

CP-V1- JUL 2019



SENATE HANDBOOK

Approved by the University Council with Effect from 23rd July 2019


Chairperson University Council


Secretary University Council

Contents

1.0. Introduction.....	3
2.0 Authority, Revision and Interpretation of the Policy.....	4
3.0 Governance Structure:.....	5
4.0 Financial Control	6
5.0 Financial Management.....	8
6.0 Income.....	9
7.0 Expenditure.....	10
8.0 Assets.....	12
9.0 Other Financial Related Regulations and Procedures.....	13

AKW *AWL*

Table of Contents

Table of Contents.....	1
TABLE OF ACRONYMS.....	5
Definition of Terms.....	6
1.0 PREAMBLE.....	8
2.0 INTERPRETATION OF STANDING ORDERS OF SENATE.....	9
3.0 MEMBERSHIP OF SENATE.....	9
3.1 Ex-Officio Members.....	9
3.2 Members on Special Invitation.....	10
4.0 POWERS AND RESPONSIBILITIES OF SENATE.....	10
5.0 THE COMMITTEES OF SENATE.....	11
5.1 Standing Committees.....	11
a) List of standing Committees.....	11
The following shall be standing Committees of Senate:	11
5.2 Ad hoc Committees.....	12
6.0 THE RESPONSIBILITIES OF A MEMBER OF SENATE.....	13
7.0 MEETINGS OF SENATE/ COMMITTEES OF SENATE.....	14
7.1 Chairing Meetings of Senate / Committees.....	14
7.2 Responsibilities of the Chairperson of Senate.....	15
7.3 Secretariat of Senate/Committees.....	15
7.4 Schedule of meetings.....	15
7.5 Extraordinary Meetings of Senate.....	16
7.6 Crisis Meeting of Senate.....	16
7.7 Notice of Meeting.....	16
7.8 Agenda of the Meeting.....	17
7.9 Circulating Agenda and Papers.....	18
7.10: Quorum.....	18
7.11 Powers of the Vice Chancellor to make decisions of Senate.....	19
7.12 Presenting Business to Senate.....	19

7.13 Speaking at Meetings.....	19
7.14 Minutes and Action Points.....	20
7.15 Attendance of Senate Meetings by Non- Members.....	21
7.16 Voting.....	21
7.17 Minutes and Records of Senate.....	21
7.18 Making Submission to Senate.....	22
8.0 AWARDS.....	26
8.1 Awarding Authority.....	26
8.2 Post Graduate Degrees.....	26
8.3 Bachelor's Degree.....	26
8.4 Diplomas.....	27
8.5 Certificates.....	27
8.6 Approval of Awards.....	28
9.0 EXAMINATION MATTERS.....	29
9.1 Examination Processes – Flow Charts.....	30
9.2 Registration for the Examination.....	31
9.3 Certificate of Due Performance.....	31
9.4 Other conditions.....	31
9.5 Admission to an Examination.....	32
10.0 NOMINATION AND APPOINTMENT OF INTERNAL AND EXTERNAL EXAMINERS..	32
10.1 Internal Examiners.....	32
10.2 External Examiners.....	33
10.3 Duties of External Examiners.....	33
10.4 Submission of lists of Internal and External Examiners.....	34
11.0 SETTING OF PAPERS.....	34
11.1 Assurance to Senate on Confidentiality.....	34
11.2 Submission of Draft Examination Papers to Academic Registrar.....	35
12.0 MODERATION OF EXAMINATION PAPERS.....	36
12.1 Question Papers.....	36
12.2 Marking Guides.....	37
13.0 GENERAL SECURITY OF EXAMINATIONS.....	37
13.1 Chief Internal Examiner.....	37

13.2 Responsibilities of the Academic Registrar.....	37
14.0 CONDUCT OF EXAMINATIONS.....	37
14.1 Examination Area.....	38
14.2. Guidelines to Candidates.....	38
14.3. Instrument(s) to be used in the Examination Rooms.....	39
14.4 Prohibited Items.....	39
14.5 Admission into the Examination Room.....	40
14.6. Leaving the Examination Room.....	40
14.7 Reporting Examination Malpractice.....	41
14.8 Examples of examination malpractices.....	42
14.9 Penalty.....	43
14.10. Instructions to the Invigilator.....	44
14.11 Other Instructions.....	47
14.12 Penalty/Sanction.....	47
14.13 Practical Examinations.....	47
15.0 MARKING OF SCRIPTS.....	48
15.1 Internal Examiners.....	48
15.2 External Examiners.....	48
16.0 CONTINUOUS ASSESSMENT.....	48
16.1 Guidelines.....	48
16.2 Penalty.....	49
17.0 MARK SHEETS.....	49
18.0 PASS MARK AND RELEASE OF EXAMINATION RESULTS.....	50
18.1 Pass mark.....	50
18.2 Release of Examination Results.....	50
19.0. CLASSIFICATION OF UNIVERSITY AWARDS.....	51
19.1 Classification of Degrees.....	51
19.2 Classification of Diplomas.....	52
2.00 – 2. 79.....	52
20.0 RE-TAKING COURSES.....	53
20.0 PROGRESSION.....	53
20.1 Normal Progress.....	53

20.2 Probationary Progress.....	53
20. 3 Repeating a Year.....	53
21.0 ABSENCE FROM EXAMINATIONS.....	53
22.0 APPEAL CASES.....	54
23.0 DISCONTINUATION.....	54
24.0 WITHDRAWAL FROM A PROGRAMME.....	55
25.0 DEREGISTRATION.....	55
26.0 CANCELLATION OF EXAMINATION PAPERS/RESULTS.....	56
27.0 RESEARCH AND DISSERTATIONS.....	56
28.0 CONFLICT OF INTEREST.....	56
29.0 CONFLICT RESOLUTION.....	57
30.0 DISCIPLINE MATTERS.....	57
31.0 RECOGNITION OF EXCELLENCE.....	57
32.0 REGULATORY AND PROFESSIONAL BODIES.....	58
33.0 APPEALS TO SENATE.....	58
33.1 Student Appeals.....	58
33.2 Staff Appeal.....	59
34.0 REVOCATION OF AN AWARD.....	59
34.1 Procedure.....	59
35.0 ADMISSIONS.....	61
35.1 Admissions Process.....	61
35.2 Cancellation of Admissions.....	61

TABLE OF ACRONYMS

AR: Academic Registrar

CGPA: Cumulative Grade Point Average

FHS: Faculty of Health Sciences

FHSS: Faculty of Humanities and Social Sciences

FST: Faculty of Science and Technology

GPA: Grade Point Average

NCHE: National Council for Higher Education

US: University Secretary

VC: Vice Chancellor

VU: Victoria University

DEFINITION OF TERMS

Academic dress: The formal dress, worn by the staff, students and other officials of the University as shall be approved by Senate and ratified by the University Council from time to time. The full dress for the Graduands and graduates of VU shall normally be constituted of a cap, a hood and gown.

Ad hoc Committee: An ad hoc committee is temporary and is set up to carry out a specific task to be completed in a specified time but its term can be extended if there is justification to do so. The body that sets it up defines its membership.

Appellant: A person who applies to a higher body to reverse the decision of a lower organ in the governance of the University

Department: The department is the basic administrative/academic unit in the university.

The department is organised around a specific field of knowledge.

External examiner: An expert who moderates examinations and is not an employee of the University

Faculty Board: The governing body of the faculty.

Faculty: An academic unit constituted by various departments

Standing orders: A series of rules that explain how the Senate is run and ensure that the Senate

operates in a fair, transparent, consistent and timely manner. This handbook contains the orders of Senate.

Grievance: This is a real or imagined cause for a complaint, especially against unfair treatment.

Internal Examiner: The staff of the University who examine the students.

Invigilator: The staff authorised to oversee the candidates doing examinations.

Moderation: The process used to standardise examination questions and marks awarded. Internal Moderation is done by the staff of the respective departments while external moderation is done by a competent academician/professional from outside the

University.

Re-sit: An examination sat by a student who for genuine and justifiable reason(s) missed the examination/s when they were offered after the student had attended 75% of the classes and done the course assessments.

Re-take: It means attending classes, doing assessments and studying the module a student failed or wants to improve the grades.

Regulatory Body: A regulatory body is an autonomous public institution which has official power to supervise the University and ensure compliance with the existing statutes.

Revocation of an award: Revocation means cancelling the award that was made by the University whether the award was earned or honorary.

Standing Committee: A standing Committee is permanent in nature. The term of office of the members on a standing committee is defined and members may change from time to time as the term of office expires.

University: This refers to Victoria University, Kampala.

University Council: The Governing body of the university constituted of persons appointed by the Board of Directors or elected by the respective approved constituencies of the University.

VICTORIA UNIVERSITY SENATE HANDBOOK

1.0 PREAMBLE

The Senate is the body responsible for the academic work and setting standards of the University; both in teaching and in research. It oversees the education and academic discipline and achievement standards of the students in the University. Similarly, Senate is responsible for ensuring that the

academic staff engage in teaching, research and publication in a standard and professional manner set by the University and relevant regulatory bodies.

The Senate is authorised to take such measures and act in such a manner as shall appear to it best suitable to promote the interests of the University as a place of education, learning, research and

creation of new knowledge, publication, growth and nurturing of skills. Senate is tasked to ensure that those who study at Victoria University go out with the requisite knowledge, skills and attitude to enable them make a positive contribution towards transforming themselves and the societies in which they live and/ or work.

