



## COMMON RULES AND REGULATIONS FOR UNDERGRADUATE EXAMINATIONS

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<b>Responsible office</b>	Office of the Deputy Vice-Chancellor Academic & Students' Affairs)
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**July, 2014**

## **APPROVAL**

The University of Eldoret having been awarded its Charter on 11<sup>th</sup> February 2013 has set on a growth path guided by its vision of “being a Premier University that is globally visible in knowledge generation and technological innovation”

As part of laying its foundation, the University developed its Statutes in November 2013 followed by its first strategic plan which was launched on 20<sup>th</sup> June, 2014. The process of recruiting its top managers was completed in March 2014. The University has now embarked on the process of developing its policies, rules and regulations which will guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. These Common Rules & Regulations for Undergraduate Examinations are just one set of such rules.

My special thanks go to all those who put in their time, effort and skills to develop these Rules and Regulations.

By virtue of the authority vested in me as the Chairman of Council of the University of Eldoret and in reference to the approval granted by Council in its meeting of 18<sup>th</sup> July, 2014, I hereby sign these Common Rules & Regulations for Undergraduate Examinations this 18<sup>th</sup> day of July, 2014.



**Prof. Sarone Ole Sena.** B.Ed. (Nairobi); M.Phil. (Cambridge, UK); M.Sc. (McMaster, Canada); Ph.D. (McGill-Canada)  
**CHAIRMAN OF COUNCIL**

## **FOREWORD**

This booklet contains rules and regulations for Undergraduate Examinations. They govern the students, lecturers and administrators on how the examinations are conducted. They are meant to be observed and adhered to strictly to enhance a uniform and standardized way of examining University of Eldoret students. It is to be appreciated that as more campuses are opened which are geographically spatially dispersed from one another, there is need to maintain consistency and quality assurance on all processes of Examinations.

The Rules and Regulations are therefore expected to promote professionalism, meritocracy and integrity, as well as to enhance efficiency and uphold moral and professional ethics. It is envisaged that implementation of all these will:

- i. Promote equality, social justice, fairness and foster honesty and dedication so as to improve results.
- ii. Come out with uniform practices in conduct of the examinations.
- iii. Enhance the process of release of results, production of transcripts and
- iv. Ensure examinations will be similar in face and content validity.

It is in this way that **ALL** stakeholders will be confident of our products because the processes, conduct and assessment of examinations is standardized, leading to a grading that should result in uniform production of the same calibre of students.

It is therefore our desire that both students and staff read and familiarize themselves with the rules because “**ignorance of the law** “will not constitute a defence for any party.

If for any reason circumstances arise that are not covered by these regulations, the senate will give guidance accordingly.

## **The Mission, Vision and Core values**

### **Vision**

To be a premier University that is globally visible in knowledge generation and technological innovations.

### **Mission**

To provide high quality Education in training, Science, Agriculture and Technology that promotes networking, Partnerships and linkages with other institutions and industry.

### **Core Values**

At University of Eldoret, we are committed to:

- Integrity;

- Innovativeness;
- Customer satisfaction;
- Competitiveness;
- Equity; and
- Responsiveness

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# 1 PREAMBLE

## 1.1 ACT AND STATUTES

All matters concerning University Examinations shall be supervised by the Registrar (Academic) under the general direction of the Deputy Vice-Chancellor (Academic and Students' Affairs) and Senate subject to the Universities Act, 2012, University Charter and Statutes.

These rules and regulations should be read together with all other policy documents relating to examinations.

## 1.2 OVERALL AUTHORITY

The Senate shall have the overall authority in all matters concerning and affecting examinations as per Statute (xiv) 6(b), which include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

## 1.3 DEFINITIONS OF TERMS

For the purposes of these Regulations:

- i. **University Examinations** are all those examinations, assessments or evaluations that are considered in determining whether or not a candidate shall proceed to the following year of study or qualifies to graduate.
- ii. **Regular University Examinations** are those examinations held at the end of each Semester or end of each Academic year or as may be determined by Senate.
- iii. **Special Examinations** are those examinations which are approved by Senate and administered to candidates who did not sit regular examinations for a special reason.
- iv. **Supplementary Examinations** are those examinations which, after approval by Senate, are administered to candidates who have failed up to 25% of the course units.
- v. **A continuous Assessment test** is any form of evaluation, such as tests, graded practicals, projects and assignments, during a semester/term and count towards University Examinations.
- vi. **A Semester** is a period of study of normally not less than 16 weeks or such a period as may be determined by Senate for any academic year.
- vii. **An Academic Year** shall normally consist of two semesters and may include a third semester to cater for practical attachment, teaching practice and other field courses as may be determined by senate.
- viii. **A course** is the smallest unit in which a student can receive an assessment normally taught over a semester, and may comprise one or more units of study.

- ix. **Compensation** – is a procedure that may be applied when a student who has failed an examination in a course with at least 37% (or 50% for medical courses) and with a weighted average mark of 50% and above all course units for the academic year is assisted to attain to the pass mark of 40% or 50% by subtracting either 6,4, or 2 marks from a related course that when halved and added to the marks of the failed course brings it to the pass mark.
- x. **A Unit of Study** is a one hour lecture per week per semester or two hours of tutorials/seminars per week per semester or three hours of practical per week per semester.
- xi. **A Semester Load** is normally between 21 and 24 units, unless otherwise approved by Senate.
- xii. **A Prescribed Courses** are courses which may be designated as core, required, pre-requisite or elective, as specified in a given programme.
- xiii. **A Core Course** is a course, which is central is to the discipline of study which must be taken by all candidates in a given programme.
- xiv. **A Required Course** is a course which is supportive of or beneficial to a discipline.
- xv. **A Pre-requisite Course** is a course which must be taken and completed successfully before one, can register for a given course.
- xvi. **An Elective Course** is a course which a student may choose, according to interest, subject to approval by the relevant department, and shall be taken into account for the purpose of Degree Classification.
- xvii. **An optional Course** is a course which a student may choose according to interest, subject to approval by relevant departments but which may not necessarily be central to a discipline of study and shall not be used for Degree Classification.
- xviii. **Repeating a course** internally applies to those candidates who are allowed to proceed to the next year of study having failed supplementary examinations.
- xix. **Repeating a Course in its Entirety** Means having failed supplementary examinations in one or two core or required courses a candidate is allowed to proceed to the next year of study and attend classes and to sit for the examinations in the failed courses.
- xx. **Repeating a Course Externally** applies to those candidates who having repeated courses internally; fail again in the same courses, such a candidate will be required to repeat examinations at the next sitting without attending classes.
- xxi. **A Leakage** is any act, which results in a candidate, or a person having unauthorized access to, or knowledge of examination questions or of any



materials related to the examination, before the scheduled date and time of the examination.

