

GUIDELINES OPERATIONS OF THE SEMESTER/CREDIT UNIT SYSTEM UNDERGRADUATE PROGRAMMES

1.0 Advantages of a Fully-fledged Semester/Credit Unit System

A fully-fledged Semester/Credit Unit System has the following advantages:

- i. Allowing for a wide choice of Courses to be offered and broadening areas/fields of studies.
- ii. Enabling admission to be carried out in any Semester.
- iii. Allowing a student to exit and re-enter the University, as the need would arise.
- iv. Facilitating a student to progress at his/her own pace.
- v. Making education affordable.
- vi. Permitting broad and independent study.
- vii. Enabling the optimum use of space and other resources.
- viii. Placing less demand on the time of University teachers.
- ix. Enabling expertise to be hired from other Institutions/Universities for some periods of time.
- x. Facilitating the improvement of curriculum.
- xi. Making the management of Course materials easy.

2.0 The Academic Year

- i. In the Semester/Credit Unit System at Makerere University, the Academic Year shall be composed of Two (2) Semesters and One (1) Recess Term.
- ii. The Academic Programmes shall be designed per Semester/Recess Term per Academic Year, for example, Semester One, Semester Two and (where applicable) Recess Term for Year One, etc.

3.0 Length of Semester

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

4. Registration of Students

- a. The Central Registration of students is decentralized to Colleges/Faculties/Schools/Institutes. The staff from the Office of the Academic Registrar are deployed to oversee the registration exercise at those Academic Units.
- b. There shall not be a specific time set aside for registration exclusively. However, students shall be required to ensure that they register within the first three weeks from the beginning of the First Semester. Freshers normally register during the Orientation Week.
- c. Continuing students shall indicate the Courses they would wish to offer/take in Semester Two while they would still be in Semester One. However, each Continuing student shall

confirm the Courses they would actually offer/take in Semester Two in the First Week of that Semester Two.

- d. Arrangements can also be made for registration to start before the beginning of the Academic year.

5.0 Academic Programmes

- (i) Each Academic Programme shall be defined by Courses
- (ii) An Academic Programme shall be composed of a set of prescribed Courses that shall be registered for by a student in order for him/her to qualify for the Award of a particular Degree/Diploma/Certificate.
- (iii) The concepts of Subjects and Papers shall not be used in a Semester/Credit Unit System. Academic Programmes designed shall compare favourably with similar international ones.
- (iv) The structure of a particular Academic Programme shall show clearly the Core, Elective and Pre-requisite Courses.

6.0 A Course

A Course is 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 fulfilment of the requirements of certain Degrees, Diplomas, or Certificates.

7.0 Size of a Course

- a) The smallest Course shall be Two (2) Credit Units.
- b) A Course that has a Practical Component within it shall have a Maximum of Five (5) Credit Units.
- c) A Course that has no Practical Component within it shall have a Maximum of Four (4) Credit Units.

8.0 Contact Hour

A Contact Hour shall be equivalent to One (1) hour of Lecture/Clinical or Two (2) hours of Tutorial/Practical or four (4) hours of internship/Fieldwork.

9.0 Credit or Credit Unit

A Credit or Credit Unit is the measure used to reflect the relative weight of a given Course towards the fulfilment of appropriate Degree, Diploma, Certificate or other programmes required. One Credit Unit shall be One Contact Hour per Week per Semester or a series of Fifteen (15) Contact Hours.

10.0 Categorising Courses

- (a) Courses shall be categorized as Core, Elective, Pre-requisite or Audited.
- (b) Not all the Courses in an Academic Programme shall be made Core.

- (c) The Courses for the First Year Studies shall be called Pre-requisite or Introductory Courses.
- (d) All the Courses 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 Courses shall be the ones to co-ordinate/teach such Courses wherever they are taught/offered.
- (f) The level of content of a particular Course has to match the Credit Units allocated to that Course.
- (g) The number of Elective Courses that each student shall be required to register for in every Undergraduate Academic Programme shall always be stated so as to guide the students when they are choosing them from a particular set of Elective Courses.
- (h) There shall always be a ceiling for the number of Undergraduate students who shall be allowed to register for particular Elective Courses.
- (i) The Undergraduate students should be encouraged to register for Audited Courses as well.
- (j) The Elective Courses for Postgraduate students shall be specialized or broad-based and shall be offered in any Semester.
- (k) The Course Content of Postgraduate Academic Programmes have to match the higher level of study required of Postgraduate students.

11.0 Core Course

- (a) A Core Course shall be a Course which is essential to an Academic Programme and gives the Academic Programme its unique features. Everyone offering that particular Academic Programme must pass that Course.
- (b) Core Courses shall be offered in all the Semesters.