In order to achieve this, Senate must have clear processes and procedures that guide its decisions at all times. The decision that Senate takes must not only be fair but must be credible and compliant with set standards in academia particularly those set by the National Council for Higher Education (NCHE). Senate is a place of academic debate, constructive criticism, promotion of academic and professional excellence and zero tolerance for mediocre work. Therefore, whatever is passed by Senate must comply with the set standards and earn universal acceptance.

2.0 INTERPRETATION OF STANDING ORDERS OF SENATE

- a) The ruling of the Chairperson on the interpretation of the standing orders of the Senate is final.

- b) The Chairperson shall seek advice from the Academic Registrar on any questions arising out of VU Senate Handbook and interpretation of the standing orders.

- c) Where the Academic Registrar needs specialised legal in-put, he/she shall seek advice from the University Secretary who shall be required to provide legal advice from the University Lawyer.

3.0 MEMBERSHIP OF SENATE

3.1 Ex-Officio Members

The Senate shall be composed of:

- a) The Vice Chancellor – who shall be the Chairperson
- b) The Academic Registrar – who shall be the Secretary and shall have no voting right.
- c) Faculty Deans
- d) Quality Assurance Officer
- e) The Librarian
- f) The Guild President
- g) University Secretary
- h) Bursar

- i) Dean of Students

3.2 Members on Special Invitation

Senate may invite a person to be part of Senate for a specified reason and period. Usually an

invitation will be extended to an individual with special identified and needed expertise to enrich debate and decision of Senate. However, such a member shall not vote on any matter.

4.0 POWERS AND RESPONSIBILITIES OF SENATE

The Senate is the Supreme Academic body. Its powers and functions shall be to:

- a) Direct, regulate and promote the teaching and research in the University.
- b) Regulate the admission of persons to the University and to programmes of study.
- c) Regulate the conduct of examinations.
- d) Appoint, direct, remove and suspend external or internal examiners.
- e) Authorise the granting of degrees, diplomas, certificates and other awards to persons who have satisfied the conditions for an award of the University.
- f) Deprive a person of a degree or other award conferred on him/her and to revoke diploma or degree or certificate granted to him/her by the University on the basis of what it shall deem to be good cause.
- g) Oversee the administration of the University Library.
- h) Recommend or report to the University Council as may be required
- i) Recommend to the University Council as to the feasibility of establishing a faculty or any other academic structure. Such a recommendation shall carry proposals regarding:

- i. The constitution of the new structure and its organisation.
 - ii. The functions of the new structure
 - iii. Procedures for review or modifications that might needed.
- j) Receive and consider recommendations and reports from the Faculty Board/s. The actions of the Senate shall include such decisions as: approval or rejection, review and amend, send back the submission, give guidance or directive of the course of action.
 - k) Regulate the academic and professional discipline of the students and staff of the University
 - l) Approve the academic dress to be worn by the various officers and members of the University including students and prescribe the occasions at which it shall be worn.
 - m) To carry out any other responsibility given by the Council or any other power delegated by the University Council.

5.0 THE COMMITTEES OF SENATE

5.1 Standing Committees

a) List of standing Committees

The following shall be standing Committees of Senate:

- i. Admissions Committee
- ii. Board of Examiners
- iii. Examination Management Committee

- iv. Faculty Boards
- v. Ceremonies Committee
- vi. Research and Publications Committee
- vii. Quality Assurance Committee
- viii. Library Committee

b) Membership

The membership of a standing committee of Senate shall be as prescribed by the policy which guides the respective Committee. However, Senate may co-opt a non-member of Senate to serve on a Senate Committee in ex-officio capacity.

c) Functions of Committees

A Committee of Senate shall be function specific and the reports of the Committee shall, as much as possible, be restricted to addressing matters that fall under its ambit. In this regard the functions of a Senate Committee shall be to:

- i. Discuss matters brought to it in reasonable detail to be able to advise the Senate on course of action.
- ii. Be the technical arm of the Senate on matters under its ambit.

d) Powers

The standing committees shall make recommendations to Senate.

5.2 Ad hoc Committees

a) Setting up an Ad hoc Committee

Senate shall set up an ad hoc committee to deal with a specific subject which ordinarily is not a matter of any standing committee and it shall be dissolved after completion of the assignment.

b) Functions of the Ad hoc Committees

The functions shall be prescribed by Senate when it decides to set up the Committee and shall spell out its terms of reference as well as the timeframe within which the assignment would be carried out.

c) Membership of an Ad hoc Committee

Only those members either directly affected by the Ad hoc committee decisions, or those that have technical knowledge of the main subject for which Senate has had to set up the ad hoc committee shall be eligible, to be members.

6.0 THE RESPONSIBILITIES OF A MEMBER OF SENATE

The responsibilities of a Senate member are to:

- a) Jealously guard academic and professional standards of the University and those set by the regulatory bodies to ensure that quality assurance procedures and processes are adhered to.
- b) Act with independence of mind to take or contribute to decisions of Senate and its Committees.
- c) Put the interests and values of VU in respect of Senate work above self and share academic and professional expertise without reservation.
- d) Study and critic senate documents and records.
- e) Attend and make contribution to the discussion of matters or when asked to speak to a given subject during meetings of Senate or its Committees.
- f) Serve on Committees of Senate.
- g) Represent Senate to the University Council when mandated by Senate.
- h) Disseminate information from senate when mandated to do so.
- i) Act as an individual member of the Senate for the benefit of the University, and must show due diligence, honesty and care in the execution of duties.

- j) Act honestly towards the University in the knowledge that he/she owes a duty of care and good faith to the University in all that he/she does.
- k) Be bound by collective responsibility in regard to Senate decisions except where a member decides to go on record as a dissenting voice but this shall not entitle a dissenting member to malign Senate or members who support the contested view or decision.
- l) However, if such a member is convinced that Senate has made a grave mistake that could expose the University to harm he/she shall write a paper and circulate it to members of Senate for further debate and resolution.
- m) If the member is still dissatisfied with the Senate decision such a member shall appeal to the University Council by submitting a paper presenting the case and the reasons for appeal.

7.0 MEETINGS OF SENATE/ COMMITTEES OF SENATE

7.1 Chairing Meetings of Senate / Committees

- a) The meetings of Senate shall be chaired by the Vice Chancellor.
 - i. in his/her absence he/she shall delegate to a member at the rank of a Faculty Dean or equivalent.
 - ii. The decision to delegate the chair of Senate shall be made in writing if the decision to do so is taken before the date of the meeting.
 - iii. If the decision is taken during the meeting it shall be recorded in the minutes of the meeting.
- b) The Meetings of the Senate Committees shall be chaired by the person who will have been appointed by Senate. In his /her absence the members present and constituting a quorum shall elect a chairperson from among themselves provided the one elected is not a student of the University or a member who is in attendance or on special invitation.

7.2 Responsibilities of the Chairperson of Senate

In addition to chairing the meetings of Senate/Committee of Senate the Chairperson shall execute the following responsibilities:

- a) In liaison with the Academic Registrar cause a meeting to be convened
- b) Ensure that the meeting starts and ends on time
- c) Ascertain that the meeting is quorate
- d) Welcome members to the meeting and get the agenda adopted, discussed and concluded
- e) Ensure that minutes of the previous meeting are read and confirmed.

7.3 Secretariat of Senate/Committees

- a) The Academic Registrar shall be the head of the Senate Secretariat and
- b) Shall be the secretary of the Senate meetings and its committees except
 - i. Where the responsibility has been duly delegated in writing and
 - ii. If the decision to delegate has been taken during the course of a meeting, the
decision shall be recorded in the minutes of the meeting.
- c) The Academic Registrar may have a minute Secretary/recorder after approval by the Senate but shall still hold the responsibility of the Secretary.

7.4 Schedule of meetings

- a) There shall be a minimum of four ordinary meetings of the Senate in each academic year: two meetings in each semester.
- b) A schedule of meetings for the year shall be issued in August for the Academic Year which begins in September. The schedule shall be circulated and included on the University Calendar.

- c) Meetings shall take place on campus except where Council has approved an alternative place. The time shall be communicated by the Academic Registrar.
- d) Members who need to leave a meeting before it is ended may do so, only after permission by the Chairperson.
- e) Committee meetings shall follow a schedule developed at the beginning of every semester. However, the schedule shall not prohibit a committee from meeting if there is business for the Committee outside the scheduled meetings.

7.5 Extraordinary Meetings of Senate

- a) Occasionally extra-ordinary meetings of the Senate shall be called when there is a particular item of business that requires consideration by the Senate prior to the next scheduled meeting.
- b) The Vice Chancellor shall be responsible for convening an extraordinary meeting.

7.6 Crisis Meeting of Senate

In the event that there is a crisis which requires the Senate to guide the University on the next course of action, the Vice Chancellor shall convene the meeting at the earliest time possible having taken reasonable actions to inform the members of the meeting time and place. The Vice Chancellor shall ensure that a minimum of 50% of the Faculty Deans are present.

7.7 Notice of Meeting

The notice of meeting shall be issued at least seven days before the meeting except for an extraordinary meeting which shall be issued at least two days before the meeting.