- xxii. **Discontinue showing cause** is to show why one should not be de-registered from the University.
- xxiii. **Term:** A period of study normally not less than 13 weeks or such a period as may be determined by Senate for any semester/term.
- xxiv. **Bonafide student:** Is a student pursuing a **degree** of the University, who is registered and signed a nominal roll and paid fees for the current semester/term.
- xxv. **Nominal roll:** A form that a student signs after registering for courses and paying of fees at the start of each semester/term

#### 1.4 UNIVERSITY EXAMINATION PROCESS

University Examinations shall be handled in accordance with Statute XL of the University Statutes, 2013. The entire University Examination Process presupposes responsibility, integrity and confidentiality on the part of all University personnel involved. It starts with the drafting of question papers prepared by Internal Examinations and terminates with the publication of results approved by Senate.

Examination processing shall be as follows:

- i. Setting and internal moderation of Examinations shall be carried out at the Department.
- ii. Typing shall be done by the Internal Examiner (lecturer).
- iii. External Examiners shall moderate question papers and marking schemes. External Examiners' comments, if any, shall be incorporated in the question paper by the head of Department or internal examiner.
- iv. The Head of Department, being the Principal Internal Examiner, shall submit the moderated papers to designated University Examination Centre for further processing and safe custody.
- v. The Dean of School, being Chief Internal Examiner, shall ensure that the above process is strictly adhered to.
- vi. Members of staff who are University of Eldoret students are prohibited from handling examinations relevant to their programme of study.
- vii. All copies of draft examination papers except the moderated ones must be destroyed by shredding.
- viii. All examinations dispatched from one campus to another must be accompanied by a responsible officer who will hand over to another responsible officer at the receiving examination centre.
- ix. Adequate security must be provided during transportation of examinations to other centres.
- x. The examinations office shall facilitate transport of examinations to satellite campuses.

## **2. NATURE OF UNIVERSITY OF ELDORET EXAMINATIONS**

### **2.1 REGISTRATION FOR COURSES AND EXAMINATIONS**

- 2.1.1 Registration of courses for which a student shall take examinations in shall be done within the first two weeks of semester in which the courses shall be taken.
- 2.1.2 A student who fails to register for courses at the prescribed time, not exceeding the 20% rule period, shall have a penalty imposed on him/her in the form of a fine charged at Ksh 100.00 per course registered. After the 20% rule period there shall be no registration of courses.
- 2.1.3 A student shall be required to register for such number of courses that give a minimum of 42 units per academic year to qualify to be graded for purposes of award of degrees unless otherwise approved by senate.
- 2.1.4 A student must pass all courses registered for, irrespective of whether they are core, elective or optional to qualify for award of a certificate or to be served with official transcripts.
- 2.1.5 The examinations timetable shall be prepared at least one week before the start of the next semester, together with the teaching timetable, to give students an opportunity to confirm the dates after reporting.
- 2.1.6 (i) Students shall be eligible to register for examinations provided they have complied with the course requirements: paying requisite amount of fees, complying with 20% rule on class attendance and doing the requisite number of CATs in the course.
- (ii) Candidates shall be required to register for University Examinations at least five (5) weeks before the start of the examinations. Deans shall be responsible for preparing a list of bona fide students to sit for examinations.
- (iii) A list of candidates registered for examinations and examination cards shall be released by the Registrar (Academic) or office responsible for such a function at least two (2) weeks before the beginning of the examinations.
- (iv) Each candidate shall be issued with an examination card by the Registrar (Academic) or officer responsible for such a function one (1) week before the beginning of examinations.
- (v) A student identification card and examination card will be required before one is allowed to sit for examinations. In addition, invigilators will be served by the Dean with lists of bonafide candidates.
- (vi) Invigilators must have in the examination room, lists of candidates registered for each paper, provided by the deans of schools.
- (vii) Candidates who sit examinations which they have not registered for shall have their examinations cancelled.

(viii) No candidates shall be registered for examinations unless;

(a) He/she has satisfied all the requirements as per 2.1.6(i) above,

OR

(b) He/she has been exempted from any such requirements by Senate on the recommendation of the School Board concerned.

## **2.2 UNIVERSITY EXAMINATIONS**

The University Examinations shall be conducted by means of any one or combination of the following:

- (i) Written Examinations
- (ii) Oral Examinations
- (iii) Practical Examinations

## **2.3 CONTINUOUS ASSESSMENT TESTS (CATs)**

(i) There shall be a minimum of two continuous Assessment Tests per course per semester.

(ii) The scheduling and administration of Continuous Assessment Tests shall normally be spaced as follows:

1<sup>st</sup> CAT – 4<sup>th</sup> to 6<sup>th</sup> week of the Semester

2<sup>nd</sup> CAT – 8<sup>th</sup> to 10<sup>th</sup> week of Semester

(iii) The results of the Continuous Assessment Tests shall normally be given to students and submitted to the Heads of Departments

as follows:

1<sup>st</sup> CAT by 8<sup>th</sup> Week of the Semester

2<sup>nd</sup> CAT by 12<sup>th</sup> Week of the Semester

(iv) The Head of Department shall ensure that Continuous Assessments Tests are set and administered as scheduled in (ii) above and keep a record of CAT's, sample assignments and question papers.

(v) Continuous Assessment Tests shall normally constitute 30% and end of semester examination 70% of the final marks awarded to a candidate in a course, unless Senate decides otherwise.

(vi) A candidate must have attempted the required number of continuous Assessment Tests on a given course to be eligible to sit for University Examination in that course.

- (vii) The records for Continuous Assessment Tests shall normally be made available to the External Examiners.

