

# MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY



## **Examination Regulations**

SUCCEED WE MUST

January 2016 (Amended)

## **FORWARD**

Mbarara University of Science and Technology (MUST) has been running a Semester System since October 2005. The Bachelor of Business Administration programme was the first programs at MUST to be run on the Semester System. In 2006, MUST adopted the Semester System for other undergraduate programs instead of the quarter system and as a result the academic calendar was shifted from the first Monday of October to mid-August.

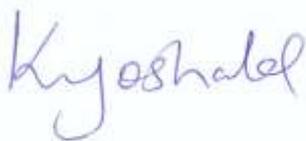
The programmes are divided into a number of courses. Each course is assigned a particular credit value and a student works toward achieving the program graduation load by accumulating credit. Students should be mindful of the duration of each programme and must endeavor to complete the programme within its duration. A student who is not able to complete the programme on time is allowed extra time to allow for completion.

The Universities and Other Tertiary Institutions Act 2001 as amended, Sec 45 (2e) empowers Senate to make regulations regarding the standard of proficiency to be attained in each examination for a degree, diploma, certificate or any other award by the University. In this regard, MUST has in place, quality assurance mechanisms to ensure the proper administration of university examinations. These mechanisms are stipulated in this examination regulations booklet. The examination regulations should be read by both staff and students.

Students must familiarize themselves with them and they should seek clarification and guidance from their respective Deans/Directors or the Academic Registrar. The interpretation of these regulations rests with Senate. These regulations shall be read in conjunction with University Rules which apply to all student members of the University.

I am grateful to the Deans' Committee for the excellent work they have done in putting together these examination regulations as well as other semester rules which have been endorsed by Senate.

**SUCCEED WE MUST**



Martha Kyoshaba Baananuka  
**ACADEMIC REGISTRAR**

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## **1.0 The Semester System**

The Semester System at Mbarara University of Science and Technology (MUST) shall be defined as the arrangement where each academic year is divided into two main parts, each part is called a Semester. The academic year also has a third part which is a Recess Term.

### **1.1 Academic Periods**

#### **1.1.1 Academic year**

The academic year at MUST shall consist of two (2) semesters and one (1) recess term.

#### **1.1.2 Semester**

The length of each semester shall be seventeen (17) weeks in which fifteen weeks shall be used for teaching and progressive assessments. The last two (2) weeks of each semester are for examinations.

#### **1.1.3 Recess Term**

The Recess Term shall consist of ten (10) weeks.

## **1.2 Academic programme**

An academic programme is a set of courses (core, electives and pre-requisites), which are offered in order to qualify for an award of a Degree/Diploma/Certificate.

## **1.3 Courses**

A course is a unit of work in a particular field or area of study, normally covering a semester to completion and attracts credit(s) towards the fulfillment of the requirements leading to the award of Degrees, Diplomas or Certificates. Courses shall be arranged according to the following categories:

### **1.3.1 Core Courses**

A core course shall be a course which is essential to a programme and gives a programme its unique characteristic features. The core courses **MUST** be offered and passed by the students registered for the programme in which the courses are offered.

### **1.3.2 Elective Courses**

An elective course shall be a course offered in order to broaden an academic programme or to allow for specialization.

#### **1.3.2.1 Group of Elective Courses**

Electives shall be selected from a group of courses at the convenience of the student and they have to be passed.

#### **1.3.2.2 Substitution for a failed Elective(s)**

Another elective course may substitute a failed elective course.

#### **1.3.2.3 Number of Elective Courses**

The number of elective courses each student shall be required to register for in every academic programme shall be clearly stated in the curriculum so as to guide the students during selection of such courses from a set.

### **1.3.2.4 Ceiling for Elective Courses**

The University shall have a ceiling for the number of undergraduate students who will be allowed to register for particular elective courses.

### **1.3.3 Pre-requisite**

A Pre-requisite is a condition (either a course or classification), which must be satisfied prior to enrolling for the course or program in question.

#### **1.3.3.1 Pre-requisite Course**

A Pre-requisite course shall be a course offered in preparation or prior to the commencement of a higher-level course in the same area of study. The curriculums for each program specify the prerequisite courses.