7.8 Agenda of the Meeting

1. The agenda of the meeting shall be made available by the Academic Registrar in consultation with the chairperson. The agenda shall indicate:
 - a) Items for information and noting
 - b) Items for discussion and decision
 - c) Items for Approval / ratification
 - d) Reserved items.
 - i. Reserved areas of business include matters affecting the personal position of individual members of staff and matters affecting the admission and academic assessment of individual students (e.g. academic appeals) and examination results together with any other matter which the Chair may direct. Such items will be **tabled** at the meeting - not circulated before the meeting.
 - ii. When reserved business is to be considered, Student representatives on the Senate and any other persons in an attendance capacity, and any other person as appropriate will be asked to leave the meeting.
2. The typical Senate agenda shall include the following items:
 - a) Call the meeting to order
 - b) Opening Prayer
 - c) Record membership and receive apologies if any
 - d) Ascertain that a quorum is present
 - e) If there is a quorum the meeting shall proceed and if there is no quorum the meeting shall be called off provided members have waited for a minimum of 30 minutes from the time the meeting had been scheduled to start.
 - f) Adoption of the agenda with or without amendment

- g) Declaration conflict of interest
- h) Communication from the Chairperson
- i) Reaction to the Communication
- j) Main Business of Senate

7.9 Circulating Agenda and Papers

- a) The agenda and papers shall be circulated seven days in advance of each meeting. These shall be issued in hard copy or/and /soft copy to Senate members.
- b) The minutes of the previous meeting shall be included in the circulation.
- c) The agenda shall invite members of the Senate to submit items they wish to be considered at the scheduled meeting but have not been lined up on the agenda, at least two days before the date of the meeting.
- d) Faculties and Committees of Senate should meet at least a week and a half preceding the date for the Senate meeting to be able to compile their respective reports for circulation to members of Senate to enable effective and productive discussion of the reports.
- e) Such reports should reach members of Senate at least 5 (five) days before the Senate meets.
- f) A Faculty or Committee that does not meet this time frame shall only be permitted to table their report at the discretion of the Vice Chancellor or his/her representative.

7.10: Quorum

- a) Two thirds of the total actual membership of the Senate shall constitute a quorum.
However, at all times there shall be half of the Deans or delegated representatives as part of the quorum.
- b) In the absence of a quorum, no business shall be transacted other than the

adjournment of the meeting.

1.11 Powers of the Vice Chancellor to make decisions of Senate

Where the Senate cannot be convened, the Vice Chancellor may take a decision and report to the next Senate.

7.12 Presenting Business to Senate

Responsibility for presenting business to Senate lies primarily with the Faculty Dean or committee chair or, in his or her absence, with such other delegated Faculty member or member of the committee.

- a) Those who delegate must ensure that the person assigned to present the business is well informed about the business to be presented and in position to respond competently to issues that Senate may rise.
- b) Matters other than from a committee or Faculty may be presented by an appropriate University officer or member of the Senate with approval of the chair of Senate. The person presenting business to the Senate is responsible for ensuring that it is clearly presented and explained.
- c) Faculty and committee reports shall be accompanied by a relevant minute of the parent body and a list of those who attended the meeting(s), the date on which the reported decisions or proposals to Senate were made and the venue of the meeting shall be stated.

7.13 Speaking at Meetings

- a) The Chairperson shall ensure that all members who wish to speak are accorded the opportunity to do so.
- b) The intention to speak shall be indicated by show of hand.
- c) The chair shall not allow an individual to dominate the discussions of Senate without due regard to the contribution of other members.
- d) The Chair is responsible for ensuring that all aspects of the issues being raised

by Senate members are heard.

- e) The Chair may also call to order a member whom he or she considers to have strayed from the matter under discussion.
- f) The Chair may call to order a member or indicate to the Senate the view that the discussion should be brought to a close.
- g) Chorus answers may be permitted at the discretion of the chairperson.
- h) All members of Senate including non-voting members shall have a right to be heard.
- i) A member who wishes to address Senate on a matter shall make her/his intentions known by submitting a request to the Academic Registrar who shall schedule it for the next meeting in consultation with the Chairperson of Senate but under no circumstances shall a member be denied opportunity to address a matter which is in the remit of Senate.

7.14 Minutes and Action Points

- a) A draft of the minutes of each meeting of the Senate will normally be submitted to the Chair within one week of the relevant meeting.
- b) The minutes will be included in the Senate papers for the subsequent meeting at which they will be presented for approval.
- c) The minutes of meetings of the Senate indicate how items are disposed of at meetings. For items which are marked in papers as ‘for approval’ or ‘for information’ the disposal in the minutes is either ‘approved’ or ‘not approved’ or noted respectively.
- d) Any discussion or further decision made on a particular item shall be detailed in the minutes.
- e) Senate shall be invited to approve the minutes of the previous meeting at the beginning of the meeting. The approved minutes shall be signed by the Chairperson and the secretary.
- f) Matters arising from the minutes shall then be considered with information on the progress or outcome of items being reported by the Academic

Registrar to the Senate.

- g) Approved minutes shall be scanned and a hard copy shall be filed.
- h) The Academic Registrar shall be responsible for ensuring that any actions arising from the meeting are taken forward as appropriate and *that* relevant individuals are aware of actions taken about them.
- i) The Academic Registrar will follow up on actions no later than two weeks prior to the next meeting in order to receive a progress report.
- j) The progress report so received shall be presented to Senate and where there is lack of progress the Academic Registrar shall report why and who is responsible for the failure to progress on the matter.

7.15 Attendance of Senate Meetings by Non- Members

Non-members of the Senate may be invited to attend a meeting of the Senate for the consideration of a specific item where attendance is deemed by the Chairperson to be beneficial to the Senate but shall not vote on any matter before Senate.

7.16 Voting

- a) Voting members of Senate are entitled to vote as required at meetings whenever a matter would be best disposed of by vote.
- b) Although in practice voting is rarely required the Chairperson has both a deliberative and a casting vote.
- c) Decisions shall be by simple majority.

7.17 Minutes and Records of Senate

- a) The Academic Registrar as Secretary to Senate and its Committees shall be responsible for taking minutes, having them confirmed, signed, scanned and filed.
- b) The Academic Registrar shall be responsible for custody of all academic records and shall be the source of authentic and reliable information on

academic matters.

7.18 Making Submission to Senate

Submissions to Senate by Faculties or committees shall be introduced by the Dean or Chair of a committee.

1) Submission of Curriculum Proposals

Curriculum proposals shall either be new programmes or reviewed programmes. As a general principle, curriculum proposals shall be preceded by market research and stakeholder consultations.

a) New programmes

New programmes shall be initiated by a department. The programme shall be submitted to the Faculty which shall present it to Senate having ascertained that it meets the standards set by the University, the NCHE and those of professional body/bodies where the latter is applicable. The Faculty shall also establish the internal capacity to offer the programme.

b) Curriculum Review

University programmes shall be reviewed at least every two years; will be revised as need may arise and shall follow the same procedures above and meet the set standards. A reviewed programme shall clearly show the gaps to be filled, overlaps to be removed, and the desired changes to be introduced.

The Faculty shall submit the curriculum to Senate for consideration and recommendation to Council. In its presentation the Faculty.

- i. Shall present the list of the technical person(s) who developed the programme. The list shall show the qualifications of each of those who reviewed the curriculum.
- ii. Provide evidence of stakeholder consultations
- iii. Provide evidence of market research done
- iv. Provide the list of members who attended the meeting and the minute

under which the curriculum proposal was approved. Give a clear rationale for the curriculum to be implemented.

v. Show compliance with the NCHE format.

vi. Shall indicate the resources required for teaching the proposed curriculum such as staff and their respective academic and relevant professional qualifications, reading resources, and equipment and any other such resource.

c) Programme Retention

Programmes of the University which do not meet the conditions set below will not be retained but the students who will have enrolled on the programme shall be taken through to completion of the programme. The University shall inform the NCHE of any decision to discard a programme.

In order for the University to retain a programme the following conditions will obtain:

i. The market research indicates that the programme is relevant and that what is taught covers the most current developments in the field of study

ii. The programme provides the desired knowledge and skills by both the students and employers as demonstrated in tracer studies and employer feedback

iii. The Faculty and Department demonstrates that the methodologies being used are appropriate and capture modern trends.

iv. The University is in position to attract numbers of students who can enable the programme to breakeven

v. The University has the requisite resources to run the programme

vi. There is justification and evidence that the programme is coherent (relevant and well organised).

d) Programme feedback

For a Faculty to convince senate that there is feedback on the running programmes, it must have facts about how the feedback is obtained. The following are some of the sources that should be used:

- i. Student evaluation every semester
- ii. Annual tracer studies which will capture alumni experience
- iii. Graduate satisfaction survey
- iv. Employer and societal/stakeholder feedback

2. Submission of Reports to Senate

- a) Reports to Senate which come from Standing Committees shall be presented by the Chair of the Committee or someone who has been delegated to do so.
- b) The report shall be signed by the Chairperson and Secretary of the Committee. Absence of one signature shall not stop Senate from receiving and deliberating on the report provided there are members of the Committee who are members of Senate and are present at the time of the report being submitted. However, the copy for the Official record of Senate shall be signed by both signatories thereafter.
- c) In the case of a Special or Ad Hoc Committee, all the members shall sign the report. If one or more members have not signed the report because of unavoidable circumstances but there are _____ members present to confirm that the member(s) had not registered any objections to the report, and decisions taken by the committee shall be valid.
- d) A member who disagrees with a Committee report shall register his/her disagreement and the reason why, in writing to the Academic Registrar.
 - i. The Academic Registrar shall provide the member with time not exceeding 15 minutes for the member to present his/her views to the Senate.
 - ii. The decision of Senate following the presentation shall be final and binding.

3) Submission of Examination Results

Faculty Deans shall submit examination results after they have been duly recommended by the Faculty Board. The result sheets shall bear the signature and Stamp of the Office of the Faculty Dean. The following

details shall be indicated on the examination result sheet:

- a) The name of the Faculty and Programme of study
- b) The years of entry and of study and the semester
- c) The full name of the student as registered in the University and the registration number.
- d) The marks scored per module.
- e) The GPA of the previous and current semester.
- f) The CGPA of the previous and current semester.
- g) A column shall be provided in which a comment shall be made on each student to indicate the progression status.