## **2.4 REGULAR UNIVERSITY EXAMINATIONS**

- i. The lecturer(s) responsible for a course, who shall also be the Internal Examiner(s) for the course, shall set questions for both the regular and supplementary University Examinations and prepare marking schemes, within the first four (4) weeks of each semester or otherwise as approved by senate.
- ii. Departmental Boards of Examiners shall moderate examination papers internally before the papers are sent to external examiners.
- iii. Regular University Examinations shall also include Special and Supplementary examinations.
- iv. A copy of the question paper(s), detailed marking scheme(s), titles of reference books used, detailed curricula, and other relevant information shall be sent to external examiners to facilitate the moderation of examinations.
- v. The Heads of Departments shall ensure that comments on examination papers from External Examiners are discussed at Departmental Boards of Examiners and incorporated into the question papers by the internal examiners.
- vi. Moderated and typed examination papers shall be sent to the Registrar (Academic) for reproduction and safe keeping five (5) weeks before the start of the regular examinations.
- vii. The reproduction, collating, stapling, packing, issuing and dispatching of examinations shall be conducted in the Examinations Office at University of Eldoret or at any other examination centre as may be approved by Senate.
- viii. Examination Officers at the approved examination centres shall be equipped with the necessary facilities such as computers, photocopiers, fax machines, scanners, cabinets and stationery for safe custody, reproduction, collating, packing, sealing and dispatching of examinations.
- ix. That examination centres shall be manned by qualified and vetted personnel who shall be required to take an oath of secrecy.
- x. Internal examiners must produce identification document when collecting examination materials from examination office

## **2.5 SUPPLEMENTARY EXAMINATIONS**

- i. Candidates who are required to sit supplementary examination shall pay an examination fee of Kshs. 400 per paper, or such other amount as may be determined by the Senate.
- ii. Supplementary Examinations shall normally be held once in any one academic year unless otherwise approved by Senate.

- iii. Supplementary Examinations shall normally be held at least two weeks before the start of the following academic year.
- iv. Continuous Assessment Tests marks shall not count towards supplementary Examinations unless otherwise approved by Senate.
- v. The final Mark for a pass in a supplementary examination shall be 40% unless otherwise approved by the Senate.
- vi. A candidate who fails a supplementary examination in One Core or Required course may be allowed to proceed to the following year of study and repeat the course internally provided that a weighted average of 50% (unless otherwise approved by Senate) or more in prescribed courses is attained. If the candidate fails the same courses in the subsequent year, the candidate shall repeat the course externally. Grading for a course that has been repeated internally or externally shall be as in a regular examination.
- vii. A candidate who fails again after repeating the course externally shall be discontinued.
- viii. A candidate who fails a supplementary examination in TWO Core or Required courses may be allowed to repeat the courses internally provided that a weighted average of 45% (unless otherwise approved by Senate) or more in a prescribed course is attained.
- ix. A candidate who does not meet the criteria stated in (vii) and (viii) above shall repeat the year of study.
- x. A candidate who fails in a pre-requisite course shall not normally be allowed to proceed to the following year of study if the subsequent course is core or required.
- xi. A candidate who fails in a supplementary examination in an optional or elective course shall be allowed to proceed to the following year of study but shall be required to take a different course instead and sit an examination in it.
- xii. A candidate who fails Supplementary Examinations in the final year of study shall be allowed to sit again for supplementary examination(s) in the course(s) failed, during the following time schedule for such examinations. A candidate who subsequently fails after sitting for a supplementary examination in a course a second time shall be discontinued.

## **2.6 SPECIAL EXAMINATIONS**

- i. Special examinations shall normally be held once in any one academic year unless otherwise approved by Senate.
- ii. No Special Examinations shall be administered to candidates except under the following circumstances:
  - a) For medical reasons as certified by the University Medical Officer and approved by the Senate.
  - b) For compassionate reasons, based on events such as bereavement within the candidate's immediate family, which occur prior to and/or during the examination period verified by the Dean of Students and approved by the Senate.
  - c) Social reasons for students who can not cope due to psychological

- reasons.
- iii). The decision on whether or not special examinations shall be administered shall be taken by Senate after recommendations from School Boards.
  - iv). Special and Supplementary Examinations shall normally be held simultaneously, and shall be of the same standard as Regular Examinations.
  - v). Continuous Assessment Tests marks shall count towards the grading of Special Examinations.

### **3. CONDUCT OF EXAMINATIONS**

#### **3.1 GENERAL RULES**

- i. University Examinations shall take precedence over external or any other examinations
- ii. A candidate who has missed 20% or more of the required course attendance in a given course shall not be allowed to sit University Examinations.
- iii. University Examinations shall normally be conducted from Monday to Friday, and on any other day approved by Senate.
- iv. Candidates, who will not sit University Examinations on scheduled dates on religious grounds, are required to inform the Registrar (Academic) and the Dean of the School in writing, as soon as the examination Time Table is released.
- v. All courses shall be examined within the semester in which they are taken, unless approved by Senate.
- vi. Examination Regulations specific to Schools shall be presented to Senate for approval through the Committee of Deans.
- vii. All Schools shall be required to define core, required, pre-requisite and elective courses as approved by Senate.
- viii. To proceed to the following year of study, a candidate must have a pass in at least 40 prescribed course units unless otherwise approved by Senate.
- ix. A candidate, who fails one or more courses amounting up to and including 25% of prescribed course units for the year, shall be required to sit Supplementary Examinations.
- x. A candidate who fails in more than 25% and in up to and including 50% of the total number of prescribed course units shall repeat the year.
- xi. A candidate who fails in more than 50% of the total number of prescribed units in an academic year shall be discontinued.
- xii. A candidate who fails to turn up for an examination shall be deemed to have failed that examination and shall be required to show cause why he or she should not be discontinued.

#### **3.2 EXAMINATION/TIME-TABLE**

- (i) There shall be a Deputy Registrar (Examinations) appointed by Council and reporting to the Registrar (Academics) whose functions shall be to receive,

process, distribute examinations and generally advise Management and Senate on the examinations process.

- (ii) There shall be Departmental Examination and Timetable co-ordinators appointed by the Heads of Department, who shall be at level of lecturer and above.
- (iii) There shall be a School Examination and Timetable co-ordinator appointed by the Dean to deal with all matters related to the University Examinations Timetables within the School, who shall be at the level of lecturer and above.
- (iv) There shall be a University Timetabling Committee, drawing its membership from School and University Timetabling Co-ordinators. The committee shall be chaired by the Deputy Vice-Chancellor (Academic & Students' Affairs).
- (v) Final examination time-tables shall be circulated and posted on the notice boards in all campuses at least four (4) weeks before examinations begin.
- (vi) Any changes in dates after circulation shall be brought to the attention of candidates by means of additional notices posted on the notice boards at each campus and must be authorized by the Chairman of the Examinations and Time-Tabling Committee.

