



MOUNTAINS OF THE MOON UNIVERSITY

SEMESTER SYSTEM GUIDELINES

MARCH 2024

PREFACE

These guidelines are meant to streamline the management of students from the time of admission into the University until they exit. The guidelines also help in the operationalization of the different policies that are related to students' management.

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1.0 BACKGROUND

1.1 Mountains of the Moon University Vision

To be a Centre of Excellence in Teaching, Research and Community Engagement for Sustainable Development.

1.2 Mountains of the Moon University Mission

To provide Innovative and Transformative Education, Research and Community Engagement for Social-economic Transformation.

1.3 Mountains of the Moon University Philosophy

MMU philosophy is “transformation of minds to enhance community engagement

1.4 Motto:

The Motto is “Heights for Progress” – Keep moving forward and aiming at the highest position in society.

1.5 Mountains of the Moon University core values

- i. **Professionalism:** Adherence to high ethical principles; truthfulness, fairness, doing what you say you will do and speaking forth about why you do what you do.
- ii. **Innovativeness:** Applying solutions that make everything better every day and embracing change.
- iii. **Integrity:** Being honest and trustworthy in our works.
- iv. **Teamwork:** Working together to achieve the best possible outcomes for all.
- v. **Social Responsibility:** Committed to added value in whatever we do and act in a manner that benefits the people within and outside the University.

1.6 Mountains of the Moon University Mandate

To teach, research, facilitate learning and undertake engagement with local communities for socio-economic transformation.

2.0 SEMESTER SYSTEM/INFORMATION ON ADMISSION AND REGISTRATION:

2.1 Understanding a Semester System

A semester system is a type of **an academic calendar that is composed of two terms, typically lasting between 15-18 weeks each**. A semester system provides students with longer class time compared to the quarter system, allowing for a more in-depth exploration of course material. This can result in a better understanding of the subject matter and can lead to improved academic performance.

However, the semester system also has some disadvantages, including fewer classes per year and potential difficulty for students in adjusting to longer class times. This can result in students feeling overwhelmed or burned out and can negatively impact their academic progress.

Despite these challenges, the semester system remains a popular choice for many institutions due to its benefits and the deeper understanding of subjects it provides.

2.2 Advantages of the Semester System

- a) The system offers a wide choice of courses from which a student can choose, notwithstanding the core, common and preliminary courses that every student is obliged to take.
- b) Admissions to any program of the University is done in the first Semester of every Academic year which enables proper planning of the programmes as the call for applications is made once in a year.
- c) Allowing a continuing student to take a leave off studies and re-join the University as the need would arise subject to the University Authorities.
- d) With a Semester System, a continuing student can facilitate him/her self to progress at his/her own study pace in case of inevitable problems. A student can then apply for a dead semester/year and rejoin the same course when it is next offered.
- e) With a semester system, education can be affordable for a student. A student, for example, can rejoin or continue from where he/she stopped instead of waiting for a whole year to rejoin (as in the case of a dead year). A student can proceed to another semester provided he/she takes the courses he/she missed.
- f) Courses running in the first semester are not repeated in the second semester. This arrangement places less demand on university lecturers which in turn allows them to prepare

appropriately for their course units and also have ample time for carrying out other University mandate like Research, Community Engagements and Innovations.

- g) One of the advantages of a semester system is that it allows the University to utilize the skills and expertise of other lecturers/professionals from other institutions that otherwise are free from work in their mother institutions.
- h) Since there is ample time between when same course units are offered, lecturers have sufficient time to revise their course unit contents. The University is also in position to revise and improve its curricula at least every year, although massive revision of the curriculum can be improved after every predetermined year by NCHE.
- i) Course unit materials are expected to be improved regularly. The semester system not only allows the time for this improvement but also makes the management of course materials easy.