### **1.3.4 Audited Course**

An Audited course shall be a course taken by a student for which a credit is not awarded.

#### **1.3.4.1 Conversion of Audited courses**

An Audited course cannot be converted to a regular course.

#### **1.3.4.2 Audited Courses on the Transcript**

An Audited course shall be indicated on the transcript; however it shall not carry a credit.

## **1.4 Course Content and Duration**

### **1.4.1 Course Content**

The level of content of a particular course has to match the credit units allocated to the course.

### **1.4.2 Credit Unit**

A Credit Unit (CU) is a measure used to reflect the relative weight of a course.

### **1.4.3 Contact Hours**

A contact hour is equivalent to one (1) hour of lecture or two (2) hours of practical sessions, tutorials, junior, senior clerkship and fieldwork.

### **1.4.4 Course Size**

All courses shall have at least two (2) credit units and at most five (5) credit units. A course that has a practical component shall have a minimum of three (3) credit units and a maximum of five (5) credit units and a course without a practical component shall have a minimum of two (2) credit units and a maximum of four (4) credit units

#### **1.4.4.1 Smallest Course size**

The smallest course shall be two (2) credit units. A two (2) credit unit course is a course that is taught for two contact hours per week or a course that takes thirty (30) contact hours per semester.

#### **1.4.4.2 Largest Course size**

The largest course shall have five (5) credit units. A five (5) credit unit course is a course that is taught for five contact hours per week or a course that takes seventy five (75) contact hours per semester.

### **1.4.5 Major**

A Major shall be a set of courses in a field or area in which students are encouraged to explore the field or area in a considerable depth.

### **1.4.6 Minor**

A Minor is a set of courses in a field or area that is of lesser importance than the major.

## **1.5 Programmes**

The Degree/Diploma/Certificate awards are attained by offering programmes as described below:

### **1.5.1 Structure of Academic Programmes**

The structure of each academic programme shall clearly indicate the core, elective and pre-requisite courses, credit units and graduation load therein.

### **1.5.2 Specialization in Academic Programmes**

An academic program may allow some degree of specialization. A programme specialization shall consist of a set of courses combined from both major and minor areas.

### **1.5.3 Academic Programme Load**

Academic programme load shall consist of essential set of courses (both core and electives) offered for an award.

### **1.5.4 Semester Load**

A semester load refers to the minimum credit units a student is required to take in a semester. The curriculum for each programme shall specify the minimum credit units for each semester and the maximum credits for each semester in accordance with the provisions set by the National Council for Higher Education.

### **1.5.5 Normal Semester Load**

The normal semester load is defined as the quotient of one sixth (for 3 year programmes), one eighth (for 4 year programmes) and one tenth (for 5 year programmes) of the total number of credit units required for the award of a degree for which a student has registered.

### **1.5.6 Maximum semester load**

The maximum semester load for academic programmes shall cater for all courses prescribed for a semester, including audited courses. It is the maximum credit units a student can take in a semester.

### **1.5.7 Graduation programme load**

Each Faculty or Institute shall specify the total number of credit units required to constitute graduation load, for the awards of Degrees/Diplomas/Certificates offered in the Faculty or Institute in accordance with National Council for Higher Education (NCHE) guidelines

## **1.6 Maximum Durations for Programmes**

Students registered for programmes offered at Mbarara University of Science and Technology shall complete their programmes of study within the maximum specified programme durations.

### **1.6.1 One year programme**

The maximum period a student can spend on a one (1) year programme is four (4) semesters.

### **1.6.2 Two year programme**

The maximum period a student can spend on a two year programme is six (6) semesters.

### **1.6.3 Three year programme**

The maximum period a student can spend on a three year programme is ten (10) semesters.

### **1.6.4 Four year programme**

The maximum period a student can spend on a four year programme is twelve (12) semesters.

### **1.6.5 Five year programme**

The maximum period a student can spend on a five (5) year programme is fourteen (14) semesters.