## **4 EXAMINERS**

For each school, there shall be School Board of Examiners and Departmental Board of Examiners, consisting of internal and external examiners.

### **4.1 DEFINITION OF ROLES**

- i. Chief Internal Examiner shall be the Dean of the School who shall chair the School Board of Examiners.
- ii. Principal Internal Examiner shall be the Head of Department, who shall chair the Departmental Board of Examiners.
- iii. Internal Examiner shall be a member of the academic staff at the level of lecturer or above, who has taught the course to be examined, unless otherwise approved by Senate.
- iv. An External Examiner shall be a renowned academician at the level of Senior Lecturer or above.

### **4.2 (a) DUTIES OF INTERNAL EXAMINERS**

- i. Chief Internal Examiner shall chair the School Board of Examiners and ensures standardization, consistency and compliance of regulations in all examination processes in the school.
- ii. The Principal Internal Examiner shall chair the Departmental Board of Examiners and ensure standardization, consistency and compliance of all examination processes and regulations in the Department.
- iii. Internal examiners shall mark every script, based on a detailed and well structured marking scheme, to ensure consistency in marking.

- iv. Internal Examiners shall after marking all the scripts, enter continuous Assessment Test and regular examination marks on the individual mark sheets and submit to the Principal Internal Examiner by six weeks from the last day of semester examinations.
- v. The Internal Examiner for any particular examination paper shall be the main invigilator during examinations.
- vi. If the Internal Examiner is unable to be present at the start of an examination, he or she shall inform the Head of Department, who shall then nominate a replacement from the department concerned.
- vii. Internal Examiners shall certify, the total number of scripts received based on the attendance list of the candidates who have taken the examinations and submit one copy to the Registrar (Academic) and a copy shall be retained in the Department.
- viii. All the examination individual mark sheets shall be accurately completed, checked and signed by the Internal Examiner, the Head of Department, the Dean of the School and external Examiner(s).
- ix. Internal or external Examiners shall not divulge marks to candidates. All documents tabled during the Departmental and School Board of Examiners meetings shall be reclaimed from members of the Board at the end of a meeting.

#### **(b) INVIGILATION OF EXAMINATIONS**

- i. The Chief Internal Examiner shall circulate the instructions to candidates, before the start of regular University examinations, setting out details of procedures to be followed in the conduct of examinations as detailed in section 12 of this document.
- ii. Invigilators, who are normally full time and part time members of the academic staff, shall be appointed and briefed by the Head of Department.
- iii. The names of the invigilators and examination timetables shall be sent to the Dean and a copy to the Registrar (Academic) one month before the start of examinations.
- iv. Subject to a minimum of two invigilators per room for candidates not exceeding 50, the number of invigilators to candidates after this number shall be in the ratio of 1:50. In appointing invigilators, care should be taken to ensure gender representation is upheld and that at any no time while the examination is in progress, there is at least one invigilator in the examination room.
- v. All Invigilators shall, under the direction of the Chief Invigilator, be responsible for the distribution, monitoring, collection and security of examination papers, and for such other duties assigned to them by the Head of Department.
- vi. The course lecturer shall collect all examination papers and related materials from the Examinations Centre(s), at least half an hour before the start of an examination. The course lecturer should produce an identification document before picking the papers.
- vii. Security shall be provided during the examinations
- viii. The invigilators shall ensure that examinations start on time and end on time.
- ix. Invigilators who fail to invigilate examinations and those who disappear before examinations are concluded shall face disciplinary action.



### 4.3 EXTERNAL EXAMINERS

#### a. *Appointment*

- i. Senate shall appoint External Examiners on the recommendation of Departmental and School Boards.
- ii. External examiner shall be appointed one month before the beginning of every academic year and shall be invited to moderate examinations at the end of every academic year unless approved by the Senate.
- iii. External Examiners shall not have taught, either as full or part time lecturers of the University, the subject(s) to be examined, during the previous four years or as approved preceding their appointment as External Examiners.
- iv. External Examiners shall normally be appointed for two academic years renewable once unless otherwise approved by senate.

#### b. *Duties of External Examiners*

- i. The external examiner shall be provided with examination answer scripts, examination and continuous assessment question papers, marking schemes and individual mark sheets by the Head of Department on arrival and shall be required to familiarize himself/herself with the documents.
- ii. They shall evaluate the structure and choice of examination questions, the adequacy and coverage of the curriculum, marking schemes and any other related examination matters.
- iii. The External examiner shall review cases of candidates who have failed, those who have passed exceptionally well, and cases of candidates whose performance may be considered as a borderline
- iv. Where there are differences in scores between marks allocated to candidates by the External Examiners on the other hand, and marks allocated by the internal Examiner on the other, the Departmental Board or School Board of Examiners shall agree on the award of the final mark in the presences of the external examiner.
- v. External examiners shall submit to Senate through the Vice-Chancellor, a written report on the conditions in which teaching and learning were conducted and the general standard of examination papers and the performance of candidates.
- vi. The external examiners shall attend their Departmental Board or School Board of examiners, meeting to present their reports that shall be discussed and adopted.
- vii. Departments shall discuss the External Examiners' reports after the School Board of Examiner meeting.
- viii. The Responses by Departments to the External Examiners' reports shall be sent to the respective Deans of Schools and copies sent to the Vice-Chancellor and Registrar (Academic).
- ix. The deans of Schools shall call Special Board meetings to discuss the consolidated External examiners' reports and responses of Departments to them, within two week of receiving the reports from the Heads of Department.
- x. The Vice-Chancellor shall call a Special senate meeting to consider the

consolidated reports from External Examiners' reports and the responses of Departments to them, within two weeks of receiving the reports from the Heads of Department.