4) Submission of Complaint

- a) Having been considered at the Department and Faculty level, a complaint to Senate from a student or member of staff shall be submitted in writing to the Academic Registrar for presentation to Senate at its earliest sitting taking the agenda at hand into consideration and the gravity of the complaint to warrant being put on the agenda among other competing items.
 - b) However, if the complaint is about the Academic Registrar as an individual or the actions he/she has committed or omitted in the execution of the responsibilities of the office, the complaint shall be submitted to the Vice Chancellor who shall ensure that Senate addresses the matter
 - c) A complaint on its own shall not warrant convening Senate except if there is real danger that if the complaint is not addressed in a specified time or expeditiously, it shall cause irreparable loss or damage to the aggrieved person or any organisational/administrative structure of the University or the University as a corporate body.
- ii) Under such circumstances the Academic Registrar shall confer with the Vice Chancellor to decide on when the matter should be discussed by the Senate.

8.0 AWARDS

Senate shall exercise utmost diligence in using its mandate to make awards of the University. In doing so it shall pay attention to all details and regulations governing the programmes which lead to the award.

In case of Honorary awards, Senate shall take due diligence to ensure that the person due to receive an honorary award has fulfilled all criteria for honorary awards as set by senate and confirmed by the University Council.

8.1 Awarding Authority

The University Senate is the sole awarding authority of Victoria University awards which shall include certificates, diplomas and degrees both at graduate and post graduate levels.

8.2 Post Graduate Degrees

- a) Senate shall award a post graduate degree after a candidate has satisfied all requirements for the programme of study and paid all dues to the University.
- b) The award shall be given in compliance with Victoria University's regulations and those of the NCHE and other relevant regulatory bodies as shall be in place from time to time.
- c) The Senate shall submit the candidate or list of candidates who have satisfied all requirements and been awarded the degree, to the University Council for the record.
- d) The University Council may make observations about the submission so made but shall not alter the decision of Senate on a candidate.

1.3 Bachelor's Degree

- a) Senate shall satisfy itself that an undergraduate student has covered the minimum graduation load as provided for in the programme of study before being eligible for the award of the Bachelors' degree.

- b) Any student who has transferred from another University or other degree awarding institution to Victoria University may be awarded a Victoria University degree provided such a student met the minimum admission requirements and has spent a minimum of two academic years at Victoria University.
- c) The classification of degrees shall comply with the NCHE gazetted classification as shall be issued from time to time.

8.4 Diplomas

The classification of diplomas shall comply with the NCHE gazetted classification as shall be issued from time to time. Senate shall confirm that a student to be awarded the VU diploma has fulfilled the following conditions before a decision is taken to award him/her the Diploma:

- a) A student pursuing courses for the award of Diploma shall spend a minimum of two (02) academic years before being eligible for the award of Diploma of VU.
- b) A diploma student shall cover the minimum graduation load as provided for in the programme of study before being eligible for the award of the Diploma.
- c) Any student who has transferred from another institution to VU may be awarded a VU diploma provided such a student met the minimum admission requirements and has spent a minimum of one academic year at VU.

8.5 Certificates

- a) All students pursuing courses for the award of Certificate shall spend a minimum of one (01) academic year before being eligible for the award of Certificate of VU.
- b) No transfers shall be acceptable to VU. A student on a certificate programme from another institution shall apply and if eligible shall be admitted to the certificate programme as if he or she had never studied the programme before.

- c) The classification of certificate shall comply with the NCHE gazetted classification as shall be issued from time to time.

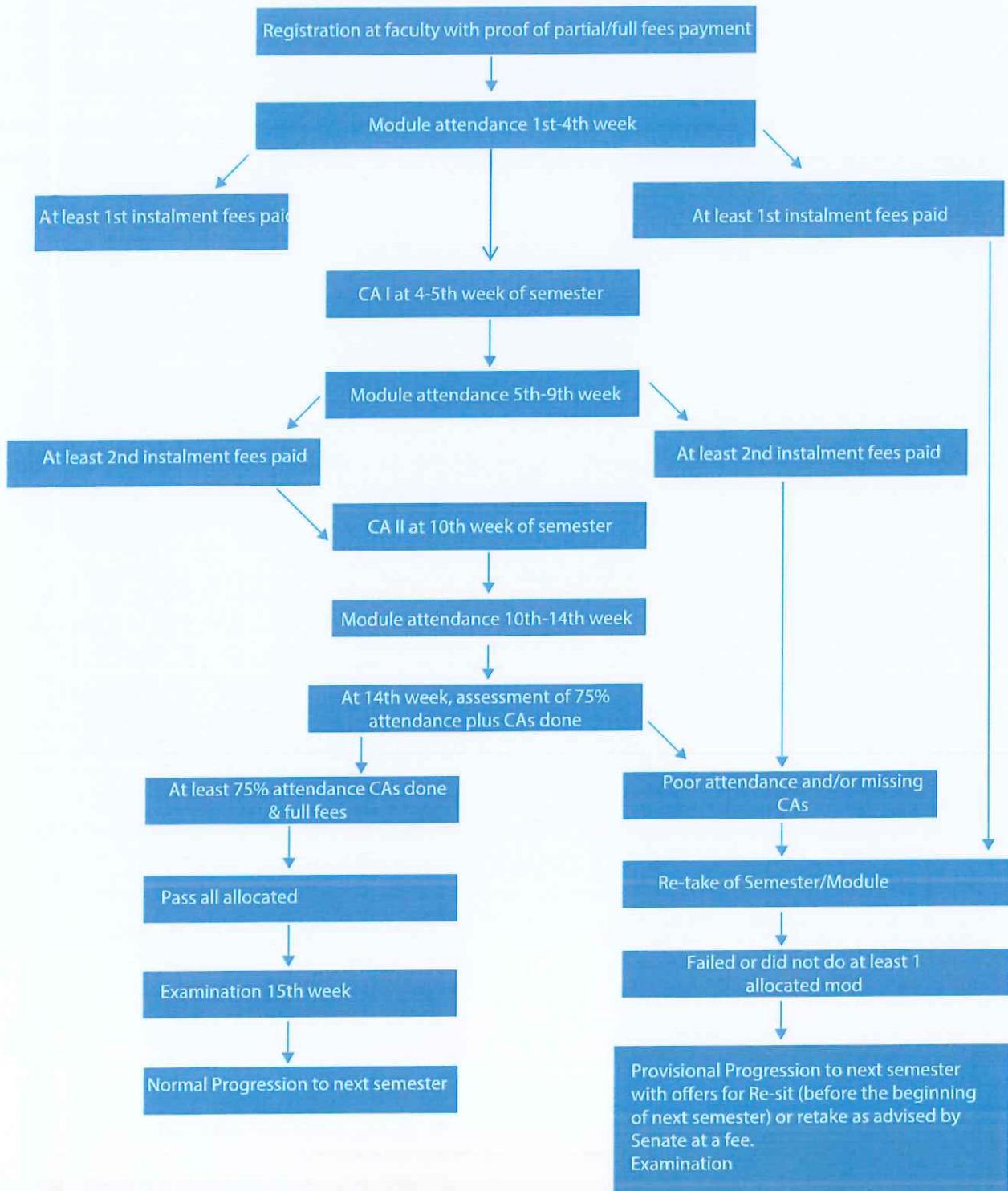
8.6 Approval of Awards

- a) The award of the Degree, Diploma, or Certificate shall be deemed to be made once results have been approved by Senate.
- b) After the University Senate has approved the results, a degree, diploma, certificate (under the seal of the University) shall be awarded to each successful candidate.
 - a) **Note:** 16th – 20th Week: Students who are to do re-sit apply and the resits would be done in 21st Week
 - b) 22nd Week special Senate to receive the results of re-sit

