



UNDERGRADUATE ACADEMIC HANDBOOK 2018

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INTERPRETATION

Unless otherwise specified within the context, the following words shall have the following meanings: **“University”** shall mean University of Kisubi (UniK)

BACKGROUND

University of Kisubi (UniK) is a private University located 24 km from Kampala along Kampala – Entebbe Highway. It is owned by the Brothers of Christian Instruction, an International Religious Congregation particularly known for its long-standing commitment to the education of the youth. Its forerunner, Kisubi Brothers University College (KBUC), was founded on 15th August 2004 when the Brothers signed a Memorandum of Understanding with Uganda Martyrs University to establish Kisubi Brothers Centre of Uganda Martyrs University (KBUMU).

On 27th March 2009, the National Council for Higher Education (NCHE) granted KBUMU a constituent college status and became Kisubi Brothers University College (KBUC), a Constituent College of Uganda Martyrs University. On the 29th June 2015, NCHE granted an independent operational license to the university in its new name, University of Kisubi (UniK).

UniK as a private university rooted in the Catholic ethos, remains open to all those who qualify for its programs. Its concern is integral formation and education of persons; preparing professionals so that they are able to impart meaningful knowledge and to bring about overall human development. This goal is achieved through an appropriate religious, social, academic and civic formation. It is committed to remaining a hallmark and a niche for quality education in Uganda and in the broader East African region.

Motto

In Virtue We Educate

Vision

To provide holistic, skills-oriented and faith-based education for life-long learning that empowers the learners to become transformative leaders.

Mission

To be a University that prepares individuals to become pragmatic professionals of integrity, capable of thinking critically and analytically.

Philosophy

The University attaches great importance to the integral nature and development of the human person. It strives to empower its graduates to be capable of achieving self-realization and to improve the human condition through holistic education and innovation holding on and imparting all such values, acts and knowledge that ennoble the human person.

Core Values

UniK has agreed on a set of core values to be practiced by all staff and students as part of the enhancement process. All stakeholders, internal or external, are expected to internalize these values and demonstrate behavior that is in conformity and also hold each other accountable. UniK is committed to the following core values of Professionalism, Responsibility, Integrity, Compassion, Honesty, Excellence, Freedom and Service summarized as "(PRICHEFS)

INTRODUCTION

Academic policies and guidelines in this Academic Handbook were decisions taken, agreed upon and finally recommended by different administrative and academic organs of the University at different administrative and academic fora. These include the decisions of the University Council, Senate, Senior Management Committee, Faculty Boards and other academic and administrative units of the University. The decisions gleaned there from constitute this Academic Handbook.

This Academic Handbook will be cited as the UNIVERSITY OF KISUBI ACADEMIC HANDBOOK (2018).

This Handbook shall constitute the University's guidelines, rules and Regulations governing the management of all the academic programmes and units of the University. It shall complement other rules and regulations governing the operation of the academic programmes and units of University of Kisubi that may be passed from time to time by Senate and other relevant University Authorities.

This academic handbook shall apply to all academic matters and shall be administered by the Vice Chancellor, Deputy Vice Chancellor, Registrar, Deans, Director of Graduate School and Heads of Department.

This Academic Handbook, guidelines, rules and regulations, shall be subject to amendment from time to time by the Senior Management Committee, and Senate, or any other authorized University organ as circumstances may warrant provided such amendments do not contradict the other rules and regulations

governing the operation of the University.

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

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

Interpretation:

The interpretation and enforcement of the Academic Handbook shall be vested in the Registrar.

1. GENERAL OBJECTIVES OF UNIVERSITY OF KISUBI

The University of Kisubi (UniK) shall seek to achieve the following objectives:

- 1.1 Develop and implement a curriculum that shall instill human and Christian virtues in the students.
- 1.2 Provide crosscutting courses that shall equip all students with analytical, critical and problem-solving skills.
- 1.3 Adopt teaching methodologies that enhance hands-on learning experiences among the students in their relevant fields of study and thus making them relevant to society.
- 1.4 Undertake basic and applied research by staff and students that addresses national, regional as well as global priorities and challenges, the findings of which shall be publishable in peer reviewed journals and other recognized publication avenues.
- 1.5 Contribute to the advancement of society through involvement in community development projects and services enhanced by outreach programmes.
- 1.6 Equip students with entrepreneurial knowledge, attitudes and skills to help them develop business acumen that shall enable them become wealth and job creators for employment of self and others.