## **5. EXAMINATION RESULTS**

### **5.1 PROCESSING OF EXAMINATION RESULTS**

- i. All Internal Examiners shall submit results, script, projects and other assessment materials and records to the Heads of Departments within six (6) weeks after the end of an examination. Head of Department shall maintain accurate records of students' performance and account for each candidate who has done an examination, including providing marks for each and every examination of a course done by a candidate.
- ii. Heads of Department shall cause Departmental Board of examinations to be held or where applicable the Dean shall convene a School Board of Examiners meeting to consider all examination results within the 7<sup>th</sup> week after the end of the second semester or at the end of academic year examinations in readiness of the external examiner.
- iii. External Examiners shall consider examination results from departments at the end of the 7<sup>th</sup> week after the end of second semester or at the end of academic year examinations. At the end of external examination, a Departmental Board of Examiners or School Board of Examiners meeting shall be convened to give an opportunity to the external examiner to table his/her report and discuss issues related to the examination with the departmental or school board members.
- iv. All examination results shall be confidential until they have been considered by the School Boards of Examiners and shall be Provisional until approved by Senate.
- v. The Deans shall forward provisional results to final consideration and approval ninth (9) week after the end of the examination.
- vi. Any lecturer or officer who fails to adhere to the set examination almanac shall face disciplinary action.
- vii. Senate may accept, reject, vary or modify provisional examination results presented to it by the School Boards Examiners.
- viii. Once these results have been approved by Senate, no Department, School, any individual or agent apart from Senate shall have the authority to alter examination marks or results.

### **5.2 RELEASE OF EXAMINATION RESULTS**

- i. Internal examiners shall mark scripts on a semester basis and release examination results to the Head of Department within a period of 6 weeks after the end of the examinations.
- ii. Deans shall release provisional examination results to all candidates, in form of provisional transcripts within 4 weeks after the results have been considered by the School Boards of Examiners.
- iii. Deans shall before the start of the next academic year formally inform students of their status, that is, those proceeding to the next year of study, re-sitting examinations, repeating the year of study and those on discontinuation.

- iv. The Deans shall forward the Consolidated Mark Sheets to the Registrar (Academic) two (2) weeks after all examinations have been approved by Senate.
- v. The Registrar (Academic) shall issue official transcripts to students two (2) weeks after approved by the senate.

### 5.3 GRADING SYSTEM

- i. The performance of candidates in University Examinations shall be determined by grades from both Continuous Assessment Tests and Regular University Examinations unless otherwise approved by Senate.
- ii. Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by Senate.
- iii. The final Mark for each course shall be rounded off to the nearest whole number.
- iv. The pass mark for all courses shall be 40% unless otherwise approved by Senate.
- v. A candidate must pass in all prescribed courses before they are awarded degrees.
- vi. The examination grading system shall be as follows:

Percentage Marks	Grade	Performance
70-100	A	Excellent
60-69	B	Good
50-59	C	Average
40-49	D	Pass
39 and Below	E	Fail

### 5.4 COMPENSATION WITHIN THE UNIVERSITY GRADING SYSTEM

- i. Compensation shall be possible, but not compulsory, for Regular Examinations.
- ii. Compensation shall be considered by School Board of Examiners when results are being processed at the end of every academic year.
- iii. A candidate must obtain at least a weighted average of 50% for all courses including the mark obtained in the failed paper, in the academic year's courses, to qualify for compensation.
- iv. No candidate shall receive compensation for more than one course per semester.
- v. Marks for compensation shall be obtained by subtracting marks from a subject with a close correlation with the subject being compensated. Compensation shall be in the ratio of compensated mark to compensating mark of 1:2 marks to be effected once.

### 5.5 CLASSIFICATION OF DEGREES

- 5.5.1 All marks obtained in the prescribed courses in each year of study shall be considered for the purpose of degree classification, unless otherwise approved by Senate.

5.5.2 In classifying a degree, the final percentage mark for the entire study period shall be calculated by summing the percentage mark for each course, multiplied by the number of units in that course, and divided by the total number of units.

$$\text{Final Percentage} = \frac{\sum (\% \text{ Marks X Units})}{(\text{Total Units})}$$

5.5.3 In working out the final percentage aggregate mark, the following shall be considered:

- i. In applying the formula above to calculate the final percentage aggregate for the entire study period, all prescribed courses for each student for all academic years will be used.
- ii. The percentage mark for each course shall be multiplied by the number of units for the course to get a product. The products for all prescribed courses shall be summed up and divided by the total number of units for the entire study period and rounded off once to the nearest whole number to get the final percentage aggregate.
- iii. In cases where a candidate has done more courses or units than the courses and the best performed elective courses that together add to the number of prescribed course units required for that year of study are considered in the calculation of final percentage aggregate.
- iv. Optional courses are not included in the calculation of the final percentage aggregate.
- v. Variations to the use of the formula  
The final percentage aggregate is calculated differently with respect to engineering programmes. The steps followed in the calculations are as follows:
  - The percentage mark for each year is computed separately using the formula in 5.5(ii)
  - The final percentage mark for engineering programmes is calculated by first working out a proportion of the final percentage mark for each year to contribute to the final year aggregate which is (5%) for the first year, (20%) for second year and (25%) each for third to fifth years and finally summing up the outcome.
- vi. Undergraduate Degrees shall be classified into first Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Pass, except those approved by Senate.

<b>CLASS</b>	<b>PERCENTAGE MARKS</b>
First Class Honours	70 – 100%
Second Class Honours (Upper Division)	60 - 69%
Second Class Honours (Lower Division)	50 - 59%
Pass	40 – 49%

- vii. A candidate who repeats any year of study on academic grounds shall not qualify for an honours degree.
- viii. Candidates taking medical courses such as medicine, surgery, nursing and dental surgery have their final aggregate calculated using the formula in 5.5(ii) but are not classified and all the programmes shall have a pass mark aggregate of 50%

#### **5.6 APPEALS FOR REASSESSMENT OF EXAMINATION RESULTS**

- i. After the release of provisional results by the Dean, a candidate may appeal within a period of three (3) weeks for remarking to the Dean and a copy to the Registrar (Academic) giving reasons.
- ii. A candidate who requests for a remark shall pay a non-refundable fee of One Thousand Kenya Shillings (Kshs. 1000), per paper, or such other amounts as may be determined by Senate.
- iii. The Dean shall propose an independent examiner in consultation with the Head of Department to mark the Script(s) and forward the name to the Chairman of Senate for Consideration.
- iv. The Chairman of Senate, upon receiving a request for remarking from the Dean shall appoint or reject the proposed examiner to mark the script(s) and report to the Senate. If the Chairman of Senate rejects the internal examiner proposed by the Dean, he/she shall inform the Dean so with reasons and request him to nominate another examiner.
- v. An independent Examiner, as appointed by Senate, refers to an internal or an External Examiner, who has not taught or examined the candidate in the particular course.
- vi. The independent examiner appointed by the Chairman of Senate on behalf of Senate shall release the marks within two (2) weeks and report to the School Board.
- vii. The Score obtained on marking a script shall be the accepted provisional mark, which shall be forwarded to Senate for approval