2.3 Disadvantages of the Semester System

- a) Fewer classes per year, leading to a less diverse course selection
- b) Difficulty adjusting to longer class time, which may be a challenge for some students
- c) Potential for increased stress levels and decreased motivation during the longer semesters
- d) More limited opportunities for students to quickly switch courses or change their major if needed.

3.0 ACADEMIC CALENDER

3.1 The Academic Year

- i. In the Semester/Credit Unit System at Mountains of the Moon University, the Academic Year shall be composed of Two (2) Semesters and One (1) Recess Term.
- ii. The Academic Programmes shall be designed to fit within the Semester/Recess Term per Academic Year.

3.2 Length of Semester

The length of a Semester shall be Seventeen (17) weeks i.e. Fifteen (15) weeks for Teaching and Two weeks for Examinations. The duration of a Recess Term shall be Ten (10) weeks.

In every semester, there shall be Core, Elective, and Pre-requisite Courses. A core course unit is mandatory; an elective means a student is free to choose a course unit and a pre-requisite means that there are some course units that serve as preparation to other course units. Such courses are introductory in nature; they aim at introducing the student to other course units.

4.0 A COURSE

A course is defined as a unit of work in a particular field/area of a study normally extending through one semester the completion of which normally carries credit towards the fulfillment of the requirement of a Degree, Diploma or Certificate.

4.1 Size of a Course

- a) The smallest course shall be two (2) credit units.
- b) A course that has practical components within it shall have a maximum of five (5) credit units like Research Projects and Field placement.
- c) A course that has no Practical component within it shall have a maximum of four (4) credit unit.

5.0 CONTACT HOUR

A contact Hour shall be equivalent to one (1) Hour of Lecture/Clinical or Two (2) Hours of Tutorial/Practical/Fieldwork. E.g

Code	Course Unit	CU	LH	TH	PH	CH
ABC 1101	XYZ	4	40	20	20	60

6.0 CREDIT or CREDIT UNIT

- i. A contact hour refers to the time spent by a student interacting with a lecturer, either directly or indirectly, for learning purposes. It's a measure of the time devoted to direct teaching and interaction with faculty, such as lectures, seminars, and practical sessions.
- ii. A credit or Credit Unit is the measure the workload and learning outcomes of a course or module towards the fulfillment of appropriate Degree, Diploma, Certificate or any other course requirement. One Credit Unit shall be equivalent to a series of Fifteen (15) Contact Hours per Semester.

7.0 COURSE CATEGORIES

- a) Course units shall be categorized as Core, Elective, Pre-requisite or Audited.
- b) Not all the Course units in an Academic program shall be made Core.
- c) The course units for the First-Year studies shall be called Pre-requisite or Introductory Course units.
- d) All the course units having the same content shall have the same Names, Codes and Credit Units.
- e) Only the Academic Departments that have the mandate to teach particular Course units shall be the ones to coordinate/teach such course units wherever they are taught/offered.
- f) The level of content of a particular course unit has to match with the credit unit allocated to it.
- g) The number of Elective Course units that each student shall be required to register for in every Undergraduate Academic program shall always be stated so as to guide the students when they are choosing them from a particular set of Elective course units.
- h) The Undergraduate students should be encouraged to register for Audited Course units as well.
- i) The Elective Course units for Postgraduate students shall be specialized or broad-based and shall be offered in any Semester.
- j) The Course units Content of Postgraduate Academic programmes must match the higher level of study required of a Postgraduate student.

7.1 Core Course Unit(s):

- a) A Core Course unit is one that is essential to an Academic program of study; and the core course unit gives the Academic program of study its unique identity and features.
- b) Core course units are defined as per the requirements of the faculty/department.
- c) Every student pursuing a particular Academic program of study must pass the core course units.
- d) To make it easy for learners, Core Course units shall be offered/spread in all the Semesters of study.

7.2 Elective Course Unit(s)

- a) An Elective shall be a course unit offered in order to broaden an Academic program of study or to allow for specialization on the part of the student.
- b) It is chosen from a given group of course units largely at the convenience of the students.