## **1.7 Course Identification System**

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

### **1.7.1 The letter codes**

The letter codes shall indicate the field, or area within a subject in which the course is offered. (See annexure for letter codes per Faculty/Institute)

### **1.7.2 The number codes**

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

### **1.7.3 Interpretation of number codes**

The first set of four digits (e.g. written as 2202) shall denote the following information:

#### **1.7.3.1 The first digit**

The first digit shall denote the level or the year in which the course is offered. Therefore, 1 for 1<sup>st</sup> year, 2 for 2<sup>nd</sup> year, 3 for 3<sup>rd</sup> year, 4 for 4<sup>th</sup> year and 5 for 5<sup>th</sup> year.

#### **1.7.3.2 The second digit**

The second digit shall denote the semester during which the course is offered. Therefore, 1 for 1<sup>st</sup> semester and 2 for 2<sup>nd</sup> semester.

#### **1.7.3.3 The last two digits**

The last two digits shall be used to distinguish the courses in a programme.

## **2.0 Examination and Assessment**

This section describes the examination regulations, assessment criteria, grading, and degree classification.

## **2.1 Assessment**

Each candidate shall be assessed through coursework and examinations.

## **2.2 Coursework**

Coursework shall consist of continuous assessment through tests and assignments.

### **2.2.1 Coursework components**

In each course, the coursework shall consist of either two (2) tests or one (1) test and one (1) assignment/take-home test. Course work assessment must cover at least 75% of the curriculum

### **2.2.2 Contribution from coursework to the total mark**

Coursework shall contribute a maximum of 40% of the total mark in each course.

### **2.2.3 Administration of coursework**

Tests and assignments shall be administered throughout the first twelve weeks of the semester.

### **2.2.4 Coursework scripts**

Marked coursework scripts shall be returned to the students by individual examiners at least two weeks to the commencement of the examination period.

### **2.2.5 Publication of Coursework Marks**

The coursework marks shall be published by individual examiners to students at least two weeks to the commencement of examinations.

## **2.3 Certificate of Due Performance**

A Certificate of Due Performance shall be issued to students who satisfy all the coursework requirements, and have achieved the minimum class attendance in each course offered in a semester.

### **2.3.1 Certificate of Due Performance and Class attendance.**

The minimum class attendance in each course shall be constituted **by attending 80%** of lectures, tutorials, and practical sessions as recorded by the individual examiners.

### **2.3.2 Coursework requirements for Certificate of Due Performance**

A candidate who does not have coursework marks for a course(s) shall be denied a Certificate of Due Performance and therefore shall not qualify to sit the said examinations.

### **2.3.3 Certificate of Due Performance as a qualification to sit University Examinations**

The Certificate of Due Performance shall qualify a candidate(s) to sit for University examinations unless there are other genuine circumstances that impede the candidate(s) from taking these examinations(s). Deans/Directors shall recommend to the Academic Registrar students who do not merit a Certificate of Due Performance 2 weeks before the end of semester examinations.

### **2.3.4 Contents of Certificate of Due Performance**

The Certificate of Due Performance shall contain all the courses in which candidates have satisfied the minimum requirements as provided for in 2.3 and 2.3.1.

## **2.4 University Examinations**

University examinations shall be administered at the end of each semester and exceptions shall be approved in advance by the Faculty Dean or Institute Director in consultation with the Academic Registrar.

### **2.4.1 Examinations Period**

All the courses offered for gaining credit shall be examined during the last two weeks of the semester in which the courses are offered.

### **2.4.2 Examinations Timetable Committee**

The Office of the Academic Registrar shall institute a Central Timetabling Committee, coordinated by the Academic Registrar's Department.

### **2.4.3 Examination Timetable**

University Examinations shall be administered according to an examination timetable prepared by the Central Timetabling Committee and approved by the Academic Registrar. Any exceptions shall be approved by the Faculty Dean or Institute Director in consultation with the Academic Registrar.

### **2.4.4 Publication of Examination Timetables**

The Central Timetable Committee shall design examination timetables and publish them at least four (4) weeks before the examination period.

### **2.4.5 Reporting Time for Examinations**

Candidates shall report to the examination room thirty (30) minutes before the commencement of examinations.

### **2.4.6 Examination Venues**

Examination venues shall be opened thirty (30) minutes before the commencement of examinations. A candidate who reports fifteen (15) minutes after commencement of a particular examination shall not be allowed to sit for that particular examination.