#### **6. TRANSFER OF STUDENTS TO OTHER ACADEMIC PROGRAMMES**

- (i) Candidates who have passed in first year of study may be allowed by Senate to transfer only once, to other programme(s) of their choice in the Second year of study, provided that they meet the entry requirements for that or those programmes subject to availability of capacity in the new programme. Such candidates may be given credit transfer from passes obtained in previous courses to courses to be taken in the new programmes. The candidate must have scored an average of at least 60 percent in previous programme.
- (ii) Candidates in the second and subsequent years, who have failed and have been discontinued in one programme, may be allowed by the Senate to transfer to another or other programmes of their choice, provided that they meet the entry requirements for the said programmes. No credit transfers shall be given to such candidates.

## **7. INTER UNIVERSITY TRANSFERS**

A student in first year of study from another university who wishes to transfer to the University or a student from the University who wishes to transfer to another university may be allowed to do so after submitting a written request of such intention and meets the entry requirements for the programme of transfer subject to availability of capacity in the said programme. The transfer must also be approved by the Vice-Chancellors of the two universities.

## **8. IRREGULARITIES IN UNIVERSITY EXAMINATIONS**

### **8.1 EXAMINATION IRREGULARITIES SHALL INCLUDE**

- (i) Having unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, jackets/overcoats, body parts, clipboards, writings on adjacent walls, desks, tables, bags, electronic devices, such as mini computers, calculators, cell phones, pagers etc.
- (ii) Any writing or drawings or other work found with or on a candidate during an examination other than in his/her answer-book or supplementary answer book shall be regarded as an attempt to cheat.
- (iii) Reading answer scripts belong to another candidate.
- (iv) Copying from or making references to unauthorised material(s) in the examination room.
- (v) Obtaining assistance from another candidate/non-candidate, and/or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- (vi) Destroying evidence which may be used as proof of an examination irregularity.
- (vii) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- (viii) Writing on examination question papers.
- (ix) Permitting another candidate to copy from or make use of one's papers.
- (x) Presenting for examination the works of another person or person without acknowledgement and with intent to deceive.
- (xi) Attempting to copy from or make reference to unauthorized material in the examination room.
- (xii) Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body, or any other material.
- (xiii) Threatening invigilators and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause of a breach of the peace.
- (xiv) Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examinations. The University shall provide security during examinations.
- (xv) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.

- (xvi) Impersonating or sitting an examination for another candidate.

## **8.2. PROCEDURE IN DEALING WITH EXAMINATIONS IRREGULARITIES**

- (i) Invigilators shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.
- (ii) When an invigilator suspects that a candidate has committed an Examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Registrar (Academic) by the Main Invigilator.
- (iii) The Invigilator shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.
- (iv) The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Registrar (Academic) by the Main invigilator.
- (v) The Main Invigilator and the Head of Department shall make a full report on the incident to the Registrar (Academic) through the Dean, immediately after the examination.
- (vi) The Chief Invigilator's report and the candidate's statement shall be considered by a Standing Committee of Senate on Examinations Irregularities.
- (vii) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Head of Department considers that an examination irregularity has occurred, a full report shall be made to the Chairman of the Standing Committee and the Registrar (Academic), through the Dean.

## **8.3 STUDENTS' DISCIPLINARY COMMITTEE ON EXAMINATION IRREGULARITIES**

- (a) The Committee shall be composed of:
  - (i) The Deputy Vice-Chancellor (Academic & Students' Affairs) or representative.
  - (ii) Three members of Senate appointed by the Vice-Chancellor.
  - (iii) The Dean of the School in which the candidate is registered.
  - (iv) The Dean of Students or representative
  - (v) The Registrar (Academics)- secretary to the Committee

### **In Attendance**

- (v) The Deputy Registrar (Examinations)
- (vi) Legal Officer
- (b) A student who is alleged to have committed an examination irregularity shall be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.
- (c) Those giving evidence shall not be members of the Committee.
- (d) The Committee shall meet, investigate, give a student a chance to be heard, and make a report within one month after the end of each

semester.

- (e) In the event that the Committee is unable to reach a verdict by consensus, a vote shall be taken by the three members of Senate, the Dean of the School, and the Dean of Students. If a tie is registered during voting, the chairman shall take a vote to unlock the tie.
- (f) The decision of the committee shall be communicated to the student within 5 working days from the date of the verdict and a report made to Senate to note and ratify.
- (g) The Senate representative to the Committee shall serve for a period of two years, renewable once.

**EXAMINATION IRREGULARITIES AND SANCTIONS**

	<b>EXAMINATION IRREGULARITIES</b>	<b>DISCIPLINARY ACTION</b>
<b>GROUP I</b>	<ul style="list-style-type: none"> <li>I. Being found in the examination room in possession of the prohibited items stated in section 7.1 of this document.</li> <li>II. Writing on the question paper.</li> <li>III. Committing a breach of any other examination rules or regulation which may be communicated to the candidates from time to time by the invigilators.</li> </ul>	<ul style="list-style-type: none"> <li>I. Issuance of a warning letter to the candidate.</li> <li>II. Cancellation of examination results in the affected course and issuance of a warning letter.</li> </ul>
<b>GROUP II</b>	<ul style="list-style-type: none"> <li>I. Having unauthorized material in an examination room written on paper or other materials.</li> <li>II. Having unauthorized material in an examination room in electronic devices such as mini computers, calculators and cell phone or any other device.</li> <li>III. Reading or attempting to read answer scripts belonging to another candidate.</li> <li>IV. Forging an examination card and using it to sit an examination</li> <li>V. Sitting an examination when not authorized</li> </ul>	<ul style="list-style-type: none"> <li>I. Cancellation of the examination results for the course and suspension of the candidate for one (1) academic year.</li> </ul>
<b>GROUP III</b>	<ul style="list-style-type: none"> <li>I. Copying from, or attempting to copy from or making references to unauthorized material(s) in the examination room.</li> <li>II. Permitting another candidate to copy from or make use of one's papers to answer questions.</li> <li>III. Copying from the examination</li> </ul>	<ul style="list-style-type: none"> <li>IV. Cancellation of the examination results for the course and suspension of the candidate for a period of two (2) academic years.</li> </ul>