2. APPLICATION AND ADMISSION PROCEDURES

- 2.1 Applicants are admitted into the University upon submission of a duly filled application form, other relevant documents and a receipt of payment of a non-refundable application fee to the Office of the Academic Registrar.
- 2.2 Eligibility for admission to any of the University's academic programmes shall be subject to the policies and regulations of the relevant national bodies responsible for higher education, or as shall be determined by Senate from time to time, and shall be enforced by the Office of the Academic Registrar.
- 2.3 Some Faculties or academic units may conduct entry examinations and/or interviews for the applicants, prior to recommending a candidate for admission.
- 2.4 Faculties or academic units where entry examinations and/or interviews are a requirement for admission reserve the right to waive such a requirement provided they are satisfied with the applicant's aptitude or competence to undertake the study programme in question.
- 2.5 In the event that an applicant qualifies for a waiver under paragraph 2.4 above, the concerned Faculty or academic unit shall advise the Office of the Academic Registrar in writing, recommending the admission of the candidate in question.

- 2.6 All documents received by the University in connection with an application for admission become the property of the University. Under no circumstances shall they be returned or forwarded to other institutions.
- 2.7 Admitted students who fail to report within the period stipulated by their admission letters forfeit their admission; they may re-apply in case they want to be considered for the next intake.
- 2.8 In all cases, the University reserves the right to grant, deny or cancel the admission of any applicant.
- 2.9 Non-Uganda applicants shall fulfill the following requirements to be eligible for admission:
- a. They must have attained the Ugandan equivalent of the qualification required for admission to the course applied for in accordance with the requirements of the national bodies regulating higher education in Uganda, or those set by Senate from time to time.
 - b. All documents submitted in respect of the application for admission into the University must be duly authenticated and certified.
 - c. If transcripts and any other documents submitted in application for admission into the University are not in English, they must be translated and certified by authorised bodies.

- 2.10 The University maintains a Transfer of Credit Policy (TCP) for applicants who have completed the required number of credit hours of undergraduate courses in recognized Universities and other institutions of higher learning in or outside of Uganda.
- 2.11 Students may apply for a transfer of credits of the courses they deem to meet the following criteria:
- a. The courses must have been passed with at least a C grade; a "Pass" grade may be transferred if the course is evaluated on a pass/ fail basis.
 - b. The courses must be similar in quality, scope and nature to the corresponding courses offered at UniK; in addition, they must form a logical, relevant and coherent part of the student's total undergraduate programme.
 - c. The course unit whose credits shall be transferred shall be charged at half price of its total cost, or as the University shall determine from time to time.
- 2.12 The student applying for a transfer of credits shall submit an original transcript listing the courses whose credits are to be transferred to the office of the Dean of the concerned Faculty, who in turn recommends the student favourably or otherwise to the Academic Registrar for the said transfer.

- 2.13 The authority to grant or to deny a student his or her request for a credit transfer rests with the Office of the Academic Registrar upon receiving the written recommendation of the Dean; the Registrar's decision on this matter shall be final.
- 2.14 The total number of credit hours that may be transferred for a student shall not exceed 40% of the graduation load
- 2.15 The University uses the credit hour system in determining the weight of each course in computing the requirements for its different awards, namely Certificate, Diploma, Degree or Graduate qualifications.
- 2.16 Under this system, a theory course of a one (1) hour class per week is equivalent to one (1) credit, hence a class of three (3) hours a week is equivalent to three (3) credits. On the other hand, a practical class of two (2) hours a week is equivalent to one (1) credit hour, hence a class of six (6) hours a week is equivalent to three (3) credits of practical work.

3. ADMISSIONS AND RESPONSIBILITY

Admissions shall be the responsibility of the Academic Registrar in consultation with the respective Faculties and Schools.

3.1 Entry Requirement

Senate shall have power to prescribe the minimum entry requirements to any course of study in the University and in so doing, may take into account results of public examinations or the University itself may prescribe other requirements for the purpose of entry into the University.

- a) Certificate programmes: A candidate must have obtained Uganda Certificate of Education (U.C.E) with at least 3 passes obtained at the same sitting.
- b) Diploma programmes: A candidate must have obtained Uganda Certificate of Education (U.C.E) with at least 5 credits obtained at the same sitting and Uganda Advanced Certificate of Education (U.A.C.E) at least one principle pass and 2 subsidiary passes obtained at the same sitting or a certificate in the relevant field.
- c) Undergraduate programmes or Bachelors Degree
The undergraduate programme of University of Kisubi shall be accessed through the following entry requirements:

- i. Direct Entry from Schools: A candidate must have obtained the Uganda Certificate of Education (U.C.E) with at least 5 credits and at least two principle passes at Uganda Advanced Certificate of Education (U.A.C.E) obtained at the same sitting
- ii. Diploma Entry: A candidate must have obtained a diploma at credit or distinction level in the relevant field from a recognized institution.

