material (mechanical or electronic means) that would permit an unfair advantage over other students in the class.
- c) Aiding and Abetting Academic Dishonesty: Providing materials, information, or other assistance to another person with knowledge that such aid could be used in any of the violations of cheating, plagiarism, unacceptable collaboration and fabrication; and providing false information in connection with any inquiry regarding academic integrity.
- d) Other forms of malpractices include:
  - i. Forgery of signatures or falsification of data, grades, official documents and records.
  - ii. Unauthorized access to computerized academic or administrative records or systems of the university.
  - iii. Impersonation during examination or other university activities.
  - iv. Misrepresentation of academic status.
  - v. Removal, mutilation, or deliberate concealment of materials belonging to the university.

### **6.13.2 Procedure for Dealing with Examination Irregularities**

- a) At the beginning of any examination, invigilators shall draw the attention of candidates to the rules and regulations of the examinations.
- b) When invigilators suspect a candidate of being involved in an irregularity in the examination, the invigilator shall, whenever possible confiscate the material(s) being used for irregularity and inform the candidate that a report of the incidence will be made to the Academic Registrar at the end of examinations.
- c) The candidate shall, nevertheless, be allowed to complete the examination.
- d) On completing the examination, the candidate shall be advised to make a written statement, which shall be submitted along with the chief invigilator's report to the Academic Registrar who will set the process in motion to deal with the matter.
- e) All cases of examination irregularities, including alleged unauthorized absence from examination, shall be reported to the Academic Registrar.
- f) The Senate Examination and Examination Malpractice shall try a student who commits an examination malpractice offense.
- g) A student who is not satisfied with the decision of the Senate Examination and Examination Malpractice reserves the right to appeal to the university council within fourteen days from the receipt of the letter.

### 6.13.3 Penalties of Academic Malpractice

In case of violation of this Policy, the Committee shall recommend to Senate one or a combination of the following sanctions:

- a) Disciplinary reprimand or cautioned: This is a written notification to the student denouncing his/her behaviour as unacceptable and in case of repeat, may lead to serious disciplinary action.
- b) Cancellation of the examination: This is the cancellation of the examination results obtained in the paper in which the candidate was cheating or the entire examination results for that semester.
- c) Suspended for a specified period of time: This is sending away a student from the University for a specific period of time e.g. one semester or full academic year depending on the magnitude of the offence. The conditions for return to the university must be spelt out during the time of suspension.
- d) Expulsion from the university: This is the permanent sending away of the candidate found guilty of violating this policy from the university. It occurs after a serious offense has been committed by a student that leaves the university with no option other than indefinite discontinuation from studies.

### 6.14 Assessment for Awards

- a) To qualify for a degree award, the cumulative total minimum number of course credits shall be a multiple of the minimum number of course credits required per academic year for the duration of the degree programme.
- b) Where an assessment comprises mandatory and elective subjects, then a candidate may be permitted to be assessed in more than the required number of elective(s). In such circumstances the result obtained in the candidate's best elective(s) assessments shall be used to determine the overall result.
- c) The classification of the award shall be based on the performance of the candidate as indicated by the cGPA.
- d) To qualify for a certificate, diploma and degree award, a student shall have completed a minimum credit unit, duration for study and thesis requirements as specified in the programme curriculum.

### 6.15 Graduation Ceremony

- a) A graduation ceremony will be held at the main campus in the month of November every year which provides an opportunity for students and their families to share in the conferral of academic degrees.
- b) All graduating students will participate in the ceremony, as this is one of the most important academic activities of the University.

- c) The Senate shall graduate a candidate in absentia or post-human provided that he or she has met the requirements to graduate.