	papers of another candidate	
<b>GROUP IV</b>	<p>I. Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.</p> <p>II. Obtaining or attempting to obtain assistance from another candidate, student or person (impersonation), and/or giving or attempting to give assistance to another candidate or student (impersonation), directly in answering an examination paper. If the imposter is not a student of University of Eldoret, the University shall be at liberty to file a criminal charge of impersonation in a court of law against the person.</p> <p>III. Accessing a question paper or questions for an examination before the date and time scheduled for the examination.</p> <p>IV. Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.</p> <p>V. Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.</p> <p>VI. Destroying evidence which may be used as proof of an examination irregularity.</p> <p>VII. Threatening invigilators and obstructing the invigilator from carrying out his/her duties and assaulting the invigilator or causing him or her actual bodily harm.</p> <p>VIII. Presenting for examination the works of another person or persons without acknowledgement and with</p>	<p>I. Cancellation of all examination results and expulsion of the candidate from the University.</p>

	<p>intent to deceive.</p> <p>IX. Sitting for examinations at a time when one is on suspension or has been expelled to show cause.</p> <p>X. Committing a subsequent irregularity after being warned or suspended and re-admitted.</p> <p>XI. Failing to appear before the Senate Standing Committee on Examination Irregularities when one has been summoned to do so after a suspected examination irregularity. In this case, the candidate shall be expelled to show.</p> <p>XII. Any evidence of cheating in an examination that may be detected during marking.</p>	
<b>GROUP V</b>	I. Any emerging evidence of cheating, falsification of examination results, or committing any of the offences in group I – IV above after the student has graduated.	I. Withdrawal or cancellation of the degree/diploma/certificate conferred on or awarded to the candidate upon establishing that cheating or falsification of results did indeed occur.

## 8.6 APPEALS

- (i) There shall be an Examination Irregularities Appeals Committee appointed by Chairperson of Senate to hear examination irregularity appeal cases whose membership shall be as follows:
- Chairman - Chairman of the Senate or Nominee
  - Members - 3 members of Senate and Dean of the School, and Dean of Students.
  - The Registrar (Academic) as the Secretariat, and
  - Legal Officer shall be in attendance.
- (ii) Any appeals shall be made in writing within 14 days of the decision of the Committee on Examination Irregularities to the Chairman of Senate who shall then cause a meeting of the Committee to be convened within 14 days after receiving such a request.
- (i) The Registrar (Academic) shall invite the student who has appealed to appear before the Standing Committee on Examination Irregularities.
- (ii) The Examination Irregularities Appeals Board shall only consider the grounds of appeal presented by the student. There shall be no fresh hearing or presentation of new evidence during the hearing of the appeal.

- (iii) The Examination Irregularities Appeals Board may make any of the following decisions: confirm the earlier decision of the Standing Committee, amend, vary or arrive at a new ruling on the case.
- (iv) The Examination Irregularities Appeals Board shall report its findings to Senate for consideration within one month of hearing the appeal and the outcome communicated to the student by the Registrar (Academic) within 5 working days after Senate consideration.
- (v) No other appeal shall be entertained after the decision of the Appeals Board and pronouncement of its verdict.

## **9. SECTION 8: LEAKAGE OF EXAMINATIONS**

- (i) Any person, who suspects that a leakage has taken place, shall immediately report to the Dean of respective school and the Registrar (Academic).
- (ii) If established that a leakage occurred, the Registrar (Academic) shall nullify the examination and order a fresh examination to be set and administered.
- (iii) The Committee of The Senate on Examination irregularities shall investigate the suspected leakage, the Committee shall be constituted as specified in Section 7.3.
  - (i) The Committee of The Senate on Examination irregularities shall make recommendations to The Senate, based on their findings, including referring persons involved for disciplinary action with one month from the time of reporting the Leakage.

## **10. EXAMINATION SCRIPTS, ACADEMIC TRANSCRIPTS AND ACADEMIC CERTIFICATES.**

### **10.1 LOSS OF EXAMINATION SCRIPTS**

- (i) Loss of scripts shall apply to situation in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the results.
- (ii) The Principal Internal Examiner shall report cases of loss of answer scripts to the Registrar (Academic), through the Dean of School.
  - (i) The Standing Committee of The Senate shall investigate the loss of an answer script and report its findings to Senate.
  - (ii) The Senate shall determine, based on the report the cause of action to be taken as a result of loss of answer scripts.

### **10.2. COLLECTION OF CERTIFICATES**

- (i) Certificates shall be collected by the successful candidate after meeting all clearance requirements. Additionally, the candidate shall be required to produce original copies of previous certificates or other documents that act as proof that

the person concerned qualified to join the University to pursue the particular programme for which the certificate is being collected. If it is established that a graduate used falsified documents to pursue University programmes, any degree or certificate obtained as a result shall be cancelled by the Senate and appropriate disciplinary and/or legal action taken against those found to be involved with the malpractice.

- (ii) Certificates may be collected through proxy with written authority letter from the successful candidate upon meeting all the clearance requirements. Additionally, the proxy shall provide an original and copy of identification card (ID/Passport) of the owner of the certificate and a copy of his/her ID and original copies of relevant certificates.
- (iii) Once a certificate has been collected it shall not be accepted back for rectification or for any changes to be made.
- (iv) Certificates not collected within two years after graduation shall attract an annual storage fee of Ksh.1000.00(One Thousand Kenya Shillings) per annum or such amount as may be determined by Senate from time to time.

### **10.3 LOSS OF ACADEMIC TRANSCRIPTS & REQUEST FOR ADDITIONAL TRANSCRIPTS**

In the event of loss of original transcripts or request for additional original transcripts by candidates, replacements or extra transcripts may be issued at a fee of Ksh.200.00 (Two Hundred Kenya Shillings) per copy, or at such other amount(s) as may be determined by Senate from time to time.

### **10.4 LOSS OF ACADEMIC CERTIFICATES**

Under no circumstance shall the University replace certificates.

### **10.5 CERTIFICATION OF COPIES OF ACADEMIC TESTIMONIALS**

The first two copies of a transcript or certificate shall be certified at no cost to the successful candidate. Thereafter, all other copies shall be certified at a fee of Ksh.50 (Fifty Kenya shillings) per copy or such other fee as shall be determined by Senate from time to time.