Note: The Academic papers for students, who have done their secondary education outside Uganda, shall be equated by Uganda National Examination Board (UNEB) and certificates, diplomas and higher qualifications done outside Uganda shall be equated by National Council for Higher Education (NCHE).

d) Additional Entry Requirements

- i. Candidates may be required to fulfil other specific requirements for the courses applied for as may be applicable.
- ii. Applicants from outside Uganda who are interested in pursuing courses of University of Kisubi may be required to take bridge up/access/remedial courses.
- iii. Students who completed their undergraduate education in non- English speaking- environment must provide proof of English language and if not found proficient take the English language course offered by the University.

e) Ineligibility for admission

The following category of applicants shall not be admitted:

- i. Any applicant previously discontinued from UniK or any other University as a result of academic malpractice.
- ii. Any applicant previously discontinued from UniK or any other University as a result of misrepresentation of academic documents or cheating to gain admission. Legal action will be taken against any applicant who presents forged academic documents.

3.2 Re-admission

The following category of applicants may be re-admitted:

- a) Any applicant who was previously admitted for any programme at UniK and was discontinued on academic grounds may apply for the same programme or another programme and she or he may be admitted if she or he produces evidence of further learning that satisfies the University Senate basing on the applicant's qualifications and capability that she or he is able to pursue the programme applied.
- b) A discontinued student in regard to (a) above may be admitted in the same programme or another programme after two years (24 months) have elapsed.

4. REGISTRATION

- 4.1 Once admitted, new students **MUST** report to the University on the day and dated specified on the admission letter to enable them participate in the opening events of the University programme, including but not limited to the orientation of all new students.
- 4.2 In order for the candidate to qualify to be a student of the University, he or she must be registered with the relevant offices of the University in conformity with the University policies and regulations pertaining to the registration procedures.
- 4.3 A students shall be required to present his or her original certificates and other relevant documents as declared in the application forms. Students shall register for the Programmes they have been admitted for.
- 4.4 In case of change of programme, the change shall be approved by the Registrar in consultation with the Faculty Dean before such change is granted. This should be done with in the first two weeks of the first academic year.
- 4.5 The names to be used when registering are those which appear on the student's admission letter and those must be the names which appear on the O' level, and A' level results slip or certificates; or on Diploma or Degree or transcript or certificate. Any change of name or discrepancy in names will require presentation and submission of an affidavit.

- 4.6 Change of names by students shall only be entertained during the course of study if the student has followed due process.
- 4.7 New students on semester-based and weekend-based programs MUST report within fourteen (14) days from the commencement of each academic year, and those on holiday-based programmes within three (3) days of the holiday session in question, unless prior notice seeking extension of the reporting date is given in writing to the University; otherwise admission shall be cancelled.
- 4.8 A new student who fails to report within the stipulated period as required in paragraph 4.7 above, shall automatically lose his or her admission.
- 4.9 Continuing students following the semester system are required to register within the first two weeks of each semester, after which registration shall be closed.
- 4.10 Continuing students following other periods of study (such as holiday, weekend, etc) shall register within the period specified by the relevant authorities.
- 4.11 A semester-based student who fails to register within the first two weeks from the beginning of the semester or during the specified period shall NOT BE ALLOWED to attend lectures or to use any other facilities and amenities of the University.
- 4.12 Failure to register within the specified period shall be termed late registration and shall attract a fine as shall be determined by the relevant University authorities.

- 4.13 A continuing student who fails to register within a period exceeding a semester or a specified academic period without prior notice to the University shall automatically revert to a withdrawal case and shall henceforth cease being a registered student of the University.
- 4.14 Students who fail to complete their course of study within the normal period of their admission shall be required to re-register each semester, and to pay a re-registration fee determined by the relevant authorities of the University.
- 4.15 A student who exceeds twice the period stipulated by his or her admission for the programme he or she was admitted to, shall automatically become ineligible for registration, and shall automatically cease to be a student of the University, unless he or she obtains permission from the relevant authorities of the University to extend his or her admission period.

(i) Registration Procedure:

1. Log onto: 192.168.10.6
2. Student
3. Courses and Marks
4. Enter your
 - i. Registration Number
 - ii. Password (in this Format, YYYY-MM-DD) Date of Birth
 - iii. CLICK "SUBMIT"
5. Click Register Courses
6. Select the course units by clicking in the Drop down
7. Submit

5. UNIVERSITY PROGRAMMES

- a) The academic programmes of the University are run through semester or Trimester system.
- b) The academic year shall comprise of two semesters of seventeen (17) weeks, two of which are for examinations or three Trimesters with an Exam at the end of each Trimester.
- c) Each course shall have a course name, course code, course objectives, full description of the course content and time or hours to be spent on each item.