12.0 Elective Course

An Elective Course shall be a Course offered in order to broaden an Academic Programme or to allow for specialisation. It is chosen from a given group of Courses largely at the convenience of the student. Another Elective Course may be substituted for a failed Elective Course.

13.0 Audited Course

An Audited Course shall be a Course offered by a student for which a Credit/Credit Unit shall not be awarded.

14.0 Prerequisite Course

14.1 Pre-requisite

A Pre-requisite is a condition (either Course or Classification), which has to be satisfied prior to enrolling for the Course in question. A Pre-requisite Course, therefore, shall be a Course offered in preparation for a higher level Course in the same area of study.

14.2 A Course Requiring a Pre-requisite

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

15.0 Major

A Major shall be a set of Courses in a Field/Area of specialisation in which each student is encouraged to explore the Field/Area in considerable depth. The set of Courses for a Major shall constitute not less than two-thirds of the Programme Load.

16.0 Minor

A Minor shall be a set of Courses in a Field/Area that is of lesser importance than the Major. A Minor shall constitute not more than a third of the Programme Load.

17.0 Specialisation in an Academic Programme

Some Academic Programmes allow some degree of specialization within a particular Programme. A Programme specialization shall be a set of Courses combined from both a Major and Minor areas.

18.0 Academic Programme Load

Academic Programme Load shall be the essential set of Courses registered for/offered by a particular student for the Award of a certain Degree/Diploma/Certificate. It has both Core and Elective Courses.

19.0 Semester Load

- (i) Semester Load shall be the total number of Courses for a particular Academic Programme offered in a Semester.
- (ii) The Courses to be Retaken and those to be audited shall be within the Maximum Semester Load of every student.

20.1 Normal Semester Load for Undergraduate Academic Programmes

The Normal Semester Load for Undergraduate Academic Programmes shall range from Fifteen (15) Credit Units to Twenty-One (21) Credit Units.

20.2 Maximum Semester Load for Undergraduate Academic Programmes

The Maximum Semester Load for Undergraduate Academic Programmes shall be Twenty-eight (28) Credit Units so as to cater for students who have Courses to retake or those who

would be able to complete the requirements for their respective Academic Awards in less than the stipulated minimum duration).

21.0 Assessment

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

- (a) The Coursework (Progressive/Continuous Assessment), which shall contribute not less than 30% nor more than 40% of the Total Marks.
- (b) The Coursework (Progressive/Continuous Assessment) Component shall consist of at least One (1) Test and One (1) Homework/Take-Home Assignment OR Two (2) Tests per Course.
- (c) The University Examinations, which shall contribute a maximum of 70% of the Total Marks.

22.0 Grading of Marks

The overall Marks a candidate obtains in each Course he/she offered shall be graded out of a maximum of One Hundred (100) Marks and assigned appropriate Letter Grades and Grade Points as follows:

i) Grading system for the intake of 2007/2008 academic year

MARKS	LETTER GRADE	GRADE POINT
80 – 100	A	5
75 – 79.9	B+	4.5
70 – 74.9	B	4.0
65 – 69.9	B-	3.5
60 – 64.9	C+	3.0
55 – 59.9	C	2.5
50 – 54.0	C-	2.0

45 – 49.9	D+	1.5
40 – 44.9	D	1.0
35 – 39.9	D-	0.5
Below 35	E	0

ii) Grading system for the intake of 2008/2009 academic year on wards

Marks	Letter Grade	Grade Point	Interpretation
90-100	A+	5	Exceptional
80-89	A	5	Excellent
75-79	B+	4.5	Very good
70-74	B	4	Good
65-69	C+	3.5	Fairly good
60-64	C	3	Fair
55-59	D+	2.5	Pass
50-54	D	2	Marginal pass

45-49	E	1.5	Marginal Fail
40-45	E-	1	Clear Fail
Below 40	F	0	Bad Fail

iii) Description of Grading

- a) **A+ Exceptional:** Thorough knowledge of concepts and/or techniques and exceptional skill or great originality in the use of concepts/techniques in satisfying the requirements of an Assignment or Course.
- b) **A Excellent:** Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an Assignment or Course.
- c) **B+ Very Good:** Thorough knowledge of concepts and/or techniques together with fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an Assignment or Course.
- d) **B Good:** Good level of knowledge of concepts and/or techniques together with consider-able skill in using them to satisfy the requirements of an Assignment or Course.
- e) **C+ Fairly Good:** Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Course.
- f) **C Fair:** Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an Assignment or Course.
- g) **D+ Pass:** Slightly better than minimum knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an Assignment or Course.
- h) **D Marginal Pass:** Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an Assignment of Course.
- i) **E Marginal Fail:** No sufficient knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment.
- j) **F Fail:** Poor or lack of understanding of knowledge of concepts or techniques.