### **10.6 DISPOSAL OF SCRIPTS**

- (i) The Registrar (Academic) shall be the custodian of examination answer scripts.

- (ii) The Registrar (Academic) shall dispose off the examination answer scripts 6 years after the candidate has left the University.
- (iii) Results and scripts, which involve appeals or court litigation, shall not be disposed off until the matter is finally determined.
- (iv) Rules governing confidentiality of information shall apply in the disposal of scripts.

#### **10.7 EXEMPTIONS**

- (i) Senate may, at its discretion, grant a School or an Institute, exemption from any of the requirements of these rules and regulations upon request.
- (ii) Senate may, on the recommendation(s) of a School Board, grant any candidate(s), exemption from any of the requirements of these Rules and Regulations.

#### **10.8 INSTRUCTIONS TO CANDIDATES AND INVIGILATORS CONCERNING WRITTEN EXAMINATIONS**

1. Candidates shall be allowed into the examination room five minutes before the start of the examination. Question papers shall be placed upside-down on the desks before candidates enter the examination room. Candidates must not turn the question paper over until they are instructed.
2. A candidate who arrives within the first half hour of the start of the examination may be allowed into the examination room, provided no other candidate has left the room. Such a candidate will have no extension of time to compensate for the lateness.
3. No candidate shall leave the examination room 30 minutes before the end of an examination.
4. No candidate shall enter the examination room after thirty minutes from the start of the examination. A candidate who is excluded from the examination under this regulation should report to the Chief Internal Examiner.
5. Examination registration cards should be conspicuously displayed. Candidates who do not have examination cards shall not be allowed to sit the examination.
6. Books, bags, briefcases, folders, clipboards, pencil cases, cellular telephones, pagers, alarm watches, earphones, notebooks or any other such material that may hinder transparency, or that are likely to raise suspicion should not be carried into an examination room. Log books and calculators should not be brought into the examination room, unless there is a provision to the contrary for a particular paper. All unauthorized materials should be handed over to Main Invigilator before the start of an examination.
7. Invigilators shall have power to confiscate any unauthorized material(s) brought into the examination room. They shall have the power to expel from the examination room.

8. Candidates should acquaint themselves with the instructions on the front page of the answer books.
9. Candidates should write their registration numbers, course codes, course titles and paper numbers, on each answer booklets and on continuation sheets.
10. Candidates are not allowed to communicate with each other, either verbally or through other means, during an examination without the permission of the invigilator.
11. Candidates are not allowed, in their course and assignments, to reproduce the works of another person, other person without acknowledgment, and with intent to deceive. This amount to plagiarism, a serious offence with will lead to disciplinary action being taken against such a candidate.
12. Smoking is forbidden in an examination room.
13. Candidates must stop writing and assemble their scripts at the end of the examination, on the instructions of the Main Invigilator. Candidates should leave the scripts on the desk, unless otherwise instructed.
14. Candidates are not allowed to remove answer books or sheet from the examination room.
15. A candidate who is unable to sit an examination should report the circumstances to the Dean of Students immediately.
16. Misreading the examination timetable is not a sufficient cause for failing to sit an examination.

## **11. CONFERMENT OF DEGREES**

Conferment of degrees shall be handled in accordance with Statute XLI of the University Statutes, 2013.

The conferment of degrees shall be as follows:

### **Bachelors Degree**

1. A candidate shall be awarded the Bachelors degree if he shall have undertaken approved courses and satisfied the requirements as a student of the University after admission and subsequent registration with the relevant Institute, School or Centre.
2. Senate may accept, as part of the attendance of a student of the University qualifying him for the award of the Bachelors degree, duration of attendance as a student at another university or institution recognized by Senate for this purpose.
3. Senate may accept academic transcripts/certificates issued in any subject by a university or institution it recognizes, exempting such a candidate from the examination of the University in a course or courses in such a subject.
4. Notwithstanding clauses 2 and 3 of this Statute, a candidate shall be awarded the Bachelor's degree if:
  - (a) He shall have undertaken approved courses of study at the University for at least two academic years, of which one shall have been the final year for the four-year degree programmes and the last three years for the five-year degree programmes;
  - (b) His duration of attendance as a student at such a university or institution and at the University combined shall not be less than the complete period prescribed for the award of the degree;

- (c) He shall have passed the final examination and such other examinations of the University as Senate may determine;
  - (d) He shall have paid such fees to the University as may be determined by Council; and
  - (e) He shall have fulfilled all the requirements for the degree as set out in the Institute/ School/Centre regulations.
5. Subject to provisions of clause 4 of this Statute, Senate may accept periods of attendance and examination in any subject in any School/Institute/Centre of the University, or any other university recognized by Senate for this purpose, as exempting a candidate from attendance and examination in such a subject.

## **12. CONGREGATION FOR THE CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS AND CERTIFICATES**

The congregation for the conferment of degrees shall be conducted in accordance with Statute XLII of the University Statutes, 2013 as follows:

1. For the purpose of conferring Degrees and award of Diplomas and Certificates of the University, there shall be held from time to time, a meeting of the University which shall be called a Congregation.
2. Unless Senate decides otherwise, a Congregation shall be held at least once a year at the University, and shall be presided over by the Chancellor or, in his absence by the Vice-Chancellor or in the absence of the Vice-Chancellor by some other person appointed by the Chancellor in writing.
3. A candidate shall not be admitted to a degree or awarded a diploma or certificate unless Senate has approved such a candidate as having satisfied all the conditions prescribed for such a degree, diploma or certificate.
4. The procedure for the conferment of the Degrees, Diplomas, Certificates and other awards, the academic dress to be worn and all other matters not provided for in these Statutes shall be determined by Senate in the Regulations.
5. The Vice-Chancellor shall declare a meeting convened for the purpose of conferring Degrees and awarding Diplomas Certificates and other awards, a Congregation of the University and shall pronounce such Congregation dissolved at the end of the ceremony.

## **13. NON-COMPLIANCE WITH EXAMINATION RULES AND REGULATIONS**

Senate and Council shall take appropriate action against any person who does not comply with any of these Rules and Regulations.

## **14. EFFECTIVE DATE**

This policy document will be effective on 18<sup>th</sup> day of July, 2014.

## **15. REVIEW**

This policy shall be reviewed from time to time as need arises.