5.2. Course or Subject

- a) Courses shall be categorized as core, elective, and Interdisciplinary.
 - i. A core course shall be a course which is essential to an academic programme and should be allocated at least three (3) hours per week. Every student offering that particular academic programme must pass that course.
 - ii. An elective course shall be a course offered in order to broaden an academic programme or to allow specialization. It is chosen from a given group of courses and availability of a lecturer for that course.
 - iii. An Interdisciplinary course shall be a course that cuts through all academic disciplines at the University of Kisubi.

- b) All students shall follow the prescribed courses as stipulated in the curriculum.
- c) All faculties shall review their academic programmes after every four years

5.3 Attendance

- a) Class attendance, tests and group work exercises shall be compulsory.
- b) Students who absent themselves from class for more than three (3) consecutive days must inform the Registrar's Office through the respective Faculty Dean.
- c) Full-time and weekend students who fail to attend 75% or more of a course will not be allowed to sit final examination in that course and will be required to repeat the course.

5.4 Withdrawal or Dead Year

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

5.5 Course Evaluation

Students will evaluate courses by completing course evaluation forms at the end of each course for the purposes of improving on the content and mode of delivery, thus enabling students to learn.

6. COURSE ASSESSMENT REGULATIONS

- 6.1 The language of instruction and examination for all examinations, apart from selected programmes will be English.
- 6.2 Students will be assessed continually throughout each course in at least three (3) assessment exercises, i.e. two (2) continuous assessments prior to the final assessment.
- 6.3 Students who have proof of physical or other difficulties with a written assessment may apply to take oral assessment.
- 6.4 Lecturers are not obliged to accept work submitted after the date given, or to grant extensions. Coursework, which is not submitted by the specified date, will be regarded as late submission and the student will be penalized as may be prescribed by Senate. Students have no automatic right to resubmit assignments or to re-do tests.
- 6.5 Students who do not complete the first two assessment exercises during the course of the study for valid medical or social reasons, may, with the agreement of the Faculty Board and Senate, be allowed to do special assessment exercise.
- 6.6 All students shall follow the general rules of academic honesty. Any form of plagiarism is a serious violation of the norms of academic honesty, and may lead to discontinuation from the University.

- 6.7 Students who attempt to compromise their academic integrity by cheating in coursework, final assessment exercises or any other examinations will not be permitted to complete that particular assessment exercise or examination and will be subject to disciplinary sanctions.
- 6.8 Students can only register and take the final examination after doing, handing in and successfully passing all coursework and assignments. In case a student enters examination room and sits for the paper without fulfilling this condition, his or her results in that particular paper; will be declared null and void.
- 6.9 Students who do not present themselves for a final assessment without informing the Registrar in advance (the case must be supported by acceptable documentary evidence) will take supplementary assessment at the end of academic year if the reasons for non-attendance are acceptable.
- 6.10 Students who do not present themselves for special or supplementary examinations without prior notice to the Registrar (giving details which must be valid and serious) will normally be discontinued from the University. However, in serious circumstances (to be judged valid by the Registrar) a student may, upon written application letter, be permitted to take a special or supplementary examination.

- 6.11 Any candidate or student who is aggrieved or dissatisfied with grades or marks may apply to the Registrar for re-marking through the Dean of the Faculty or School within 30 days from the date of publication of final results. An internal examiner shall be appointed by the Dean to re-mark the relevant examination, provided she or he has had no part in teaching the candidate in the subject or the papers under examination. The mark given by this examiner shall be final and no other shall be allowed.
- 6.12 The University shall preserve the candidates' answer scripts for reference purpose for a period of seven years only.
- 6.13 Students shall be allowed to re-sit final assessment for the purposes of improving their grades provided the student has paid for the course in question. An asterisk (R) will be put besides such a mark and explanation shall be made on the back of the transcript that such a mark was obtained after repeating an examination.

7. ASSESSMENT AND EXAMINATIONS

- 7.1 University examinations shall be conducted under the control of Senate and under regulations which Senate may prescribe with regard to pass mark and other related issues.
- 7.2 Senate shall appoint the committee known as Academic Discipline and Appeals Committee, which shall investigate all cases of irregularities in academic matters. Any person involved in any alleged irregularity shall be required to appear before this committee.
- 7.3 The method, nature and timing of assessment for each course shall be communicated at the beginning of the course by the respective lecturer.
- 7.4 Existing examination rules and regulations shall be communicated to students by the Registrar in the orientation week before examination.
- 7.5 Deans shall enforce examination rules and regulations in their respective Faculties.

8. GENERAL EXAMINATION RULES AND REGULATIONS TO STUDENTS

These examination rules and regulations apply to all students taking examinations at the University of Kisubi.