23 Retaking a Course or Courses

- (i) A student shall retake a Course or Courses when next offered again in order to obtain at least the Pass Mark (50%) if he/she had failed during the First Assessment in the Course or Courses.
- (ii) A student who has failed to obtain at least the Pass Mark (50%) during the Second Assessment in the same Course or Courses he/she has retaken shall receive a warning.
- (iii) A student may retake a Course or Courses when next offered again in order to improve his/her Pass Grade(s) if the Pass Grade(s) got at the first Assessment in the Course or Courses were low. A student who fails to attain higher marks after retaking to improve, the examination results of the first sitting are recorded on the transcript and should not be recorded as Retake.
- (iv) Where a student misses to sit examinations for justified reasons; the grades obtained after sitting examination shall not be recorded as a retake because the candidate is sitting the examinations for the first attempt.
- (v) While retaking a Course or Courses, a student shall:
 - (a) Attend all the prescribed lectures/ tutorials/Clinicals/Practicals/Fieldwork in the Course or Courses;
 - (b) Satisfy all the requirements for the Coursework Component in the Course or Courses; and
 - (c) Sit for the University Examinations in the Course or Courses.
- (vi) A student shall not be allowed to accumulate more than five (5) Retake Courses at a time. Students are required to register for retakes course(s) first before registering for new courses offered in that semester and the retake courses should fit into the approved normal load to avoid time table clash.
- (vii) A final year student whose final Examination Results has already been classified by the relevant College/Faculty/School/Institute Board and has qualified for the Award of a Degree/Diploma/Certificate, shall not be permitted to retake any Course or Courses.
- (viii) When a student has retaken a course the better of the two Grades he/she has obtained in that Courses shall be used in the computation of his/her cumulative Grade Average (CGPA).
- (ix) Whenever a Course or Courses has/have been retaken, the Academic Transcript shall indicate so accordingly.
- (x) Students who have a course(s) to retake and these Course(s) fall beyond the set normal semester load for their Academic Programmes shall pay tuition fees for any Course/Courses to be retaken. Besides, such students also pay the re- examination fees per Course retaken as well as the Registration Fees.

24. Progression

24.1 Normal Progress

Normal Progress shall occur when a student has passed the Assessments in all the Courses he/she had registered for in a particular Semester and not when he/she has passed the Assessments in the Core Courses only.

24.2 Probationary Progress

A student who has obtained the Cumulative Grade Point Average (CGPA) of less than 2.0 shall be placed on Probation. Such a student shall be allowed to progress to the next Semester/Academic Year but shall still retake the Course(s) he/she had failed the assessments in later on and obtain at least the Pass Mark (50%) in the Course(s).

26. Certificate of Due Performance

- i. A student who fails to honour the deadline set for handing in an assignment without justifiable causes(s) shall receive a score of a zero or fail grade in that assignment.
- ii. 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.

27.1 Absence from Examination

- i. If the Board of a College/Faculty/School/Institute is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a fail (F) Grade for the Course(s) he/she had not sat the examination in. The Course(s) in which the Fail (F) Grade was/were awarded shall also count in the calculation of the CGPA.
- ii. If the Board of a College/Faculty/School/Institute is satisfied that a student was absent from coursework assessment and or a final examination due to justifiable reason(s) such as sickness or loss of a parent/guardian, then a Course Grade of ABS shall be assigned to that Course(s).

27.2 Deferred examination

- i. A student who provides credible reason for failure to complete coursework assessment or to attend an examination based on 27(ii)above may be permitted to 'sit' the deferred examination or coursework assignment when the course(s) is being offered again.
- ii. Students needing a deferred exam must submit application to their respective Dean's or Director's Office. 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 University Hospital Medical Statement Form. In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence.

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

27.3 Conceded Pass

1. Definition of Conceded Pass

A "Conceded Pass" is a pass granted for a course in which a final year candidate is within five marks of a pass mark in the course assessment. The pass is conceded on the basis that the student's overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course. .

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 could have been adversely affected by his/her personal circumstances. The circumstances for approval of a Conceded Pass may include but not limited to:

- i. Student illness or Medical condition.
- ii. Family issues (family injury or illness, bereavement etc).
- iii. Commitments to participate in national sport or other activities that warrant favourable consideration.
- iv. Commitments to assist with community service activities.
- v. Unavoidable and unexpected work commitments (e.g. relocation).
- vi. Awarding conceded passes does not compromise the requirements for accreditation of that programme by a professional body.