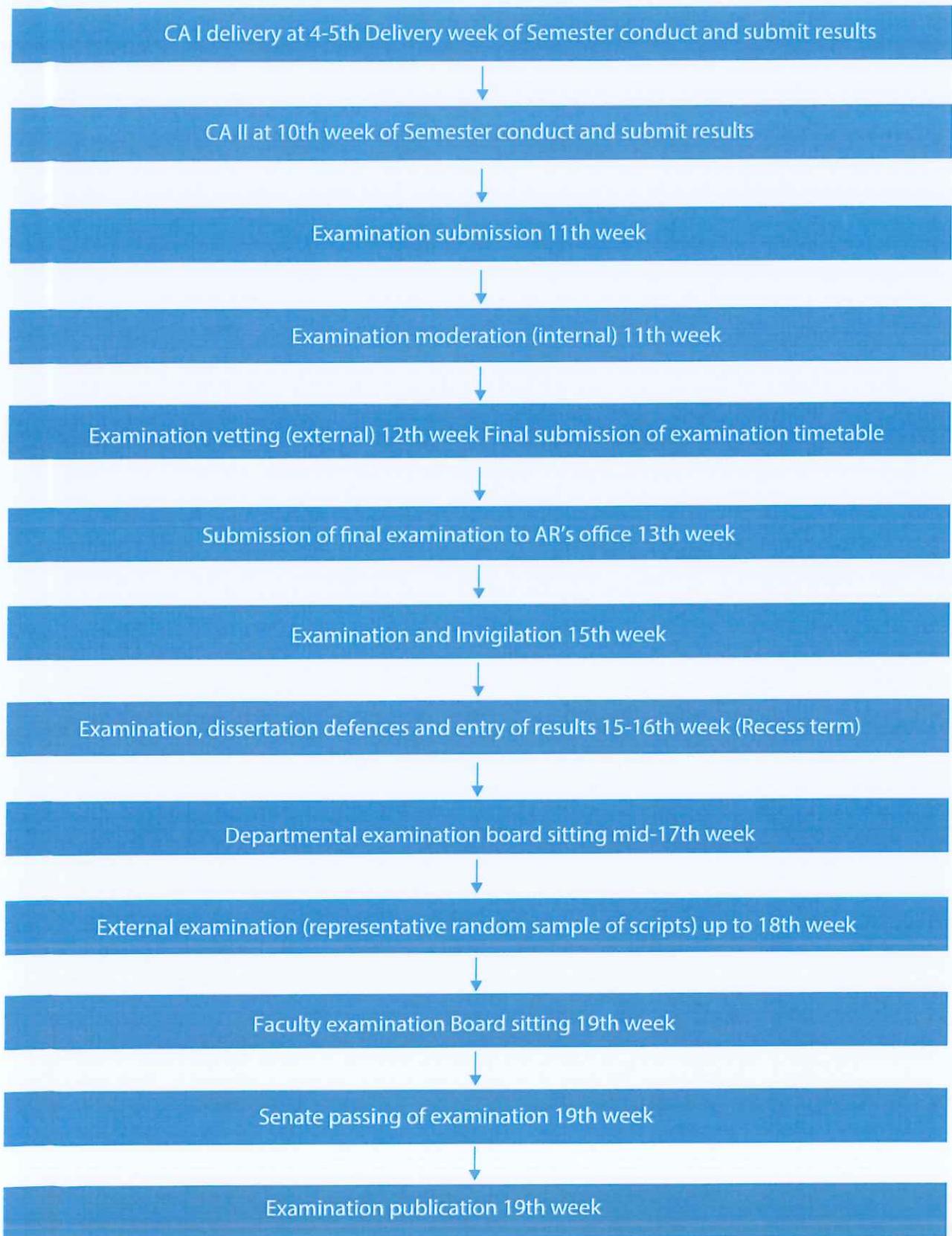
9.0 EXAMINATION MATTERS

9.1 Examination Processes – Flow Charts

STUDENT PROCESSES (ACADEMIC)



EXAMINATION PROCESS (staff)



9.2 Registration for the Examination

- a) Senate shall require every Dean to ensure that only candidates who registered for the modules to be taken per semester are permitted to sit for examinations and to be presented for awards of the University.
- b) A student shall register for each module he/she intends to do at the beginning of every Semester. This includes all the modules he/she has to re-take in each Semester, but shall not exceed the maximum load per semester.
- c) The maximum load per semester shall be 8 modules.

9.3 Certificate of Due Performance

A student who has not fulfilled any of the semester requirements shall be denied a certificate of Due Performance by the Faculty. Such a student shall be barred from sitting examinations for the modules for which he/she has been registered. Senate shall nullify examination results should such a candidate irregularly take the examinations. Failure to fulfil any of the following conditions shall be reason enough to deny the student a certificate of Due Performance:

- a) Has been absent from the University for more than **four weeks** of the semester for any reason or whose attendance at prescribed lectures, classes, practical classes, seminars, or tutorials has been unsatisfactory or;
- b) Has failed to submit essays or exercises or to take tests or class examinations set by the candidates' lecturers or;
- c) Has not submitted field work or internship or research report.
- d) For a student to be awarded a certificate of Due Performance he or she shall have attended a minimum of 75% of the lectures and done the prescribed continuous assessments.

9.4 Other conditions

- a) A student who has retakes but had left the University shall have a clearance letter from the Academic Registrar permitting him/her to sit the examinations.

- b) The continuing students shall have a clearance letter from the Faculty Dean and receipts of payment or clearance from the Bursar.

9.5 Admission to an Examination

Senate shall bar a student from being admitted to any examination unless he/she has:

- a) satisfied all the requirements prescribed in the Examinations Regulations.
- b) been exempted from any such requirements by Senate on the recommendation of the Faculty Board concerned.

10.0 NOMINATION AND APPOINTMENT OF INTERNAL AND EXTERNAL EXAMINERS

The Senate shall satisfy itself that each module has an internal and external examiner and where possible a module may have more than one internal examiner.
The following shall guide Senate:

10.1 Internal Examiners

- a) The Head of Department shall be the Chief Internal Examiner and shall nominate the teaching staff in her/his Department as internal Examiners.
- b) In practical terms the Head of department shall submit a list of the examiners to the Faculty Dean indicating the modules the internal examiner is due to mark.
- c) After due assessment the Dean shall submit the list to Senate for approval.

10.2 External Examiners

- a) Each Department shall identify potential external examiners whose names and qualifications shall be considered by the Departmental board and submitted to the Faculty Dean who shall submit to Senate for approval.
- b) Senate shall appoint an External Examiner for a minimum of one semester renewable but not exceeding two Academic years.
- c) Senate shall require Faculties to update senate on continuing external examiners whose appointments are still running.
- d) No person, who has previously taught at the University, shall be appointed an External Examiner until the lapse of three years.
- e) An honorarium shall be paid to the External Examiner and the amount shall be set by the University Council.

10.3 Duties of External Examiners

The minimum duties of external examiners shall be to:

- a) Moderate draft question papers.
- b) Scrutinize the classification of scripts and advise on border-line cases.
- c) Hold discussions with the Department on the conduct of Examinations and advise on Curriculum issues.
- d) Perform such other duties as Faculty Boards and Departments concerned may from time to time request.
- e) Report to Senate, through the Academic Registrar, on the following matters:
 - i. Programme/module structure
 - ii. Standard of examination.

- iii. Standard of marking by Internal Examiners.
- iv. Standard of coursework when examined.
- v. Students' performance.
- vi. Syllabus coverage.
- vii. Comment on the utilisation of appropriate bloom taxonomy
- viii. Any other pertinent matter.

10.4 Submission of lists of Internal and External Examiners

- a) A list of Internal and External Examiners shall reach the Academic Registrar by the 6th week of the First Semester.
- b) Additions to the list of Examiners may be made after the main list has been approved.
- c) An examiner who has seen the question papers but who for one reason or another will not examine the candidates shall be bound by the rules of confidentiality; breach of which shall attract a penalty according to the regulations of the University.

11.0 SETTING OF PAPERS

11.1 Assurance to Senate on Confidentiality

Senate shall receive assurance from the Chief Internal Examiner in writing that the process of setting examination papers complied with the set standards and followed due process. Whereas it is the duty of internal examiners to set questions, the Head of Department as Chief Internal examiner shall ensure that the due process has been followed while setting the paper. Senate shall have a right to know that the following was done:

- a) Examiners preserved the secrecy of examination questions at all stages until the paper was done by the students. The contents shall not

be disclosed to any person other than those officials of the University specifically appointed to deal with the Examinations.

- b) Internal Examiners prepared two or more examination papers for each module to be examined as prescribed in the programme and submitted them to the Chief Internal Examiner for moderation in the 7th week of the Semester.
- c) Confirm that the exact questions are not being repeated in the previous five years.
- d) That the Chief Internal Examiner communicated to all members of staff about the set deadlines for setting examinations and a copy was issued to the Academic Registrar.
- e) The Chief Internal Examiners submitted all agreed examination papers to the Academic Registrar in accordance with the following instructions: -
 - i. Drafts must be set out, legibly and in accordance with the approved syllabus.
 - ii. A signed list by all those who have seen the draft papers shall be submitted.
 - iii. Special consideration shall be given in the preparation of papers for students with impairment.
 - iv. All draft questions must be accompanied by the relevant keys to practicals solutions, copyright statements, marking guides etc.as appropriate.

11.2 Submission of Draft Examination Papers to Academic Registrar

The submission of papers to the Academic Registrar shall be accompanied with a list of the contents. A staff who fails to submit draft papers and in the scheduled time shall face the following penalties:

- a) In case a module lecturer/examiner fails to submit examination

question papers within the stipulated time and having received due reminders from the Chief Internal Examiner, the Faculty Dean and Academic Registrar, such a lecturer shall be handed over to the University Secretary for a disciplinary due process to take place.

- b) In such circumstances the Chief Internal Examiner shall assign another lecturer to set the paper for the module.
- c) No chief Internal Examiner shall confess failure to carry out the provision in b) above and have the students miss a paper. If such a scenario obtains the Chief Internal examiner shall be held culpable and shall attract a penalty according to the regulations of the University.

12.0 MODERATION OF EXAMINATION PAPERS

Senate expects all chief examiners to take responsibility for the moderation process until examination questions are submitted to the Academic Registrar for type setting, producing question papers and safely storing them until they are issued out to be done by the students. The process outlined below shall guide the Chief Internal examiner.

12.1 Question Papers

- a) All examination question papers shall be subjected to internal and external moderation before they are submitted to the Academic Registrar.
- b) The External Examiner may recommend such alterations to the questions as he/she may deem necessary.
- c) The papers shall be submitted to the Faculty Dean latest in the **11th Week** of the Semester.
- d) The Faculty Dean shall submit all moderated and agreed question papers to the Academic Registrar in the **12th week** of the Semester in which the examination is to be taken.

12.2 Marking Guides

- a) A marking guide shall be included with the draft questions when submitting the paper for moderation at each stage. For practical examinations draft guidelines must be included.
- b) The Chief Internal Examiner must inform the External Examiner of:
 - i. The pass mark and the grades
 - ii. Marks allocated to the individual questions.

13.0 GENERAL SECURITY OF EXAMINATIONS

The security of examinations must be guarded jealously by all who come in touch with examinations at anyone stage in the process of preparing the examination papers. Senate shall therefore ensure total compliance with the confidentiality of examinations.

13.1 Chief Internal Examiner

He/she shall ensure that Internal Examiners who set examinations or moderate them are committed to secrecy.