### **2.4.7 Pass Mark**

The pass mark for each course shall be 50% corresponding to a grade point (GP) of 2.0 and a grade letter of "D".

### **2.4.8 Examination contribution to the total marks**

University examinations shall contribute a maximum of 60% of the total mark in each course.

### **2.4.9 Contravention of Examination Regulations**

Contravention of Examination Regulations shall involve among others, unfair practices such as copying from or communicating with other candidates, having unauthorized materials, and indulging in other examination malpractices.

The following shall be noted:-

- a) A candidate who contravenes the regulations and instructions governing examinations shall be reported to the Academic Registrar through the Head of Department and Dean of the Faculty/Director of Institute.

- b) The Invigilator/Supervisor shall immediately make a written report to the Academic Registrar through the Head of Department, the Dean/Director including full details of the contravention.
- c) The student in question shall be asked to acknowledge in writing the offence committed.
- d) The invigilator shall request for witness to the offence.
- e) The Academic Registrar shall inform the candidate in writing within 10 working days from the time the invigilator or supervisor's report is received, that she or he has contravened examination regulations."
- f) The candidate who contravenes examinations regulations and instructions shall be allowed to continue with the examination; however, s/he shall appear before the Examinations Irregularities Committee.
- g) The Examinations Irregularities Committee shall determine a punishment commensurate to the offence. The punishment shall range from a warning, cancellation of results to expulsion from the university. A candidate who engages - in physical confrontation of any form in the examination room shall be excluded from sitting the particular examination.

#### **2.4.10 Absence from University Examinations**

Absence from particular university examination(s) shall be taken as ABSENT from the course (s) in which the examinations are not sat.

- a) There are three categories of candidates who miss examinations;
  - i. Those who miss **UP TO 15% of the** examinations but qualify for a Certificate of Due Performance as spelt out in Sec 2.3.
  - ii. Those who miss **MORE THAN 15% of** examinations but qualify for a Certificate of Due Performance.
  - iii. Those who abscond from university examinations
- i. **Those who miss UP TO 15% of the examinations but qualify for a Certificate of Due Performance.**  
 A candidate who misses **UP TO 15% of the** university examinations in an academic year but qualified for a Certificate of Due Performance **shall be allowed to proceed** to the next academic year but will be required to sit the examination(s) when they are **next offered within the subsequent academic year**. These candidates will not be required to redo the course work.
- ii. **Those who miss MORE THAN 15% of examinations but qualify for a Certificate of Due Performance.**  
 A candidate who misses **MORE THAN 15% of** university examinations in an academic year but qualified for a Certificate of Due Performance **shall not be allowed to proceed** to the next academic year. They will be required to sit the missed examination(s) when they are **next offered within the subsequent academic year**. These candidates will not be required to redo the course work.

- iii. **Those who abscond from university examinations.**  
A candidate who absconds from university examinations **shall not be allowed to proceed** to the next Semester. They will be required to repeat the entire semester.
- b) The course(s) in which the candidate was absent SHALL NOT be included in the calculation of the CGPA.
- c) The mark obtained after sitting the missed course(s) shall be recorded as it is.
- d) If a candidate fails the examination of the course s/he missed, s/he shall retake the course when it is next offered. The student shall be required to follow the course (s) when it is next offered by taking classes, course works and examinations.
- e) Any candidate who misses examinations in accordance with the provisions above shall;
- i. apply for the examinations indicating with evidence the reasons that made them miss the examination. The application shall be addressed to the Academic Registrar through the Head of Department and Dean/Director within 24 hours.
  - ii. on approval to sit the examinations, the candidate shall sit the examination in question before proceeding to the next academic year.

## **2.5 Examination Results**

### **2.5.1 Submission of Examination Marks**

Examiners shall submit examination questions, marking guides, marked scripts, marks, and signed attendance lists (duly endorsed by the supervisors/invigilators) to the Head of Department within three weeks from the time the examination is administered. Non-compliance to this policy shall be reported in writing to the Academic Registrar.

### **2.5.2 Board of Examiners and Department Committee**

#### **2.5.2.1 Faculty/Institute Board of Examiners**

There shall be a Faculty / Institute Board of Examiners constituted and approved by the University Senate. Its membership shall be composed of internal examiners and such external examiners as may be present. It shall be chaired by the Faculty Dean / Institute Director and the Secretary shall be the Faculty/Institute Administrator.