3. Responsibility and Procedure

- i. The Conceded Passes are granted at the discretion of the Faculty/Institute/ School's Board of Examiners. Students are not automatically entitled to the Conceded Passes and may not request them.
- ii. 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.

4. Eligibility for a Conceded Pass

A conceded pass shall be granted under the following conditions:

- i. 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.
- ii. A Conceded Pass may only 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.
- iii. A Conceded pass shall be discretionary and the Examination Boards shall take into account the following:
 - a. The results a student has scored each time he/she has attempted the paper.
 - b. A student's overall Academic record
 - c. Comments from his/her lecturers, e.g. on their class attendance, participation
 - d. Whether the course is required for professional accreditation; or it is necessary for a student to demonstrate professional or clinical competence as part of its assessment requirements
- iv. A Conceded Pass shall be granted to a whole course, not to a particular piece of assessment.
- v. Candidates granted Conceded pass shall earn a credit on the basis of Conceded Pass "CP"
- vi. Only candidates in their final year of studies shall be eligible for Conceded pass.
- vii. In both undergraduate and postgraduate programmes, the number of conceded pass will be restricted to only one course.
- viii. In case a Candidate who does not qualify for conceded pass as stipulated above the existing provision in the semester regulations will guide as the case may be.

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.

28 Discontinuation

- i) When a student accumulates three consecutive probations based on CGPA he/she shall be discontinued.

- ii) A student who has failed to obtain at least the Pass Mark (50%) during the Third Assessment in the same Course or Courses he/she had retaken shall be discontinued from his/her studies at the University.
- iii) 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.

29. Change of Course

A student may be permitted to change course(s) in an Academic Programme in order to substitute the Course(s) failed. The Substitute Course(s) should be within the specified Course (s) for that Academic Programme.

30 Change of Academic Programme

30.1 A student may be permitted to change from one Academic Programme to another on condition that:

- i) He/she had satisfied the admission requirements for the Academic Programme applied for.
- ii) He/she should not have been attending lectures/tutorials and other academic activities of the Academic Programme he/she would want to change from for more than one-half of the duration of the programme.
- iii) He/she had not been previously dismissed on disciplinary grounds from the University.

30.2 A student permitted to change his/her Programme may be allowed to transfer the Credits from the previous Academic Programme to the new Academic Programme, provided that the Credits being transferred are relevant to the new Academic Programme.

30.3 Guidelines for Transfer of Credit Units

Guidelines for the transfer of Credit Units for Undergraduates and Graduate Students who apply to transfer from other recognized Universities or equivalent Institute of Higher Learning to Makerere University. Students should have the following requirements;

- a) Must satisfy the admission requirement for the academic program(s) applied for.
- b) Must obtain and submit an official academic Transcript (s) Certificate from a recognized University/institution of Higher learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/taken, the credit units completed and the grades obtained in each course.

- c) Must have obtained the equivalent of Cumulative Grade Point Average of at least 3.0
- d) Will be permitted to transfer to Makerere University Credits earned but the maximum of Credits should not exceeding 60% of the minimum graduation load of the academic programme applied for.
- e) If permitted to transfer she/he should not be allowed to transfer the equivalent of credit units in a course in which she/he obtained a Grade point which was lower than 2.0
- f) An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.

30.4 Re-admission after being discontinued due to weak academic performance

- 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.

31. Withdrawal

- a) A student can apply to his/her respective Board of Studies 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/School/Institute 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 programme a student is registered for.
- e) A student who had withdrawn from studies shall apply to his/her respective Faculty/School/Institute Board to resume studies and shall indicate that the circumstances that made him/her withdraw can no longer affect his/her studies.
- f) A student who has overstayed on an Academic Programme by more than 2 (two) years beyond the period of candidature stipulated in the Programme shall be discontinued from his/her studies at the University.
- g) 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.

32 Approval of Examination Results

- i. The Senate has delegated the power to approve all examination results to Boards of Colleges/Faculties/Institutes/Schools. But the results shall not be regarded as final until they are confirmed by Senate on submission of Appropriate Pass Lists to Senate by the relevant Boards. The Appropriate Pass Lists to Senate should be accompanied with Faculty Board Minutes.
- ii. Students shall be provided with examination results using the approved testimonial format.