13.2 Responsibilities of the Academic Registrar

- a) The Academic Registrar's Office shall be responsible for type-setting, printing, packing, and sealing of all examination papers in consultation with the Chief Internal Examiner.
- b) Special consideration shall be given to those modules where there is need to draw complex diagrams or use of a lot of rare signs. The Chief Internal Examiner shall support the Academic Registrar in type-setting the diagrams and symbols as and when called upon.

14.0 CONDUCT OF EXAMINATIONS

Senate attaches a high premium to how examinations are conducted. The

integrity of examinations cannot be compromised in any way. For this reason, the physical environment in which examinations are conducted is reserved for the sole purpose of conducting examinations: no other activity however noble it may be, shall take place in an examination demarcated area. All persons who are involved in conducting examinations shall at every stage ensure that the provisions in this section are adhered to. Failure to do so could lead to nullification of examination results by Senate or a candidate being irreparably disadvantaged.

14.1 Examination Area

The area e.g. lecture room where an examination is to be done shall be clearly demarcated e.g. by putting signs that inform those that are not involved in the examinations to keep off. The demarcated areas shall include all areas where examinations are conducted and the adjacent restrooms (toilets).

14.2. Guidelines to Candidates

- a) Candidates shall be informed of the venue(s), date(s) and time(s) of examinations by means of the timetable and notices published at least one month before the date of commencement of Examination. The timetable may be uploaded to the University website.
- b) It is the responsibility of the candidate to be aware of the venue(s), date(s) and time(s) of the examination(s) for which he/she is registered. Senate shall not accept lack of awareness and knowledge of the venue, date and time of examination to be presented as a reason for a student missing an examination.
- c) Should there be a change in the time-table for an examination after it is published; the change shall normally be brought to the attention of students by means of additional notices and where possible uploading the change on the University web-site. Students shall not be informed individually of time-table changes.
- d) Lack of knowledge of the change shall not be presented as a reason for missing an examination. Candidates are advised to be alert and be aware of what goes on in the University that affects them.

14.3. Instrument(s) to be used in the Examination Rooms

- a) Senate puts the responsibility to the candidate to have instruments which he/she expects to use during examination time.
- b) The candidate should ensure that he/she has geometrical instruments and any other permissible tools where they are to be used. A candidate is expected to know what she/he requires and therefore no instruments shall be shared whatsoever.

14.4 Prohibited Items

Senate prohibits the following items from being taken to the examination area:

- a) No books except for open-book examinations, communication equipment, bags or attached cases shall be taken by students into the Examination room. Students shall not be allowed to use their own logarithmic tables, and statistical tables.
- b) Mobile phones or other such communication equipment shall not be allowed in the Examination room.
- c) The use of rough paper is not permitted. All rough work must be done in the answer booklets and crossed out neatly through, or in supplementary answer booklets which must be submitted to the Invigilator together with the main answer booklet(s).
- d) A candidate shall not remove from the examination room except for the question paper or mutilate any paper, answer booklet or other material supplied.
- e) An Invigilato

room. The University shall have the mandate to check a candidate's religious dressing irrespective of the religious sect. The candidate shall however be solely responsible for any unauthorized material/item found with him/her in either the examination room or sanitation rooms during the progress of the examination he/she is sitting.

14.5 Admission into the Examination Room

- a) A candidate will be admitted to the examination room fifteen minutes before the time the examination is due to begin.
- b) During the fifteen minutes the candidate will: -
 - i. Check that he/she is in possession of answer booklet(s) and the correct Question paper for that particular Examination.
 - ii. Write the registration number on the answer booklet and question paper and sign on them.
 - iii. Read the instructions on the answer booklet.
 - iv. Listen to any other announcement(s).
- c) A candidate shall write his/her registration number distinctly in the spaces provided in the answer booklet and at the top of every sheet of question paper. This must be done immediately a student receives an answer booklet. A candidate shall also sign on the answer booklets in the space provided.
- d) No student will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination. Late candidates will not be allowed extra time.
- e) A Candidate shall be required to sign an attendance list/register after thirty minutes from the commencement of the examination.

14.6. Leaving the Examination Room

- a) No candidate shall be allowed to leave the examination room

before the lapse of thirty minutes from the commencement of the examination. Where a candidate is allowed to leave the examination room under special circumstances, he/she shall be required to register, hand in the question paper, the used answer booklet and any other examination material to the Invigilator.

- b) No candidate shall be allowed to leave the Examination room before the end of the Examination except under special circumstances and such a student shall be accompanied by the invigilator.
- c) A candidate who wishes to leave the examination room before the end of the examination shall hand their answer booklets to the Invigilator before leaving the examination room.
- d) At the end of the allocated time, all students shall stop writing when instructed to do so by the Invigilator
- e) Each candidate shall arrange his/her answer booklets together and in order.
- f) A candidate shall not leave his/her desk until the Invigilator has collected the answer booklets from the whole class.
- g) A candidate shall not be in possession of an answer booklet(s) outside the examination room.
- h) Senate guides invigilators and all staff of the University that provision g) above applies to them as well.
- i) Answer booklets are reserved material for exclusive use by candidates only during and for examination purposes.

14.7 Reporting Examination Malpractice

- a) For preserving the good name of the University, Senate expects every University member who gets information by whatever means, to report any suspected case of examination malpractice to the Academic Registrar with as much information as is available to the person reporting at the earliest time possible.

- b) Students should report to the Invigilator/Chief Internal Examiner or directly to the Academic Registrar any person suspected to be indulging in examination malpractice.
- c) Senate expects all VU Staff to be above examination malpractices. Therefore, should any staff regardless of his /her status be suspected of examination fraud or malpractice shall be subjected to disciplinary procedures and action.

14.8 Examples of examination malpractices

The following are examples of examination malpractice but the list does not claim to be exhaustive.

- a) Smuggling of unauthorised materials in any form into an examination room
- b) Copying from one another
- c) Receiving or giving external assistance by an Invigilator or any other person
- d) Having prior knowledge of examination questions
- e) Impersonation
- f) Substitution of examination answer scripts with scripts smuggled into the examination room.
- g) Collusion among candidates
- h) Plagiarism
- i) Writing on body parts, clothes, shoes, mathematical sets/instruments, Registration and Examination cards and any other material.
- j) Falsification/omission of Registration Number on any examination answers script.
- k) Any other form of malpractice detected after the

examination has been done.

NOTE:

- i. The above apply to coursework (assignments and tests), final theory and practical examinations.
- ii. A candidate who contravenes the regulations and instructions governing the examinations, shall not be allowed to continue to write that particular examination paper.
- iii. A written report must be submitted to the Academic Registrar including full details of the contravention.

14.9 Penalty

- a) Any student found in the act of impersonating or substitution of answer scripts shall be handled by the Examinations Committee and shall attract penalty according to the regulations of the University.
- b) Contravention of the regulations governing the University Examinations shall lead to cancellation of results for that particular paper and disqualification from the programme. Such student(s) shall be barred from sitting any other University examinations and shall not be re-admitted to any other programme of Victoria University.
- c) Where a student is found in the Examination room with a phone, it shall be confiscated and the examination results of that particular paper shall be cancelled.
- d) The Invigilators shall also expel from examination room any student who creates disturbances that may disrupt the smooth running of the examination
- e) A student found in possession of answer booklet(s) which was not provided to him or her by the invigilator in examination hall shall be suspended from the University for one semester. In case of the final year students, the examination results will be withheld for one semester.

- f) If any such prohibited materials are found they shall be confiscated and the owners shall be required to appear before the Examinations Committee which will recommend to Senate cancellation of their results for that module examination.

14.10. Instructions to the Invigilator

- a) Each examination paper shall be under the supervision of a member of the teaching staff or a non-teaching staff nominated by the Chief Invigilator.
- b) An Invigilator shall not carry into the examinations rooms any unauthorized materials such as newspapers, novels, students' scripts, or any other material whatsoever.
- c) Chief Internal examiner shall be required to be present and available in the university premises at the time of examination.
- d) An Invigilator will be provided with the following items by Chief Internal Examiner.
 - i. Question papers to be attempted by students in a sealed envelope which shall be obtained from the Academic Registrar and signed for.
 - ii. Answer-Booklets to be used by students
 - iii. A copy of the Invigilator's Report Form.
 - iv. Attendance forms to be filled by the students.
 - v. Any other item(s) which may be specific to the module e.g. diskettes, graph papers
- e) The Invigilator shall ensure that ONE answer booklet is provided for each student,
- f) Unless the rubric on the question paper requires otherwise the answer-booklet must be filled before any additional answer booklet is provided.
- g) Handbags, communication equipment, books (except where text books are permitted) and any other unauthorised materials must not be taken into the

examinations rooms.

- h) The Invigilator shall admit students to the examination room fifteen minutes before the commencement of the examination. During these fifteen minutes the Invigilator shall:
 - i. Draw the attention of students to the instructions on the answer booklet.
 - ii. Make an announcement to the effect that students should satisfy themselves that they are in possession of answer booklets and the correct question paper
 - iii. Call attention to any rubric at the front of the paper which may require attention.
 - iv. Record the time when the examination shall start.
 - v. Tell students when to begin writing.
 - vi. Admit into the examination room only students who are dully registered. Where a student(s) does not possess an identity and Examinations authority cards, the Invigilator shall ask him or her to get clearance from the Academic Registrar.
- i) An Invigilator shall not admit students to the examination room thirty minutes from the commencement of the examination and shall not permit them to leave the room until the end of the examination. Late students shall not be allowed extra time.
- j) For a student who is medically proved to be unable to write his/her examinations within the prescribed time, the invigilator shall allow extra time not exceeding 30 minutes.
- k) An Invigilator shall on no account give any information to a student who asks questions about contents of a question paper or doubts its accuracy. Any question of this nature should be referred immediately to the Chief Invigilator to clarify the point to all students.
- l) At the end of the first half-hour the word 'ABSENT' shall be written on the list against the appropriate names and the total number present and absent shall be entered in the space provided. Invigilators shall then collect the

blank answer books from all vacant places. Spare question-papers should be returned to the Academic Registrar at the end of the examination paper.