7.3 Audited Course unit(s)

- a) An Audited course unit shall be one offered by students for which a credit shall not be awarded.

7.4 Pre-requisite Course unit(s)

- a) A pre-requisite Course unit(s) shall be one offered in preparation for a higher-level Course unit in the same area of study.
- b) Each Faculty shall have specific course units that shall be considered as pre-requisite.

7.5 A Course Requiring Pre-requisite

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

7.6 A Major

- a) A Major shall be a set of course units of specialization in which each student is encouraged to explore the field/area in considerable depth.
- b) The set of Course units for a major shall constitute not less than two-thirds of the program's load.

7.7 A Minor

- a) A Minor shall be a set of course units in a field/area that is of lesser importance than the major.
- b) A minor shall constitute not more than a third of the program load.

8.0 SPECIALISATION IN AN ACADEMIC PROGRAMME:

Some Academic programmes shall allow some degree of specialization. A specialization means that a student is required to take a set of course units combined from both a Major and Minor areas.

9.0 CHANGE OF SPECIALIZATION

A student may be permitted to change a specialization in an Academic year as long as they passed the pre-requisites required for the new specialization.

10.0 EARNING A CREDIT IN A COURSE UNIT

- a) A student shall have to earn Credit per course units specified in the Academic load to qualify for Graduation.

- b) A credit shall be earned when a student has obtained at least the Pass Mark (50% for Undergraduate Students and 60% for Postgraduate students) in each course unit he/she has been assessed in. NO credit shall be earned in a course unit in which a student has failed to reach the Pass mark.

11.0 ACADEMIC PROGRAMME LOAD

Academic program load shall be the essential set of course units registered and offered by a particular student for the Award of a certain Degree/Diploma/Certificate. It may have Pre-requisite, Core and Elective course units. The following will be the guide for minimum graduation load:

- a) Higher Education Certificate 40 CU
- b) Diploma 80 CUs
- c) Bachelor's Degree 3 Years 120 CU
- d) Bachelor's Degree 4 Years 160 CU
- e) Bachelor Degree 5 Years 200 CU
- f) Postgraduate Diploma/Postgraduate Certificate 45 CU
- g) Master Degree 60 CU
- h) PhD 240 CU

11.1 Semester Load for Undergraduate programmes

- a) Semester Load shall be the total number of credit units offered in a Semester.
- b) The normal semester load for Undergraduate programmes shall range from Fifteen (15) Credit Units to Twenty-One (21) Credit Units.
- c) The maximum semester load for Undergraduate Academic programmes shall be Twenty-five (25) Credit Units so as to cater for students who have course units to retake or those who would be able to complete the requirements for their respective Academic Awards in less than the stipulated minimum duration.

11.2 Graduation load for Undergraduate programmes

The "graduation load" for undergraduate programs generally refers to the total number of credit units a student needs to accumulate to graduate. This load can vary depending on the specific program, the faculty, and whether it's a bachelor's degree or an associate's degree.

11.3 Semester load for Postgraduate Programmes

The semester load for Postgraduate programmes shall be between nine (9) Credit Units and Sixteen (16) Credit Units.

12.0 ASSESSMENT

Each semester shall be assessed in two (2) parts as follows:

- a) The course work (progressive/continuous Assessment) shall contribute 40% of the total Marks.
- b) The coursework (Progressive/Continuous Assessment) Component of 40% shall consist of not less than one test and at least two home works, one of which should be a take-home assignment; and at least two (2) Exercises that are practical in nature (*if applicable*).
- c) The University Final Examination shall contribute a maximum of 60% to the total marks (100%).

Note: the reverse may be true where practical teaching is paramount as in the case of highly practical programmes.

13.0 GRADING

The overall marks a candidate obtains in each Course unit he/she offered shall be graded out of a maximum of 100% and assigned an appropriate letter Grade and Grade Point. The minimum Pass Mark in any course unit shall be a Grade Point Average (GPA) of 2.0 or 50% for Undergraduate and 60% for Postgraduate.