#### **2.5.2.2 Department Committee**

There shall be a Department Committee chaired by the Head of Department. Its membership shall be composed of internal examiners.

### **2.5.3 Approval of Examinations Results**

Examination Results shall be approved as follows;

#### **2.5.3.1 Approval by the Department Committee**

The Head of Department shall convene a departmental meeting to consider course work and examinations results before forwarding them to the Faculty or Institute Examinations Board for vetting. Submission of marks shall include minutes of the Department meeting.

#### **2.5.3.2 Approval by the Faculty/Institute Board of Examiners**

The Faculty/ Institute Board of Examiners shall vet and approve the examinations results. At this stage, the results shall be considered provisional until the University Senate approves and confirms them.

#### **2.5.3.3 Approval by the University Senate.**

Results approved by the Faculty / Institute Board of Examiners shall be presented to the University Senate for confirmation and Approval. The Results submitted to Senate shall be received by the office of the Academic Registrar signed by the Dean of Faculty or Director of the Institute accompanied by minutes of the Faculty/Institute Board.

### **2.5.4 Publication of Provisional Examinations Results**

Faculties or Institutes shall publish the provisional examination results as soon as the meeting of Faculty/ Institute Board of Examiners is complete.

### **2.5.5 Publication Avenues**

The publication of examination results shall be by displaying them on Notice Boards, MUST website and the Information Management System.

## **2.6 Failed Examinations and Retakes**

Students who fail an exam that is score a mark below 50% (corresponding to a grade point less than 2.0 or grade letter F) out of the final exam and course work computations, shall retake the course when next offered.

### **2.6.1 Qualification to Retake a course**

The following shall apply;

- a) Candidates who have failed **UP TO 15% of the courses** offered in an academic year **shall be allowed to proceed to the next academic year** but will be required to **retake the failed course(s)** when it is **next** offered by taking classes, course works and examinations.
- b) Candidates who have failed **MORE THAN 15% of the courses** offered in an academic year **shall not be allowed to proceed to the next academic year**. They shall be required to **retake the failed courses**, that is take the classes, re-do course work and examinations.

In calculating this percentage, it shall be rounded off to the nearest whole number.

- c) Candidates who fail a retake course, must not proceed. They must retake the course and pass it.

- d) Candidates are allowed **ONLY 3(THREE) TIMES** to sit for a paper. A candidate who fails the course at the third attempt shall be discontinued.
- e) The mark obtained after retaking the failed course(s) shall be recorded as it is; however, it shall be indicated on the transcript as mark obtained after retaking.
- f) Students **MUST REGISTER** for the **RETAKE** courses at the beginning of the academic year.

### **2.6.2 Retaking Courses in Clinical courses**

A candidate who fails clinical courses shall be required to re-clerk and sit for examination(s) in the failed clinical courses. The following shall apply;

- a) If a candidate fails **UP TO 15% of the clinical courses** during the academic year s/he shall repeat clerkship in the failed clinical courses during the subsequent Recess Term provided there are no other conflicting courses to be taken during that time.
- b) A candidate who fails **MORE THAN 15% of the clinical course** during any given academic year shall not be allowed to proceed to the next academic year but shall repeat the failed courses.

### **2.6.3 Conceded Pass**

A final year candidate in a non-clinical discipline can be granted a CONCEDED PASS. The following shall apply;

- a) If a candidate fails only one subject.
- b) If a candidate scores between 46-49.9
- c) The mark shall appear on the transcript as a Conceded Pass.

### **2.6.4 Cost for Retaking an Examination**

Students shall pay a specified unit cost for the retake.

The following shall apply;

- a) Students who proceed to the next academic year with retake courses shall be required to pay a specified unit cost but not pay additional functional fees.
- b) Students who do not proceed due to failed courses shall be required to pay a specified unit cost for each retake plus functional fees.
- c) Government sponsored students who fail examinations shall meet their own costs of retaking the failed courses.

## **3.0 Grades and Classification of Awards**

### **3.1 Progression**

Progression is the academic progress of a candidate in the programme she or he studied over a period of time.