- 8.1 To be eligible for the final examination, the student should have cleared all the University fees in order to obtain the necessary authorization by the relevant authorities of the University, in addition to attending all lectures and passing the coursework assessments. Every candidate will be required to produce a valid ID and registration card.
- 8.2 Candidates are informed of the dates, times and places of examinations by means of the timetables and notices published at least two weeks in advance.
- 8.3 It is the responsibility of each candidate to take note of the date(s), time(s) and place(s) of the examination(s) for which he or she is registered. All queries related to examinations shall be addressed to the Examination office prior to the examination.
- 8.4 Students with disabilities that may require special arrangements be put in place for their examinations, should notify their Faculty Dean of their needs at the beginning of each academic year. Should the disability come to light during the academic year, the Dean should be notified as soon as possible. If a student does not notify the Dean in advance, it may not be possible to provide any examination accommodations.

- 8.5 All candidates should be seated 15 minutes before the commencement of the examination. No Candidate shall be admitted into the examination room 30 minutes after the commencement of the examination.
- 8.6 The invigilator is free to change the sitting arrangement in the examination room if he or she deems it necessary.
- 8.7 All candidates shall be checked before they enter the examination room. Invigilators have the powers to confiscate any unauthorized materials, equipment or any other aid brought into the examination room and to expel from the examination room any candidate who creates disturbance during the examination; in which case he or she immediately reports the matter to the Dean Faculty and to the Office of the Academic Registrar.
- 8.8 It will be considered an offense and a disciplinary matter to attempt to use unauthorised materials, equipment or aids referred to in paragraph 8.7 above. These may include but are not limited to: ammunition, computerised equipment (including phones, tablets, i-pads, recording apparatus, etc), condensed notes, and any other such materials or equipment the supervisor may deem to be inappropriate in the administration and conduct of the examination.
- 8.9 It is each candidate's responsibility to equip him or her with all that is required of him or she for the sitting of a particular exam save for those that are provided for by the University.
- 8.10 No candidate will be granted extra time, unless arranged in advance with the Examination's Officer, as part of a special arrangement.

- 8.11 It shall be the responsibility of the candidates to ensure that they have been given the correct examination paper. Each candidate shall be required to read the instructions on the examination paper before commencement of the examination.
- 8.12 Examination answer booklets will be provided in the Examination room. All work should be done on the answer booklets or other material provided from the examination office.
- 8.13 Candidates must follow the directions of the invigilators in all matters relevant to the examination. It is the candidate's responsibility to ensure that they have signed the appropriate attendance sheet for each examination. Students must not commence writing until requested to do so.
- 8.14 It is an offense for a candidate while in the examination venue to use or attempt to use any booklet, memorandum, notes or paper other than the examination paper and answer booklets other than the one supplied to them by the invigilator, aid or attempt to aid another student, obtain or attempt to obtain aid from another student.
- 8.15 A Candidate must clearly write his or her particulars on answer scripts. Answer scripts without a candidate's full particulars will not be marked.
- 8.16 Any additional answer booklets, graph papers, etc., issued to the candidate whether used or unused, should be handed in to the invigilator.

- 8.17 Any candidate answering a call of nature must obtain permission from the invigilators. Such permission is for only a reasonable period of time.
- 8.18 A candidate must not, on any pretext whatsoever speak to or have any communication with any other student during the examination. Any such communication will be regarded as a serious breach of the examination regulations. If a student needs to ask a question, the student should raise his or her hand and one of the invigilators will attend to the matter.
- 8.19 A student must not engage in any behaviour that would be disruptive to the running of the examination or to any other student. A student may be expelled from the centre if his or her behaviour might jeopardize the successful conduct of the examination.
- 8.20 Walking out of an examination under protest disqualifies a student from that particular examination.
- 8.21 At the end of the examination, a student must remain in his or her place until an invigilator has collected their script. It is the candidate's responsibility to ensure that their script is handed to an invigilator, and thereafter sign out.
- 8.22 If a candidate is absent from any examination for any reason, a written explanation must be sent to the Faculty Dean prior to the start of the examination, together with a medical certificate if the absence was due to illness.

8.23 Failure to abide by the above rules and regulations and any other relevant regulations, shall lead to automatic disqualification from the examination or expulsion from the University, depending on the nature of the case.

NOTE: The officers from the Registry or Finance Office have the right of withdrawing any candidate from the examination room if found NOT to have fulfilled the examination requirements.

9. EXTERNAL EXAMINERS

9.1 There shall be external examiners of the University appointed by 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, faculty or department.

9.2 The external examiner shall not have been employees of UniK for the last 4 years.

9.3 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.