13.1 Undergraduate grading system

Marks %	Letter Grade	Grade point	Class of Degree
80-100	A	5(4.4 – 5) Excellent	First Class
75-79	B	4 (4 – 4.3) Very Good	Upper Second
60-69	B	3 (3 – 3.9) Good	Lower Second
50-59	C	2 (2 – 2.9) Pass	Pass

0-49	D	1 Fail	Fail
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The Pass Mark in any course is a Gross Point Average (GPA) of 2.0 or 50%.

13.2 Postgraduate Grading system

The following procedure shall be used to classify local qualifications

- Identify the raw marks (in terms of percentages) for each course and the corresponding credit units.
- Transform the raw marks to grade points (GP) using the following table.

Marks	Letter Grade	Grade Point	Interpretation
80-100	A	5	Excellent
75-79	B+	4.5	Very Good
70-74	B	4.0	Good
65-69	C+	3.5	Fair
60-64	C	3.0	Pass
55-59	D	2.5	Compensatory Pass
0-54	F	0	Fail

- Then compute the Cumulative Grade Point Average (CGPA) as a weighted average of the grade points with the credit units as the appropriate weights.
- Postgraduate Certificates and Postgraduate Diplomas shall be classified as per the table below:

Class	CGPA-range
First Class	4.50-5.00
Second Class (Upper Division)	4.00-4.49
Second Class (Lower Division)	3.50-3.99
Third Class (Pass)	3.00-3.49

- The classification of Undergraduate Degrees, Diplomas and Certificates shall be indicated by the Cumulative Grade Point Average (CGPA). The First Degrees awarded by the University,

with the exception of shall be classified as follows: 1st Class Honours, 2nd Class Honours - (Upper and Lower Division) and Pass as indicated above.

- f) Undergraduate students who pass with First Class honors shall be put on the Vice Chancellor's list whereas students who pass with Second Class Honors shall be put on the Dean's list. Such students may be retained by the University as Teaching Assistants.

14.0 AWARDS

Upon satisfaction that the standard required under relevant regulations for the award of a Degree, Diploma, Certificate or any other award as the case may be has been attained by a candidate in the University Examinations, the Faculty Board shall recommend to Senate that such an academic award be conferred upon or granted to such a successful candidate.

15.0 RETAKING A COURSE UNIT

- a. An Undergraduate student who fails a course unit by getting a total mark less than 50% shall retake the course unit(s) when it is next offered.
- b. A Postgraduate student who fails a course unit by getting a total mark less than 60% shall retake the course unit(s) when it is next offered.
- c. A student who has not taken a particular course unit for a justifiable reason shall also be given another opportunity to attempt it when next offered.
- d. A student who has failed to obtain at least the pass mark during the second assessment in the same Course unit(s) shall be warned in writing by the Head of Department.
- e. The maximum times a student may retake the same course unit are two.
- f. A student may re-attempt a course unit(s) when next offered in order to improve his/her Pass Grade(s) obtained at the first assessment. It shall be noted that the latter grade takes precedence.
- g. While retaking a Course unit(s) a student shall: i) Attend all the prescribed lectures/tutorial/clinical /practical/Fieldwork in the course(s); ii) Satisfy all the requirements for the Coursework component in the Course unit(s) and; iii) Sit for the University Examination in that particular Course unit(s).
- h. A student shall not be allowed to accumulate more than five (5) retakes at any given time.
- i. A finalist whose Examination Results have already been classified by the relevant Faculty Board and has qualified for the Award of a Degree/Diploma/Certificate or any other award shall not be permitted to retake any Course unit(s).

- j. Whenever a course unit(s) has/have been retaken, the Academic Transcript shall indicate so accordingly.