### 3.1.1 Normal progression

Normal progression shall occur when a candidate 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 Point (GP) of at least 2.0.

### 3.1.2 Vice Chancellors list

Candidates who attain a Grade Point Average (GPA) of at least 4.40 shall be enlisted on the Vice Chancellor's list.

### 3.1.3 Dean's list

Candidates who attain a GPA ranging from 3.60 to 4.39 shall be enlisted on the Dean's list.

### 3.2 Discontinuation

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

- a) S/he fails more than 75% of the courses offered during the academic year.
- b) S/he spends the maximum duration allowed on the program.
- c) S/he absconds from university examinations
- d) S/he engages in examination malpractice.

### 3.3 Grading

Each course shall be graded out of a maximum of 100 marks and assigned a letter grade and grade value as follows:

MARKS (%)	LETTER GRADE	GRADE POINT
80 –100	A	5.0
75 – 79.9	B+	4.5
70 – 74.9	B	4.0
65 – 69.9	C+	3.5
60 – 64.9	C	3.0
55 – 59.9	D+	2.5
50 – 54.9	D	2.0
49.90 and below	F	Not Graded

**Table 1.1: Letter grades and grade values**

### 3.4.1 Abbreviations Describing Grades

The following letter grades shall be used when appropriate:

W	=	Withdrawn from Course
I	=	Incomplete
AUD	=	Audited Course only
ABS	=	Absent with approval
TC	=	Transferred credit
RR	=	Result obtained after retaking
RS	=	Result obtained after special examinations
GP	=	Grade Point
GPA	=	Grade Point Average
CGPA	=	Cumulative Grade Point Average
CP	=	Conceded Pass

### 3.4.2 Grade point average

The GPA shall be calculated through three steps as shown below.

- Calculate the course grade point or weighted score of the course achieved by multiplying (Grade Point of the Course) by (Number of Credit Units for the Course)
- Obtain the Grade Point Total by adding all the Grade Points (or weighted scores) for each Course taken.
- Obtain the Grade Point Average (GPA) by dividing the (Grade Point Total or total weighted score) by the (Total Number of Credit Units).

The following examples illustrate the computation of GPA. Suppose a student obtained the following grades in a given semester

COURSE NAME	GRADES		CREDIT UNIT	GRADE POINT
	LETTER GRADE	GRADE VALUE		
Mathematical Physics	A	5.0	3	15.0
Classical Mechanics	D+	2.5	3	7.5
Elements of Mathematics	B+	4.5	2	9.0
Linear Algebra	C	3.0	3	9.0
History of Education	D	2.0	2	4.0
Totals			13	44.5
GPA = $44.5 \div 13 = 3.42$ for a semester				

**Table 1.2: Procedure for calculating GPA**

GPA =  $44.5 \div 13 = 3.42$  for a semester

**Note:** Maintaining two decimal places increases accuracy of GPA

### 3.4.3 Cumulative grade point average (CGPA)

The CGPA is the Cumulative Grade Point Average obtained by a student up to that point, and is obtained as follows:-

- Multiply the Grade Point of a Course by the Number of Credit Units for the Course to obtain the Course Grade Point achieved or weighted score of the course.
- Add all the Grade Point (or weighted scores) for each Course **TAKEN UP TO THAT TIME** = Grade Point Total.
- Divide the Grade Point Total or total weighted score by the Total Number of Credit Units **TAKEN UP TO THAT TIME** to obtain Cumulative Grade Point Average (CGPA)

**Note:** Do not just add the GPA for the first and second semesters and divide by two! This method sometimes gives incorrect results.

### 3.4.4 Rules and Regulations governing the computation of CGPA

- For purposes of accuracy, the CGPA shall be maintained to 2 decimal places till the final year results and shall then be corrected by truncation to one decimal point for degree classification.
- Raw marks shall also be maintained at two decimal places.