- m) During the examination, an Invigilator shall ensure that students are provided with any additional requirements (e.g. supplementary sheets etc.).
- n) A Student is permitted to do rough work in the answer-book on the understanding that this is crossed out before handing in the examination booklet.
- o) No student shall be permitted to leave his/her seat during the examination except under escort of an Invigilator.
- p) An invigilator shall not allow a student to leave the examination room before the lapse of thirty minutes from the commencement of the examination. Where a student is allowed to leave the examination room under special circumstances, he/she shall be required to register, hand in the question paper, the used answer booklet and any other examination material to the Invigilator.
- q) An invigilator shall not allow a student to leave the Examination room before the end of the Examination except under special circumstances and such a student shall be accompanied by the invigilator one at a time.
- r) At the end of the allotted time, the invigilator shall instruct all students to stop writing and arrange their answer booklets together in order. They shall not leave their desks until the Invigilator has collected their answer booklets.
- s) Whenever separate answer-books have been used for different parts of the paper, they must be collected in separate piles. The students should be warned at the onset not to tie separate sections together where applicable.
- t) When all the answer booklets have been collected, counted, and sealed the invigilator shall sign and indicate the number of scripts on the Returning Envelopes. Thereafter students shall be allowed to leave the examination room.
- u) Invigilators shall hand in answer booklets to the Chief Invigilator who shall sign for them on the Invigilators form. Invigilators shall be responsible in all cases of loss, damage, etc., for the answer-books until they are checked and accepted as correct by the Chief Invigilator (who will submit them to the

Academic Registrar for custody until they are collected for marking).

- v) In case of any loss or damage of any answer script the Chief Invigilator should be immediately informed in writing.

14.11 Other Instructions

- a) Invigilators must ensure that no answer booklets remain uncollected and no spare question papers or spoilt answer booklets are left in the examination room.
- b) Smoking is forbidden in examination rooms and the demarcated examination area.
- c) Cases of students falling sick in the examination room should be reported to the Chief Invigilator immediately for appropriate action.
- d) The Invigilator will then write a report to the Chief Internal Examiner who will forward a written report to the Academic Registrar including full details of the contravention.
- e) Such report(s) should be submitted to the Academic Registrar within 48 hours from the time of the offence.

14.12 Penalty/Sanction

- a) If any invigilator is found with any unauthorized materials such materials or items shall be confiscated and his/her name shall be forwarded to the Chief Internal Examiner for disciplinary action.
- b) Any invigilator who engages in other activities other than invigilation shall be reported to the Chief Internal Examiner.
- c) Where the Chief Internal Examiner submits an examination malpractice case after 48 hours, disciplinary action may be taken against him/her.

14.13 Practical Examinations

- a) Practical examinations where prescribed shall be conducted by the Internal Examiners and such External Examiners as may be required.

- b) In practical subjects, the External Examiner and the chief Internal Examiner shall agree on the aspects of the practical to be externally examined.

15.0 MARKING OF SCRIPTS

15.1 Internal Examiners

- a) All examinations shall be marked by an Internal Examiner and moderated by an external examiner.
- b) All Internal Examiners shall be expected to declare to the Chief Internal Examiner any module or examination paper where he/she may have conflict of interest.

15.2 External Examiners

- a) External examiners shall serve as moderators and advisers. Where there is any disagreement with the views of the Internal Examiners concerning the examination that is set or the mark to be given, the view of the relevant Board of Examiners (Departmental Board - the External Examiner being a member of such a Board) shall prevail.
- b) External Examiner shall commit at the time of acceptance of appointment to declare a conflict of interest as and when it arises in the course of his/her duty.

16.0 CONTINUOUS ASSESSMENT

16.1 Guidelines

Senate gives the following guidelines to ensure that continuous assessment is administered in a standardised manner and treated with the seriousness expected as this component contributes to the awards of the University:

- a) A percentage of marks, approved by Senate, shall be allocated to

continuous assessment of work done by students during the semester in which they have studied the modules.

- b) Continuous assessment shall be permitted only if its nature and content is clearly laid down, approved by the appropriate Faculty Board, and communicated to the students at the onset of the module.
- c) At least two (2) course works shall be given in a semester on scheduled dates indicated on the University Calendar.
- d) Students shall write their names and Registration Numbers on the coursework scripts. Marked Coursework scripts shall be returned to students before the commencement of the examination period.
- e) Continuous assessment marks obtained in one semester shall not cross to another Semester or be used in a dead semester.

16.2 Penalty

In case a module lecturer/examiner fails to give course works within the stipulated time the Chief Internal Examiner shall write to such a lecturer/staff after one week of expiry of the deadline

- a) The Chief Internal Examiner shall remind the staff after the second week.
- b) The Chief Internal Examiner shall write to the staff after the 3rd week and this letter shall be copied to the Dean of the Faculty.
- c) The Faculty Dean shall write to this staff member immediately she/he receives notification from the Chief Internal Examiner.
- d) On failure to respond to(c) above, the name of the module lecturer shall be forwarded to the Vice Chancellor for disciplinary action.
- e) An alternative staff to set the examination paper shall be identified.

17.0 MARK SHEETS

The Academic Registrar in consultation with Faculty Deans shall be responsible for

designing and providing the mark sheets with detailed information to be captured.

18.0 PASS MARK AND RELEASE OF EXAMINATION RESULTS

18.1 Pass mark

- a) Each module shall be graded out of a maximum of one hundred (100) marks and assigned appropriate letter grade points as follows:

Marks	Letter Grade	Grade Point
80- 100	A	5.0
75- 79	B+	4.5
70 -74	B	4.0
65-69	C+	3.5
60 -64	C	3.0
55-59	D+	2.5
50-54	D	2.0
0 -49	F	0.0

- b) The pass mark for the University examination shall be 50% or 2.0 Grade Points. There shall be a compensatory pass for students in their final year of study.
- c) Compensation shall be given to a student who has exhausted his/her retake chances, has a mark of 45 or better and CGPA of 3.0 or better and shall apply to only two modules.

18.2 Release of Examination Results

The Senate is the final body that releases the examination results. However, the Faculties are permitted to release preliminary results pending confirmation by

Senate after the latter shall have satisfied itself that all examinations were done and considered following the University procedures and regulations.
The Faculties shall release examinations as follows:

- (a) The list shall indicate clearly that the results are strictly **provisional**. Candidates should know that the results so displayed can be varied by the Senate which is the highest academic organ of the University.
- (b) Students should also know that the decision of Senate to vary the examination results shall not be appealed against on the grounds that the Faculty had displayed results that were in the candidate's favour.
- (c) The results shall be displayed at the Faculty Notice Board only.
- (d) The names of successful students shall be published in a separate progress/pass list and arranged in alphabetical order.

19.0. CLASSIFICATION OF UNIVERSITY AWARDS

19.1 Classification of Degrees

The degrees, diplomas, and certificates of the University shall be classified as provided for in the National Council for Higher Education guidelines.

Class	CGPA
First Class	4.4 – 5.00
Second class (upper Division)	3.60- 4.39
Second Class (Lower Division)	2.80 – 3.59
Third Class (Pass)	2.00 – 2. 79

19.2 Classification of Diplomas

In line with the provisions of NCHE, the Diplomas shall be classified as in the table below:

Class	CGPA
Class I (Distinction)	4.45- 5.00
Class II (Credit)	2.80 – 4. 39
Class III (Pass)	2.00 – 2. 79

20.0 RE- TAKING COURSES

Senate permits students an opportunity to improve their grades and or to pass modules which they will have failed. The following conditions shall apply:

- a) A student shall be allowed to re-take a module or modules when next offered again in order to obtain at least the pass mark (50%) if she/he had failed it.
- b) While re-taking a module (s) the candidate shall:
 - i. Attend all the prescribed lectures, tutorials, practical and field work in the module.
 - ii. Satisfy all the requirements for the coursework component in the module.
 - iii. Sit for the University examinations in the module(s).
- c) A warning letter shall be issued by the Faculty Dean to a student who fails to obtain at least the Pass mark of (50%) during the second

assessment in the same module(s) he/she has retaken.

- d) A continuing student shall not be allowed to retake modules beyond the maximum semester load of 8 modules.
- e) Retake(R) shall be indicated on the Academic Transcript whenever a module or modules has/have been retaken.
- f) A student shall be allowed to retake any module after paying a fee determined by the University Council. Students who completed shall in addition to the Retake fees pay Registration and Examination fees.

20.0 PROGRESSION

20.1 Normal Progress

Normal Progress shall occur when a student has passed the Assessment in all the modules he/she had registered for in a particular semester.

20.2 Probationary Progress

A student who has obtained the Grade Point Average (GPA) of less than 2.0 in one or more modules he/she had registered for in a particular semester shall be placed on Probation. Such a student shall be allowed to progress to the next semester/academic year but shall still retake the module(s) he/she failed when next offered.

20.3 Repeating a Year

A candidate fails more than 50% of the modules he/she offered in a given semester shall not progress to another semester. Such a student shall repeat the Academic year.

21.0 ABSENCE FROM EXAMINATIONS

A student who has been absent from an examination due to unavoidable circumstances

such~~h~~ as fees and sickness shall be allowed to do it when it is next offered.