10. PASS MARK

- 10.1 The pass mark for all courses shall be 50%. The first two assessment exercises shall contribute 50% of the course mark and the final assessment exercise shall contribute 50% of the course mark.
- 10.2 Both coursework and final assessment must be passed independently in order to pass the course.

11. COMPENSATION

- 11.1 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.
- 11.2 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.
- 11.3 The Mark on the transcript will read 50% subject to the approval of Senate.

12. ORAL ASSESSMENT

- 12.1 Students may have the choice of taking the final assessment as oral assessment. Some courses may however be designated for a written final assessment and choice may be limited.

13. SUPPLEMENTARY EXAM, SPECIAL EXAM, REPEATING OR RETAKING A COURSE UNIT

- 13.1 A candidate will be eligible to sit for 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.
- 13.2 Special examinations will be treated as first sitting and graded as such.
- 13.3 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.
- 13.4 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 explanation shall be made on the back of the transcript that such a mark was obtained after sitting a supplementary examination.

- 13.5 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.
- 13.6 A student who fails the supplementary examination after two attempts shall retake the course(s) in question when next offered.
- 13.7 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 explanation shall be made on the back of the transcript that such a mark was obtained after sitting a retake examination.
- 13.8 A student who misses an examination for justified reasons shall sit a special examination.
- 13.9 A student who accumulates up to two (2) retake courses at a time shall not be allowed to proceed to the next quarter of his or her academic studies. Students are required to register for retake course(s) first before registering for new courses offered in that quarter and the retake courses should fit into the approved normal load so as to avoid timetable clashes.

14. ACADEMIC DISCIPLINARY AND APPEALS

Academic discipline refers to the students' adherence and full compliance with the policies, regulations and guidelines that govern all the academic activities of the University.

- 14.1 A student who fails to adhere or comply to any of the academic policies, regulations and guidelines of the University commits the offence of academic indiscipline, and shall be liable to a penalty in form of a caution, reprimand, warning, fine, suspension or expulsion or dismissal.
- 14.2 Acts of academic indiscipline include but are not limited to the following: non-attendance of lectures, late registration, failure to re-register as per the provisions under paragraph 13.10, late submission of coursework and gross misconduct in the execution of Practicum.
- 14.3 An act of aggravated academic indiscipline becomes an academic irregularity, and shall be referred to the Academic Disciplinary and Appeals Committee for further examination.
- 14.4 A student commits an aggravated academic indiscipline offence if he or she does any but not limited to the following: attend lectures in courses for which he or she did not register, abscondment from a course or from the University without the prior permission of the relevant authorities, cheating in examinations, reproducing coursework of fellow student, tempering with grades, taking part in obtaining or distributing any part of unadministered tests, duplicating computer software that has been copyrighted, among others.

- 14.5 Any Lecturer or officer of the University who has reason to believe that a student has committed an act of academic dishonesty shall make preliminary investigations and collect all evidence.
- 14.6 A student who is convicted by the Academic Disciplinary and Appeals Committee of an aggravated academic indiscipline offence shall be referred to Senate for an appropriate disciplinary action.
- 14.7 A student who feels that he or she has been unfairly, unjustly and maliciously suspected or accused or found guilty of an offence of academic indiscipline of any kind reserves the right to appeal to the University Senate.
- 14.8 In all proceedings of cases relating to academic discipline, due process premised on the principle of natural justice and the right to self-defence shall be observed.

15. MALPRACTICE AND IRREGULARITIES

15.1 Malpractice and Fraud Relating to Coursework

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

- i. Avail to another student or candidate he or her prepared coursework with a view to assisting the latter to do his or her coursework or to negligently expose his or her coursework to another candidate to use.
- ii. Submit coursework not prepared by him or her.
- iii. Plagiarise the work of any other person.
- iv. Solicit or purchase any coursework from any other person.
- v. Falsify or alter marks awarded on coursework script.

Penalty

- a) Caution and cancellation of his or her coursework
- b) Cancellation of his or her coursework and suspension from his or her studies for a period not exceeding one academic year.
- c) Cancellation of his or her coursework and dismissal from the University.

15.2 Malpractice and Irregularities in Conduct of Examination

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

- i. Sit or attempt to sit for a test or examination without valid documentation.

- ii. Enter the examination hall or room 30 minutes after commencement of the examination and leave the examination room before 30 minutes to the finishing time.
- iii. Carry out a conversation or any other communication with another student or candidate after the commencement of the examination.
- iv. Indulge in any disruptive conduct including, but not limited to shouting, assaulting of another student or candidate, using abusive or threatening language.
- v. Take an answer booklet(s) or part of it, used or unused out of the examination room.
- vi. Neglect, omit or in any way fail to follow lawful instructions or orders issued by the invigilator.
- vii. Physically assault or insult an invigilator or any University official involved in the conduct of examination.