16.0 PROGRESSION

16.1 Normal Progress

Normal progress will occur when the student has passed all required course units. This will happen when the student has passed each course unit with a minimum Cumulative Grade Point Average (CGPA) of 2.0 or 50% for Undergraduate and 60% for Postgraduate.

16.2 Probationary Progress

- a. A student who has a missed course unit or a retake shall be placed on Probationary progress.
- b. Such a student shall be allowed to progress to the next semester/Academic year but still retake/attempt the course unit(s) he/she had failed/missed.
- c. A candidate shall not re-sit the same course unit for more than three times on the same Programme.

17.0 CERTIFICATE OF DUE PERFORMANCE

- a) A student who passes all coursework assignments as given shall be given a Certificate of Due Performance and will be eligible to sit University examinations.
- b) A student who does not have coursework marks shall be denied Certificate of Due Performance and will not be allowed to sit the University Examinations.

18.0 DEFFERED EXAMINATION

- a) A student who provides credible reason for failure to complete coursework assessment or to attend an examination may be permitted to 'sit' the deferred examination or coursework assignment when the course unit(s) is next offered.
- b) Students needing a deferred exam must submit application to their respective Faculty Deans. The application and supporting documentation pertaining to the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Where the cause is incapacitating illness, a student must present a Hospital Medical Statement Form. In other cases, including severe domestic affliction, adequate documentation must be provided

to substantiate the reason for an absence.

- c) In case the application for deferred examination has been approved, the Department responsible for the course unit shall make arrangements for the approved deferred examination.
- d) The grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.
- e) A deferred examination shall not be approved if a student has not been in regular attendance where the latter and/or participation are required, and/or, excluding the final exam has completed less than half of the assigned work.
- f) A Student with two or more deferred examinations outstanding from a previous semester may be required to reduce the number of course units in which they are registered in order to accommodate deferred course unit(s) from previous semester(s) in their semester load. Deferred examination shall be included in a Student's maximum semester load.
- g) A Student shall be required to pay for deferred examination and payment shall be made at the beginning of the semester.

19.0 CONCEDED PASS

19.1 Definition of Conceded Pass

A "Conceded Pass" is a grade awarded for a course where a student has narrowly failed but still meets certain criteria, within five marks of a pass mark in the course unit assessment. The pass is conceded on the basis that the student's overall performance in other course units for the program has been sufficiently strong to counter the deficient percentage in that particular course unit.

19.2 Circumstances Potentially Warranting a Conceded Pass

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

- a) Student illness or medical condition.
- b) Family issues (family injury or illness, bereavement etc).
- c) Commitments to participate in national sport or other activities that warrant favorable consideration.

- d) Commitments to assist with community service activities.
- e) Unavoidable and unexpected work commitments (e.g. relocation).
- f) Awarding conceded passes does not compromise the requirements for accreditation of that Programme by a professional body.
- g) A Conceded Pass may also be awarded if a student has attempted the paper, at least three times. The better of the grades earned will be used for awarding a Conceded pass.

19.3 Responsibility and Procedure

- a) The Conceded Passes are granted at the discretion of the Faculty Board of Examiners. Students are not automatically entitled to the Conceded Passes and may not request for them.
- b) The Board of Examiners shall during the time of consideration of examination results, identify and grant students eligible for Conceded Passes. A Student will then be formally informed that he/she has been offered a Conceded Pass.

19.4 Eligibility for a Conceded Pass

A conceded pass shall be granted under the following conditions:

- a) A candidate on Undergraduate Programme shall be eligible for a Conceded pass if the final mark in a Course is in the range of 45 – 49% inclusive and the Cumulative Grade Point Average (CGPA) for the student will be at least 2.0.
- b) A Conceded pass shall be discretionary and the Examination Boards shall take into account the following:
 - i. The results a student has scored each time he/she has attempted the paper.
 - ii. A student's overall Academic record
 - iii. Comments from his/her lecturers, e.g. on their class attendance, participation
 - iv. Whether the course unit is required for professional accreditation; or it is necessary for a student to demonstrate professional or clinical competence as part of its assessment requirements
- c) A Conceded Pass shall be granted to a whole course unit, not to a particular piece of assessment.
- d) Candidates granted Conceded pass shall earn a credit on the basis of Conceded Pass "CP"
- e) Only candidates in their final year of studies shall be eligible for Conceded pass.
- f) In both undergraduate and postgraduate programmes, the number of conceded pass will be restricted to only one course unit.