- c) In case a candidate repeats a semester, his/her GPA for the previous attempt shall be disregarded.
- d) A GPA shall be computed at the end of each semester examinations. It shall not be computed if there are missing marks or if a candidate has to retake a paper.
- e) Credit accumulation and transfer. The following shall apply;
  - i. A student transferring all his/her credits from another institution shall be allowed to transfer at least 40% of the credits accumulated from the previous institution. And they shall be included in the GPA calculations at MUST.
  - ii. MUST students who take courses from other accredited institutions, shall transfer those credits and they shall be included in GPA as long as this was on a university arrangement

### **3.5 Grievances and Appeals**

#### **3.5.1 Award of Marks**

Course examiners retain primary responsibility for awarding marks. The Examiner's judgment remains final unless compelling evidence shows discrimination, differential treatment or procedural irregularities.

#### **3.5.2 Reporting Grievances**

It is the obligation of the aggrieved student(s) to report the grievance first to the Head of Department, who will request the Examiner concerned to resolve the matter.

#### **3.5.3 Unresolved Cases**

In case the examiner fails to resolve the matter, the HOD shall forward the case to Faculty/Institute Examinations Board.

#### **3.5.4 Appeal to Senate**

If the Faculty/Institute fails to resolve the matter, the student shall channel his/her appeal through the HOD, Faculty Dean, and Academic Registrar to Vice Chancellor before it is reported formally to Senate.

#### **3.5.5 Mode of Appeal**

Grade appeals shall be submitted in writing not later than the second week of the next regular semester.

### **3.6 Classification of Awards**

The Degrees, Diplomas, and Certificates shall be classified according to the following rules in accordance with the provisions by the National Council for Higher Education:-

#### **3.6.1 Degree Classification**

<b>CLASS</b>	<b>CGPA</b>
First Class	4.40 – 5.00
Second Class (Upper Division)	3.60 – 4.39
Second Class (Lower Division)	2.80 – 3.59

Third Class (Pass)	2.00 – 2.79
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**Table 1.3: Classification of Degrees**

### 3.6.2 Diploma and Certificate Classification

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

**Table 1.4: Classification of Diplomas and Certificates**

### 3.6. 3 Aegrotat award

The Faculty/Institute Board of Examiners may include the name(s) of any candidate(s) for the Aegrotat award among the list of those eligible for graduation. Aegrotat degree shall be awarded to a candidate(s) if all the following conditions have been fulfilled:

- a) The candidate has taken and passed at least 75% of the required courses in her or his final year of the study programme.
- b) The candidate's grades in the courses s/he has taken are such as to show that she or he was very likely to pass if she or he had completed the programme.
- c) She or he is prevented by her/his health condition, as certified by an approved team of specialist medical practitioners, from taking the remaining courses.\
- d) She or he has applied to the Faculty Board of Examiners for the Aegrotat award.
- f) She or he has not applied for his/her candidature to be postponed.
- e) The Faculty Board of Examiners at its discretion, recommends the candidate(s) for the Aegrotat award to the Deans Committee.
- h) The decision of the Deans Committee shall be forwarded to Senate for final approval.
- j) The Aegrotat Degree shall be awarded without Honours.
- k) She or he is not registered for programmes offered in Faculty Medicine

## Annexure

### Programme Codes

<b>Department</b>	<b>Code</b>
Accounting and Finance	BSAF
Anaesthesia	ANS
Anatomy	ANA
Biochemistry	BCH
Biology	BIO
Business Administration	BBA
Chemistry	CHE
Community Health	CMH
Computer Engineering	BCE
Computer Science	CSC
Development Studies	DVS
Ear, Nose and Throat	ENT
Education Foundation	EDU
Gender and Women Health	GWH
Guidance and Counselling	DIC
Information Technology	BIT
Internal Medicine	MED
Local Governance and Planning	LGP
Master of Business Administration	MBA
Mathematics	MTH
Medical Laboratory Sciences	MLS
Medical Laboratory Sciences (Completion)	MLC
Microbiology	MCB
Nursing	NSG
Obstetrics and Gynaecology	OBG
Ophthalmology	OPH
Paediatrics and Child Health	PCH
Pathology	PAT
Pharmacology	PHA
Physics	PHY
Physiotherapy	PHX
Planning and Community Development	BPCD
Procurement and Supply Chain	PSM
Psychiatry	PCY
Psychology	PSY
Public Health	MPH
Radiology	RAD
Rehabilitative Medicine	REM
Surgery	SUG