33.1 Appeals

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

33.2 Procedure for Considering Appeals from Students

- (i) The Examinations Irregularities Committees of Faculties/Institutes/ Schools shall handle and communicate their decisions to the concerned students. In their communication to a student who may have been DISMISSED, the Examinations Irregularities Committees of Faculties/Institutes/Schools shall mention the following clause “in case you are not satisfied with the verdict you are free to appeal directly to the Senate Examinations Committee”
- (ii) The Examinations Irregularities Committees of Faculties/ Institutes/ Schools shall communicate the decisions taken to the Senate Examinations Committee for noting.
- (iii) A student who is not satisfied with the decisions of the Faculty Examinations Irregularities Committees may appeal to the Senate Examinations Committee.
- (iv) The appeal shall be in writing addressed to the Academic Registrar and copied to the Faculty/School/Institute Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student/candidate and Chairperson of Faculty/School/Institute Committee receipt of the appeal.
- (v) The Senate Examinations Committee Secretariat upon receipts of an appeal will request the respective Faculty/Institute/School to comment on the information in the appeal.
- (vi) The Senate Examinations Committee shall consider the merits of the students’ appeals and handle as appropriate.(see also Rule 8 Procedure for Hearing of Malpractice Cases under Rules on Examination Malpractices and Irregularities)

34 Publication of Results

The relevant department shall publish Provisional Examination Results of candidates in every examination soon after the meeting of departmental Examination Committee; the Examination Results shall be arranged and published in a manner as prescribed by Senate

35 Graduation Programme Load

Each College/Faculty/School/Institute Board shall specify the quantity and composition of their Programme Load Requirements for the Award of the Degree/Diploma/Certificate. The composition shall include both Core and Elective Courses.

36 Earning of Credits in a Course

- (a) Each student shall earn Credits for all the Courses specified in the Programme Load for Graduation.
- (b) A Credit shall be earned when a student has obtained at least the undergraduate Programmes Pass Mark (50%) in each Course he/she had been assessed in. In other words, NO Credit shall be earned in a Course in which a student has failed the Assessment.

37 Classification

For purposes of the classification of Degrees, Diplomas and Certificates (where applicable) the Cumulative Grade Point Average (CGPA) for the various Classes shall be as indicated below:

Class	CGPA
<i>First Class</i>	4.40 - 5.00
<i>Second Class – Upper Division</i>	3.60 - 4.39
<i>Second Class - Lower Division</i>	2.80 - 3.59
<i>Pass</i>	2.0 - 2.79

38 Awards

The Board of Examiners in a School, Faculty or Academic Institute, upon its satisfaction that the standard required under relevant regulations for the award of a Degree, Diploma, Certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to the Senate through the relevant Board of a College, School, Faculty, academic Institute that such Degree, Diploma, Certificate or other award be conferred upon or granted to such successful candidate.

39 Calculation of the Cumulative Grade Point Average (CGPA)

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

- (a) Multiplying the grade point obtained in each Course by the Credit Units assigned to the Course to arrive at the Weighted Score for the Course.
- (b) Adding together the Weighted Scores for all the Courses taken up to that time.

- (c) Dividing the Total Weighted Score by the total number of Credit Units taken up to that time.

40 Payment of Fees

- i. 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 academic year are required to pay at least 60% of the course load, if they wish by the set deadline.
- ii. First year privately-sponsored student who fails to pay the registration fee at the end of the second week of the beginning of an academic year shall forfeit his/her place in the University
- iii. A continuing privately-sponsored student who shall not have paid fees by the end of the Sixth week shall be de-registered.
 - a. Student should complete paying all the University fees by the sixth week of a semester and be registered then.
 - b. In case a student fails to raise enough money to pay for a full semester load a student can chose courses within the next first six weeks and make payment for the course load he/she can afford and get registered.
 - c. The minimum course loads to be permitted under this arrangement should be 60% of the total credit units for that semester.
 - d. Student will not be allowed to pay University fees and register after the end of the sixth week of a semester.
 - e. Only registered students will be allowed to use University facilities, to attend lecturers, do course work and sit for final examinations.
 - f. That these measures should take effect from the beginning of 2006/07 academic year.

41. Refund of Tuition Fees when a Student has withdrawn from Studies.

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

The time at which a Student has withdrawn in a semester	Percentage of the tuition fees already paid to be refunded to the student
(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 of a Semester	60/%
(d) By the End of the Fourth Week of the Semester	40%
(e) By the End of the Fifth Week of a Semester	20%
(f) After the Fifth Week	0%

41.2 Fees for Residence, Application, Faculty Requirements, Registration, Examinations, Identity Cards and the Guild charges are not refunded.

41.3 In case an Academic Programme to which a student has been admitted is not conducted in a particular academic year, the University will refund the full tuition fees paid by the student.

