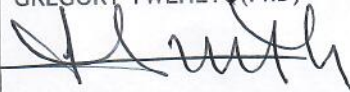

	MOUNTAINS OF THE MOON UNIVERSITY	MIN. 191/12th /MMU UC /Mar/25
Document Title	<b>GUIDELINES ON AWARDING OF FIRST CLASS DEGREES</b>	Effective Date: 27/03/2025
Responsible Unit	Academic Registrar Department	Issue Number: 01

## MOUNTAINS OF THE MOON UNIVERSITY



## GUIDELINES ON AWARDING OF FIRST CLASS DEGREES

Checked by: GREGORY TWEHEYO(PhD) 	Approved by: ENG. DR. BEN MANYINDO 	Date: 27.03.2025
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## APPROVAL

Approved by the Mountains of the Moon University Council

Signature

Ben Manyindo

Name

ENG. DR. BEN MANYINDO  
CHAIRPERSON, UNIVERSITY COUNCIL

Date

27.03.2025

## **1.0 PREAMBLE:**

In accordance with the National Council for Higher Education (NCHE) guidelines, a student is deemed to have scored a First Class if he/she obtains a Cumulative Grade Point Average (CGPA) ranging from 4.40 to 5.0. Mountains of the Moon University uphold this minimum academic requirement to obtain a CGPA of a First Class.

Notwithstanding the NCHE mandatory requirements, Mountains of the Moon University deems it necessary to vet students who have scored a CGPA of first class. The purpose of this exercise is to mitigate against some abuses that can occur; resulting into undeserving students being awarded first class degrees.

The purpose of these guidelines, therefore, is to ensure that students at MMU who obtain first classes do so on merit. It is also aimed at establishing the credibility of MMU as an institution that adheres to quality control.

These guidelines look at the preliminary guidelines, preliminary procedures, vetting of first class degrees, and duties of the standing sub-committee/external examiner.

## **2.0 SPECIFIC GUIDELINES ON FIRST CLASS DEGREE PERFORMANCE**

For internal MMU mechanisms, it is important to emphasize that a student to score a first class should have at least satisfied the minimum requirements:

### **2.1 Preliminary requirements:**

- a) Should have done all course work assessments
- b) Should have satisfied examiners at all levels in all semester examinations by passing all exams of the semester without any compensation or improvement.
- c) Should have completed a research dissertation
- d) The student should also have demonstrated an acceptable attendance range in all lectures between 90-100%.

### **2.2 Preliminary Procedures:**

- a) Once the student scores a First Class in any given semester, the Head of department shall establish a file for the student. This file shall be named "Profile of First Class Students' Performance.
- b) Officially, the Head of Department shall write to the Dean of the Faculty notifying him/her to put the student on the Dean's list. Copies of this letter shall be made to the student in question, Faculty File, Faculty Board file, Academic Registrar and the Vice Chancellor's offices.

- c) After being on the Dean's list for two consecutive semesters', the equivalent of one academic year, the Head of Department shall again write requesting the Dean to put the student on the Vice Chancellor's list if the student continues to score in the range of First Class.
- d) The Dean shall put the student on the Vice Chancellor's list and shall consequently write to the student informing him/her of the placement on the list; with copies to the Vice Chancellor, Academic Registrar and Head of Department.
- e) At every Senate meeting considering examinations, the Dean shall prepare and submit a separate list of students on the Dean's and Vice Chancellor's lists.
- f) The Senate minutes shall capture a minute on students who score first class every semester.

### **2.3 Vetting of First Class degrees**

- a) The vetting exercise shall occur shortly after the final semester of the student (special attention in marking can be given to students who the Dean and the entire Faculty may think are likely to score First Class; judging on one being on the VC's list for a long period).
- b) After the Faculty Board's meeting and before Senate sits to look at the students' performance, the Dean of the Faculty shall write to the Chairperson of the Senate informing him/her of the students who have scored in the First Class range.
- c) The Chairperson, on behalf of Senate, shall cause the standing committee of Senate to sit in order to look at the performance of the students in question. Alternatively, the committee can use the services of an external examiner to go through the student's performance right from year one to the final year.
- d) In the Senate meeting that follows after students have sat their examinations, the Standing committee shall table a report on students who have scored first class.
- e) Senate shall receive the report and pronounce itself on the committee's findings.
- f) The Academic Registrar, after the Senate meeting, shall now proceed to put the names of first class students in the graduation booklet.

- g) In accordance with MMU tradition, the Vice Chancellor shall proceed to announce the names at the graduation.

#### **2.4 Duties of the Standing Sub-Committee/External Examiner**

The Senate sub-committee or the external examiner shall perform the following:

- a) Sampling some of the student's course works.
- b) Sampling examination scripts.
- c) Checking the student's placement on the Dean's list/Vice Chancellor's list. If a student has never appeared on the above lists or generally his/her performance has been lukewarm, such a case calls for intervention and investigation by the Faculty and by the Standing Senate sub-committee
- d) Ensuring that the above guidelines are adhered to
- e) Re-calculating the student's GPA's (Grade Point Average) per semester right from year one (for proof)
- f) Re-calculating the student's CGPA (Cumulative Grade Point Average).
- g) The external examiner/Senate Sub-committee shall write a detailed report on every student and make recommendations to the Senate.

#### **3.0 CONCLUSION**

These guidelines are meant to streamline the awarding of First class degrees to MMU students. The purpose of following these guidelines is to ensure that students meritoriously receive first class. If followed to the letter, the guidelines will ensure that there is a defined process from the time the student enters the university to the time he/she completes studies. The guidelines, above all, are likely to create a scenario that will mitigate against abuses that can easily come into the system where a student undeservingly may end up getting a first class.