- g) In case a Candidate does not qualify for a conceded pass as stipulated above the existing provision in the semester regulations will guide as the case may be.

19.5 Recording a Conceded Pass on the Academic Transcript

A granted Conceded Pass will be recorded on the student's academic Transcript by indicating the true percentage /grade achieved, and "CP" as the grading code.

20.0 DISCONTINUATION

A student shall be discontinued in the following circumstances;

- a) When a student accumulates more than three consecutive probations, based on CGPA.
- b) After retaking a course unit for the third time and failing to obtain the pass mark of 50% (for undergraduate) or 60% (for graduate programmes).
- c) Gross misbehavior not conducive to the wellbeing of the University as may be specified by students' guidelines, rules and regulation.
- d) A student who has overstayed in an Academic Programme by more than two (2) years shall be discontinued from his/her studies at the University. However, the student may appeal to the Senate against this decision.

21.0 CHANGING FROM ONE PROGRAMME TO ANOTHER

A student may be permitted to change from one Academic program to another on condition that;

- a) He/she satisfies the admission requirements for the Academic program being applied for.
- b) The student has formally applied to the Academic Registrar's Office through the Head of Department and the Faculty Dean for the change within the first two weeks of beginning the semester.
- c) The credits being transferred are relevant to the new Academic program.
- d) The reasons for transferring from one program are not related to disciplinary grounds.

22.0 WITHDRAWAL FROM A COURSE UNIT

- a) A student can apply to his/her respective Faculty for permission to withdraw from studies at any time of the semester.
- b) A student will be allowed only a maximum of two withdrawals in an Academic year and each withdrawal shall be a maximum of one course unit.

- c) A student who has withdrawn from a course unit shall be allowed to do it when it is next offered.

23.0 RE-ADMISSION AFTER DISCONTINUATION

- a) A student who has been discontinued from studies because of weak academic performance may be permitted to re-apply to another Programme and compete with other applicants for re-admission into first year.
- b) A student who applies and gains re-admission after being discontinued due to weak academic performance will not be permitted to transfer Credits earned from previous Academic Programmes.
- c) A student who was discontinued or dismissed from his/her studies because of external irregularities will not be considered for re-admission.

24.0 TEMPORAL WITHDRAWAL FROM STUDIES

- a. A student can apply to his/her respective Faculty for permission to withdraw from studies at any time of the semester. Reasons for withdrawal should be given in the letter of application.
- b. Permission to withdraw shall be granted by the Faculty Board only on compassionate grounds or in cases of illness or financial constraints, serious social or domestic difficulties or exceptional professional commitment which can be demonstrated to have adversely affected the candidate.
- c. A student will be allowed only a maximum of two withdrawals on an Academic Programme and each withdrawal shall not exceed a period of one academic year.
- d. The period of withdrawal(s) shall not count against the period of candidature for the program a student is registered for.
- e. A student who had withdrawn from studies shall apply to his/her respective Faculty to resume studies and shall indicate that the circumstances that made him/her withdraw can no longer affect his/her studies.
- f. Students should take note that the above regulations do not cover the period of sponsorship. The period of sponsorship is governed by the regulations and policy of the sponsor. In the case of Uganda Government sponsorship, the period is that stipulated in a given Academic Programme.