Penalty

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

15.3 Cheating in the Examination

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

- i. Take into the examination room or hall, in person or by agent, unauthorized materials including but not limited to those mentioned in 8.8 above, plain papers, condensed or summarized notes, books, and handkerchiefs on which information is written or information written to any part of the body or unauthorized electronic equipment.
- ii. Copy from any other student or candidate
- iii. Involve oneself in plagiarism.
- iv. Aid and or abet another candidate or student to copy from script or book of another person.
- v. Exchange answers with another candidate or student in or outside the examination room.
- vi. Collaborate with another candidate or student in the examination room to use phones, discussions or share materials.
- vii. Import into the examination hall or room, in person or by agent a pre-prepared answer script or booklet.
- viii. Substitute an answer script or booklet prepared outside the examination room or hall for the one already submitted to the invigilator or examiner.
- ix. Falsify or alter marks awarded on a coursework script or on an examination script or booklet.

- x. Impersonate another student or candidate or be impersonated.
- xi. Procure or induce another person to sit for him or her.
- xii. Produce false documents in relation to eligibility to sit examination.
- xiii. Sit or attempt to sit an examination without authority.
- xiv. Fraudulently to sit an examination paper(s) or questions which have been illegally procured or made available.
- xv. Fraudulently access or attempt to access examination questions before the examination is due.
- xvi. Pay or induce another person to illegally procure or make available examination questions or papers.

Penalty

Upon hearing a given case, the Academic Discipline and Appeals Committee, shall investigate the case; give an opportunity of hearing the concerned student's or candidate's response to the allegations; then makes recommendations to Senate, including:

- a) Suspension, Cancellation of results, Dismissal or exoneration where there is lack of evidence, or
- b) Cancellation of the relevant examination and suspension from his or her studies for a period not exceeding two academic years, or
- c) Cancellation of the relevant examination and dismissal from the University

15.4 Appeal Procedures

- a) A student or candidate who is dissatisfied with the decision of Academic Discipline and Appeals Committee may appeal to Senate within 30 days from the date of the letter communicating the decision.
- b) The appeal shall be in writing addressed to the Registrar (Secretary to Senate) and copied to the Chairperson of Academic Disciplinary and Appeals Committee, stating clearly the grounds of appeal. The Registrar shall acknowledge in writing to the student or candidate and Chairperson of Academic Disciplinary and Appeals Committee receipt of the appeal.
- c) A student or candidate who pleads guilty to an offence before the Academic Disciplinary and Appeals Committee shall have a right of appeal only with respect to the penalty.
- d) Senate shall hear the appeal expeditiously.
- e) The student or candidate appealing, shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the senate and be heard.
- f) The Registrar shall officially notify the Academic Disciplinary and Appeals Committee that made the decision in the first instance of the date of hearing of the appeal. The committee shall have a right of representation.

- g) At the hearing of the appeal, the student or candidate shall have an opportunity to be heard and the Academic Discipline and Appeals Committee shall have a right to respond to the student or candidate's presentation.
- h) Senate will then deliberate in the absence of the student or candidate and the Committee representative preferably on the date of hearing.
- i) Senate may confirm, vary or rescind the decision earlier taken. The decision of Senate shall be final and no further appeal shall be entertained.
- j) On conclusion of malpractices, the confiscated unauthorized material shall be destroyed within sixty (60) days from the date of letter communicating the decision.

16. CLASSIFICATION OF DEGREES AND AWARDS

16.1 Classification of Bachelors Degrees

The University will award Bachelors degrees classified as follows:

Class	CGPA
First Class	4.40 – 5.00
Second Class Upper	3.60 – 4.39
Second Class Lower	2.80 – 3.59
Pass	2.00 - 2.79

16.2 Classification of Certificates and Diplomas

Class	CGPA
Class I (Distinction)	4.40 – 5.00
Class II (Credit)	2.80 - 4.39
Class III (Pass)	2.00–2.79

16.3 Grading Marks

- Each course done in a semester shall be graded using Grade Point Average (GPA) number and that figure shall be given a letter to identify the grade at which a course has been passed.
- All courses shall be assigned credit units to be used in the calculating GPA.
- Grade Point Average for all the semesters shall be computed at the end of the final year to get the Cumulative Grade Point Average (CGPA) which will determine the Class of award.
- GPA shall be rounded off to two (2) decimal points.