Such a student shall pay fees equivalent to retake fees determined by the University Council. The Retake sign (R) shall not be reflected on the Transcript because the candidate is sitting the examination for the first time.

22.0 APPEAL CASES

All appeals against examination results shall be lodged to the Academic Registrar as prescribed below:

- (a) Appeals for re-marking of any course examination(s) shall be lodged within one month after Faculty has approved the results. Re-marking of such module examination(s) shall be done upon payment of a fee that shall be determined by the University Council from time to time.
- (b) Appeals against the class of the degree or diploma shall be lodged to the Academic Registrar in writing within one month effective from the date of approval of results.
- (c) Appeals against discontinuation shall be lodged within one month effective from the date of approval of results by Senate.

23.0 DISCONTINUATION

A student shall be discontinued from his/her studies at the University when he/she:

- a) does a retake twice and does not qualify for a compensatory pass?
- b) accumulates three consecutive probations based on CGPA
- c) fails to attain a minimum of 2.0 CGPA in at least three (3) consecutive semesters.
- d) over stays on an Academic Programme by more than:
 - i. a maximum of two (2) years for one (1) year certificate programme

- ii. a maximum of five three (3) years, for two (2) year diploma
 - iii. a maximum of five (5) years for three (3) year degree programmes,
 - iv. a maximum of six (6) years for four (4) year degree programmes.
- e) When he/she fails all modules he/she offered in a given semester. Such a student shall be given a partial transcript.

24.0 WITHDRAWAL FROM A PROGRAMME

A student may withdraw from a programme for various reasons. Such a student shall:

- a) Write a letter to the Academic Registrar through the Faculty Dean and the Head of Department seeking official permission.
- b) Receive an acceptance letter from the Academic Registrar granting him/her official permission to withdraw.
- c) Have registered and completed at least one semester in the academic year.
- d) Write a letter to the Academic Registrar through the Faculty Dean and the Head of Department on his/her return to resume studies.
- e) Be allowed only a maximum of two withdrawals in an academic programme and each withdraw shall not exceed one academic year.

25. 0 DEREGISTRATION

A registered student shall be deregistered from the University when he/she absconds from the University for one or more semesters. Such a student can obtain his/ her available results.

26.0 CANCELLATION OF EXAMINATION PAPERS/ RESULTS

Senate shall cancel all examination papers/results of all the students if the relevant University bodies prove that examination regulations, such as prior access and knowledge of questions, were flouted.

27. 0 RESEARCH AND DISSERTATIONS

Senate shall receive reports from the Research and Dissertation Committee with assurance that all rules and regulations governing the research and dissertation writing and presentation have been fully satisfied by the student. The following shall be the required conditions before Senate can approve an award to a postgraduate student:

- a) A student attended a minimum of 75% of the taught classes
- b) Made a research proposal which was approved
- c) Carried out research and was supervised
- d) The thesis/dissertation was externally examined
- e) Passed a viva voce and made the required corrections
- f) Paid all the University dues

28.0 CONFLICT OF INTEREST

- a) The Chairperson of Senate, Members and Secretary of Senate shall declare any conflict of interest related to any matter before Senate.
- b) Similarly, Senate expects every member of the University who participates in decision making of any matter relating to the academic and professional life of a student or staff to declare conflict of interest whenever it comes into play. This includes marking, setting, invigilating examinations or participating in a viva voce.

29.0 CONFLICT RESOLUTION

As much as is practically possible conflict resolution shall be through collegiality. However, where this fails, the structures of the University or the laws of Uganda shall come into force as shall be deemed appropriate or if an aggrieved party decides to take such a course of action.

30.0 DISCIPLINE MATTERS

Members of Senate are expected to have self-discipline. The Senate shall not engage in handling disciplinary cases but shall refer such matters to the University Secretary in case of staff and to the Dean of students in case of students.

31.0 RECOGNITION OF EXCELLENCE

The Senate shall recognise Academic excellence in the following manner:

- a) Declaring a candidate who has a CGPA of 4.40 and above to appear on the Vice Chancellor's list and to announce such a candidate at graduation ceremony.
- b) To present an award e.g. physical award, financial or full scholarship if judged appropriate, to the best candidate in a cohort who has scored 4.5 CGPA and above as shall be recommended by the Senate from time to time and approved by the University Council.

32.0 REGULATORY AND PROFESSIONAL BODIES

Senate shall comply with rules, laws and procedures set by regulatory and professional bodies which are related to Victoria University programmes of study.

33.0 APPEALS TO SENATE

33.1 Student Appeals

- a) Students who are not satisfied with the decision of Senate about any matter that affects them shall appeal to Senate through their Head of Department, Dean of Faculty and the Academic Registrar for presentation to Senate.
- b) The appeal shall reach the Academic Registrar within one month of the decision of Senate.
- c) The appeal shall show all evidence that satisfy the circumstances claimed by the appellant.
- d) An appellant shall be given an opportunity to be heard before Senate takes its final ruling on the matter.
- e) Where an appeal has been prompted by a fault of the University agent in his/her official capacity, the student shall not suffer costs whatsoever.
- f) If a student has not been satisfied by the Senate ruling, the Student shall appeal to the University Council within 30 days (including weekends and public holidays) by submitting his/ her appeal to the Secretary to Council through the Academic Registrar and a copy shall be given to the Vice Chancellor and the Dean of Faculty.
- g) For clarity the Academic Registrar shall not attempt to justify the decision of Senate but shall state the date and the meeting min-

ute under which the decision was taken. Further to this the Academic Registrar shall summarise the chronology of the matter under contestation and state the basis on which Senate took its decision.

- h) After the University Council's decision has been reached it will be presumed that all University organs have made their input towards solving the matter and there shall be no further appeal in the University structures.

33.2 Staff Appeal

- a) A staff that may have a grievance against Senate's decision shall make an appeal to the Chairperson of Senate within 30 calendar days.
- b) The appellant shall be given opportunity to be heard before Senate takes its final decision.
- c) If the staff is still aggrieved, he/she shall appeal to Council by bringing the matter to the attention of the University Secretary.

34.0 REVOCATION OF AN AWARD

Senate may revoke any degree or other distinction conferred by the University and all privileges connected therewith if it is confirmed by Senate that the degree or other distinction was obtained as a result of fraud on the part of the holder; or that another person for whatever reasons used fraudulent approaches to favour the awardee in the process that led to the decision of Senate to confer an award or distinction, whether the holder was aware of it or not.

34.1 Procedure

- a) On receipt of a complaint against an individual alleging conduct which could lead to the revocation of a degree or other distinction of the University, the Academic Registrar or nominee shall investigate the complaint in order to establish only whether or not there is a *prima facie* case to support the allegation.

The Academic Registrar may seek such evidence as appears appropriate in investigating the complaint.

- b) If the Academic Registrar or nominee determines that there is no such *prima facie* case, the matter shall be reported to Senate to establish as to whether the investigation done was adequate or not. If Senate at that stage is satisfied that adequate investigations were done, the Academic Registrar shall be mandated to inform the complainant of the determination of the matter in writing.
- c) If the Academic Registrar or nominee determines that there is a *prima facie* case, a Committee of five persons shall be appointed by Senate to conduct a hearing and to determine the case.
- d) The Committee so appointed shall be constituted as an Ad hoc Advisory Committee and shall include at least one senior member of academic staff from each of the Faculties. The Quality Assurance Officer shall be a non-voting member of the Committee.
- e) No member of staff who has any knowledge of either the complainant or the person complained against shall be appointed.
- f) The Academic Registrar shall be the Secretary of the Committee and where necessary the Academic Registrar shall assign a member of the Registry to give fulltime support to the Chairperson of the Committee.
- g) The Committee shall hold a hearing to determine whether or not to recommend that the degree or other distinction be revoked. The following procedure shall be followed:
 - i. In reaching that determination the Committee shall consider all the evidence.
 - ii. The person complained against shall be given at least thirty days' notice of the hearing and shall have the right to submit evidence, to have notice of other evidence, to attend, make representation at the hearing and to be accompanied by a friend or representative.
- h) Where the Committee decides that there is no case for revoking the degree or other distinction, the Academic Registrar shall inform the complainant and the person complained against in writing.
- i) Where the Committee decides that there is a case for revoking the degree or other

distinction, it shall make a recommendation to Senate, that the degree or other distinction be revoked, providing a report and reasons for its recommendation.

- j) Such a recommendation must be supported by at least two thirds of the voting members of the Committee.
- k) Senate may approve a recommendation for revocation if two thirds of the members of Senate present and voting, vote in favour of it **but**;
- l) Before the revocation is done the affected person shall be accorded opportunity to be heard. If Senate still upholds the recommendation, it shall submit the recommendation to the University Council.
- m) If the Council upholds the recommendation, the person complained about shall first get opportunity to be heard.
- n) If the Council still holds the same opinion, the Secretary to the University Council shall inform them. Academic Registrar of the University Council's decision.
- o) The Academic Registrar shall communicate the decision of the University Council both to the complainant and the affected person.

35.0 ADMISSIONS

Admission to Victoria University shall comply with University Admission policy in conformity

35.1 Admissions Process

The process begins by the applicant paying the registration fees. It shall be followed by the relevant testimonials which shall be verified by the admissions officer, Quality Assurance Officer, Faculty Dean and Academic Registrar. The latter shall issue an admission letter once the applicant is eligible for admission.

35.2 Cancellation of Admissions

A student who is admitted to a programme that he/she does not qualify for shall be immediately discontinued from the programme and his/her admission shall



Chairman



Ag. University Secretary/Secretary