## **6.16 Academic Transcripts and Certificates**

- a) The Senate shall issue certificates for degrees, diplomas and certificates to such candidates as shall be declared to have satisfied the Faculty/School Board of Studies and shall have been recommended to and approved by the University Senate for the conferment of such degrees and award of diploma.
- b) Any student desirous of obtaining a transcript(s) shall submit an application for a transcript and a University clearance form.
- c) An administrative fee shall be charged for processing and certifying transcripts. The University Council shall determine the fee charged from time to time.
- d) Official transcript shall bear the institutional seal and the signature of the Academic Registrar.
- e) Academic transcripts shall show the details of courses undertaken in each semester, the grades, credit units and classification of awards.
- f) Official certificates shall bear the institutional seal and signature of the Chancellor and the Vice Chancellor. Certificate and transcripts may be withheld if the student has an unresolved obligation to the University.
- g) The University shall have a right to recall a degree, diploma or certificate from any person who obtained it by fraud or after it is founded that he or she was admitted in error.
- h) It is the University's norm to send directly the graduate's academic documents such as the transcript to a requesting institution.
- i) It is the responsibility of the graduate to submit written application giving the details of the requesting institution such as the official address and contact numbers. An administrative fee shall be charged for such request.
- j) No letter of completion of requirements pending the issuance of academic transcript shall be issued to a student unless approved by the Deputy Vice Chancellor.
- k) In case of lost or misplaced certificates or transcripts, a written application accompanied by a police statement and fees shall be submitted to the Academic Registrar.
- l) No Academic Documents shall be collected by any other person other than the bonafide owner unless otherwise justified.

## **CHAPTER SEVEN**

## 7.0 Introduction of New Academic Programmes

- a) A procedure to introduce new programmes shall follow that:
  - i. The introduction of the new programme shall fall within the strategic plan of the University.
  - ii. The new academic programme shall fall within the school or Faculty's strategic plan.
  - iii. Demand for graduates with such qualification in the job market shall be established.
  - iv. There shall be available infrastructure, staff, facilities and sufficient funds to run the programme.
  - v. There are students ready to join the programme.
- b) The School or Faculty that wishes to introduce a new academic programme shall draw up a proposal in the official format established by the University. The proposal shall include all the details outlined above and sufficient documents attached as proof.
- c) There should be sufficient research and study made before introduction of a new academic programme in advance of the proposed date of start of the programme to the office of the DVC after being voted at the School or Faculty Board.
- d) A temporary budget for the first three years shall be attached to the proposal outlining the expenditure and the income from the programme.
- e) The new programme shall be advertised after approval by senate and the NCHE.
- f) After recruitment of required staff and students the programme shall be officially launched.

### 7.1 Format for the presentation of a new academic programme

The official format for the presentation of a new academic programme shall consist of:

- a) Title of the programme: What does the programme lead to? For example, the title can be "Doctor of Philosophy in Human Resource Management".
- b) Preamble: The preamble should consist of the background statement indicating that the new programme is consistent with the declared mission of the university. It should also demonstrate the need for, or justify the introduction of such a programme. Thirdly, the target group should be indicated.
- c) Resources: The department should show its preparedness to mount such a programme by indicating the staff strength in terms of number and qualification. The presence of required facilities such as teaching space, library, laboratories and funding.
- d) Aims and Objectives: The aims of the introduction of the programme should be outlined.

- e) Regulations: The regulations to govern: Application, registration, coursework, examination and grading, practical work and graduation should be streamlined.
- f) Admission requirements: What must a candidate have to qualify for admission into the programme?
- g) Programme structure: Indicate the core, special or required and elective courses. The contact or Lecture hours required for each course and the total minimum contact hours required for the award of the degree; the duration of the programme; how the courses are to be coded and the arrangement of the courses should be indicated.
- h) Course description: Course Title, course codes, contact hours per week, prerequisites, Course description, Learning outcomes, course outline, mode of delivery, Course assessment and reading list.

## **CHAPTER EIGHT**

### **8.0 Amendments to Academic Standards Policies**

- a) The Academic Standards Policies are guidelines set for the smooth functioning of the University's academic programme and must be followed as strictly as possible.
- b) However, the policies have been designed to suit particular time, and it is understood that when certain circumstances change, the policies may need to be amended.
- c) It is suggested that any amendment to the academic policies be made only after every three years, and that subsequent publication of Academic Standard Policies Handbook be identified as editions.
- d) A committee appointed by the University Council shall recommend to the Senate the Amendments to be made.