16.4 Calculating GPA

Range	Letter grade	Numerical grade
0.0 – 49	F	0.0
50.0 – 54	D	2.0
55.0 – 59	D+	2.5
60.0 - 64	C	3.0
65.0 – 69	C+	3.5
70.0 -74	B	4.0
75.0 - 79	B+	4.5
80.0–100	A	5.0

Formula

$$\text{GPA} = \frac{\Sigma (\text{grade value} \times \text{unit credit points})}{\Sigma \text{unit credit points}}$$

OR

$$\text{GPA} = \frac{\sum (\text{GPXCU})}{\sum_{i=1}^n \text{CU}}$$

- i multiply each grade value by the unit credit points
- ii sum the resulting values (weighted GPA unit score)
- iii sum the unit credit points
- iv divide the sum of the weighted GPA unit score by the sum of the unit credit points
- v Calculate to three decimal points.

16.5 Classification of Masters

Class	Range
Distinction	75+
Credit	60-74
Pass	50-59

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

16.6 Awards

16.6.1. Certificates and Diplomas

- i. A candidate shall be awarded a Certificate or Diploma after she or he has undertaken approved courses and satisfied the requirements of the University as a student of UniK.
- ii. All Certificates or Diplomas shall last for a minimum period of two years or as may be stipulated in the rules and regulations governing these Certificates and Diplomas.

16.6.2 Bachelor Degree

- i. A candidate who sits supplementary examination in any course shall not be eligible for First Class Honors unless specially recommended by the Board Concerned.
- ii. A candidate repeating the final year will not be eligible for Honors unless specially recommended by the Board concerned prior to repeating the final years.
- iii. A candidate shall be awarded a Bachelor's degree after she or he has undertaken approved courses and satisfied the requirements of the University as a student of the University.

- iv. All Bachelor's degrees shall last for a minimum period of three years or as may be stipulated in the rules and regulations governing these degrees.

16.6.4 Conferring of Degrees and other Awards

- i. A congregation of the University shall be held at least once a year and shall be presided over by the Chancellor or, in his absence, by the Chairman of Council or his delegate.
- ii. Degrees shall be conferred only at a congregation of the University.
- iii. A candidate shall not be admitted to a degree or other award, other than an honorary degree unless the Registrar has certified that such a candidate has satisfied all the conditions prescribed for such a degree.
- iv. Senate shall have powers to withdraw or cancel any award of the University if it is subsequently proved that such an award was obtained on false pretenses, cheating or fraud.

16.6.5 The Transcript and Certificates

- i. Upon completion of the academic programme a candidate will be issued a Transcript and Certificate. A valid Transcript and Certificate will bear the official University Stamp, the University seal, signatures of the respective Deans or Directors, the Registrar and Vice Chancellor.
- ii. Transcripts shall bear recent passport size photographs of the student.

17.1. Senate**Membership**

- i. The Vice Chancellor, as Chairman;
- ii. The Deputy Vice Chancellor;
- iii. Registrar as Secretary;
- iv. The Deans, and Director of School(s);
- v. Librarian;
- vi. Director of Quality Assurance Committee;
- vii. Director Planning and Development
- viii. Dean of Students ;
- ix. Examination's office;
- x. University Bursar;
- xi. Communications Officer
- xii. The Guild President.

17.1.2 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 award of Degree, Diplomas, Certificate or any other award of the University;
- iii. Make regulation with regard to the standard of proficiency to be attained by candidates in each examination for a Degree, Diploma, Certificates or any other award of the University;

- iv. Determine which candidates have reached the standard of proficiency referred to in immediately preceding paragraph and are otherwise qualified for the award of the relevant Degree, Diploma, Certificate or other award of the University.
- v. Initiate proposals relating to running of the University generally, including the organization of the Academic year and its activities.
- vi. Make recommendations to Governing Council regarding the establishment of new academic programmes, institutions or organs and all matters connect therewith, including staff and also regarding the establishment of academic associate-ship or connection with institutions of education or research or of a professional character.

17.2 Boards

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

- i. New courses
- ii. Revised courses and Programmes
- iii. Examinations and results
- iv. Names of External examiners; and
- v. Any other academic or professional activities

18. MISCELLANEOUS PROVISIONS

18.1. Declaration of Interest

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

18.3. Research and Publications

The University shall promote research and publications through:

- i. Promoting individual, interfaculty and interdisciplinary research
- ii. Providing information about research
- iii. Linking and collaborating with other institutions in research.es and means through which materials can be published.
- iv. Collecting and keeping UniK staff's publication
- v. Providing information on publishing, especially by identifying places and means through which materials can be published.
- vi. Ensure the information on UniK publication is properly circulated

Research and Publications Committee shall be chaired by the Director Graduate School.

All information given in this academic handbook is subject to change with approval of Senate only.