25.0 CUMULATIVE GRADE POINT AVERAGE (CGPA)

The Cumulative Grade Point Average at a given time shall be obtained by:

- Computing Total weighted score (TWS) and Total credit units (TCU) per semester. The ratio of TWS to TCU gives GPA for that semester.
- Sum up all TWS and all TCU's for all semesters. The ratio of all TWS's to all TCU's gives CGPA for that semester.

$$\text{CGPA} = \frac{\sum_{\text{All semesters}} (GPA_i \times CU_i)}{\sum_{\text{All semesters}}^n CU_i} = \frac{\text{Total Weighted Score of all semesters (TWS)}}{\text{Total Credit Unit of all semester (CU)}}$$

- Then CGPA will be the average of the GPA for respective semesters.
 - Weighted Score = Credit Units (CU) x Grade Point (GP) for a course. Where;
 - CGPA is the Cumulative Grade Point average for all semester
 - GPA_i is the calculated independent Grade Point Average for a given semester.
 - CU_i is the credit unit for a given course as indicated in the schedules of courses below.
 - $\sum_{i=1}^n CU_i$ is the sum Credit Units of the courses in the semester
- The final cumulative grade point average is an average of calculated grade point averages for all the 6 semesters or 4 semesters allotted to the Programme, accumulated over time per semester for the number of semesters allocated to a course.

26.0 APPROVAL, APPEAL AND PUBLICATION OF EXAMINATION RESULTS

26.1 Approval of Results

Faculty Boards shall have delegated senate powers to provisionary approve examination results. However, the results so approved shall not be regarded as final until they are confirmed by Senate on submission of Appropriate Pass List to Senate by the relevant Faculty Boards and the Committee of Graduate Studies & Research through the University Examinations Committee of Senate.

26.2 Publication of Results

The relevant Faculties shall publish Provisional Examination Results of candidates in every examination soon after the meeting of the University Examinations Committee of Senate. The Examination Results shall be arranged and published in a manner as prescribed by Senate. Final publication of results shall be after the approval of Senate.

26.3 Appeal

Any student or candidate aggrieved by a decision of the Board of his/her Faculty may appeal to Senate for reversal or moderation of the decision of the Faculty Boards.

27.0 GRADUATION COURSE LOAD

- a) Each Faculty Board shall specify the quantity and composition of their Programme load requirements for the Award of the Degree/Diploma/Certificate offered. This should be well articulated with in the respective curricula. The composition shall include both Pre-requisite, Core and Elective Courses.
- b) A student shall not be allowed to graduate unless such specified load has been accomplished.

28.0 PAYMENT OF TUITION FEES

- a) Tuition and other University fees are due on the first day of the academic year. Privately-sponsored students who cannot pay full fees at the beginning of the semester shall be allowed to pay in instalments as determined by Senate.
- b) First year privately-sponsored students who fail to pay the registration fee at the end of the second week of the beginning of an academic year shall forfeit their place in the University.
- c) A continuing privately-sponsored student who shall not have paid fees by the end of the sixth week or as otherwise stated by senate shall be de-registered after a one-time warning.
- d) Students shall complete paying all the University fees by the sixth week of a semester and be registered then.
- e) In case a student fails to raise enough money to pay for a full semester load a student can chose courses within the first six weeks and make payment for the course load he/she can afford and get registered.
- f) The minimum course loads to be permitted under this arrangement should be 60% of the

total credit units for that semester.

- g) Students will not be allowed to pay University fees and register after the end of the sixth week of a semester unless senate allows so in special circumstances.
- h) Only registered students will be allowed to use University facilities, attend lecturers, do course work and sit for final examinations.

29.0 REFUND OF FEES IN CASE OF WITHDRAWAL

A student who has been permitted to withdraw from studies shall be refunded the Tuition Fees already paid according to the following schedule;

	The time by which the student withdraws in the semester	Percentage of fees already paid to be refunded
a	By the End of the first week of a semester	100%
b	By the End of the second week	80%
c	By the End of the third week	60%
d	By the End of the fourth week	40%
e	By the End of the fifth week	20%
f	After the Fifth Week	0%

