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OFFICE OF THE ACADEMIC REGISTRAR

General Information and Academic Regulations

April 2015

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General Information and Academic Regulations

1 Introduction

The information, regulations and policies in this document are approved by the Kabale University Senate and are in conformity with Uganda National Council for Higher Education guidelines of January 2014.

2 Definitions

Semester: one standard semester comprises fifteen (15) weeks of classes/lectures and two (2) weeks of examinations.

Academic Programme: A collection of courses in a field of study which, when completed, leads to an award of a degree, a diploma or a certificate.

Course: A unit of work in a particular field of study, normally extending through one semester and normally carrying, after completion, credit toward the fulfilment of the requirements for the award of a certain Degree, Diploma or Certificate.

Contact Hour (CH): A standard one contact hour is at least fifty (50) minutes of classroom period

Credit Unit: One hour per week of lecture for fifteen (15) weeks equals one credit unit or a series of fifteen (15) contact hours

(Abbreviations: *LH- Lecture Hour, PH-Practical Hour, CLH-Clinical Hour, CH contact hour, TH-Tutorial Hour and CU-Credit Unit.*)

1 LH = 1 CH, 1 CLH = 1 CH, 2 PH = 1 CH, 2 TH = 1 CH, 1 CU = 15 CH

Core Course: A course which is essential to a Programme and gives the Programme its unique characteristic. A core course is compulsory for all students who have registered for a particular programme and must be passed.

Elective Course: A course offered in order to broaden a Programme or to allow for specialization. An elective course is selected from a given list of courses as a student's own choice.

Audited Course: A course, taken by a student, for which no credit is awarded. This course helps the student to follow or understand learning of another course/subject.

Pre-requisite: A condition (either a Course or a Classification) which must be satisfied prior to enrolling into some academic programme.

Pre-requisite Course: A course offered in preparation for a higher level course in the same area.

Co-requisite Course: A course that must be simultaneously taken together with another course. Each of the two courses is a co-requisite of the other.

Programme Load: An essential set of courses offered for the award of a particular Degree/Diploma/Certificate. It is composed of both core and elective courses.

Semester Load: Total number of courses for a particular Programme offered in a semester.

Major: A field/ subject/area of specification in which a student is required to explore the field/subject/area in considerable depth. A major comprises two-thirds (2/3) of the programme load.

Minor: A field/subject /area that is of less coverage than the major. A minor comprises one-third (1/3) of the programme load.

3 Minimum Admission Requirements

3.1 Doctoral (PhD) Programmes

The minimum entry requirement for admission to a doctoral degree is a master's degree or its equivalent from a recognised university or institution.

3.2 Master's Degree Programmes

- a) At least a Second Class (Lower) Bachelor's degree or its equivalent from a recognised university/institution.
- b) Lower qualification may be considered upon presentation of academic growth.

3.3 Postgraduate Diploma Programmes

At least a Bachelor's degree or its equivalent from a recognised university/institution

3.4 Bachelor's Degree Programmes

An applicant for admission into the Bachelor's degree programme will qualify under the following requirements:

- a) Direct entry from Secondary School
 - Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education (UACE) or its equivalent.
- b) Mature age:
 - Aged 25 years and above and has passed the mature age entry examinations (accredited by Uganda National Council for higher Education) with at least a 50% mark

- c) Diploma obtained at credit or distinction level from a recognised institution.

3.5 Undergraduate Diploma Programmes

- a) Uganda Certificate of Education (UCE) with at least three (5) passes; and
- b) Uganda Advanced Certificate of Education (UACE) with at least one principal pass and two subsidiary passes obtained at the same sitting or its equivalent.

3.6 Ordinary Certificate Programmes

A Uganda Certificate of Education (UCE) with at least three (3) passes obtained at the same sitting.

4 Student Enrolment

4.1 Registration

- a) All students must register within thirty (30) days from the commencement of the semester. The students who shall have failed to register by the end of the thirty days shall be required to pay a late registration fee which may be determined from time to time by the Senate.
- b) At registration, **new students** must present the following:
 - i. Original Admission Letter
 - ii. Original academic documents relating to levels of education already attained
 - iii. Identity cards issued by previous schools/colleges/institutions attended
 - iv. A valid receipt issued by the Kabale University Finance Office indicative of having paid a Senate approved percentage of the total fees to be paid for the entry semester
- c) No new student shall be registered until his/her academic papers have been scrutinised and authenticated by the Registration Office.
- d) **Continuing students** shall renew their registration every semester. At registration, each continuing student shall present the following:
 - i. Identity card and the registration card for the previous semester, which shall be photocopied and attached to the registration form.
 - ii. A valid receipt issued by the Kabale University Finance Office indicative of having paid a Senate approved percentage of the total fees to be paid for the semester.
- e) Neither new nor continuing students shall be entitled to any university service unless they are duly registered with Kabale University.

4.2 Registration card

A registration card is issued to a student who has completed the registration process.

4.3 Student Identity card

- i. Each duly registered student must have a valid student identity card issued by the Academic Registrar.

- ii. A student, who loses his/her university identification documents, must report the loss to the issuing office and the police.
- iii. The Academic Registrar or any other authorised office shall issue (a) new identification document(s) after appropriate charges have been paid by the student.

4.4 Change of Academic Programme

- a) ONLY a newly admitted student is at liberty to change to another programme of study provided he/she fulfils admission requirements for the programme to change to.
- b) Request to change academic programme shall be made in writing using the appropriate transfer/change form. The form is availed by the Academic Registrar's office.
- c) The programme change must be approved by the releasing Head of Department, the receiving Head of Department and the Academic Registrar.
- d) No programme change shall be acceptable after thirty (30) days from the commencement date of the academic year.
- e) Any student who may find it inevitable to change the programme of study after the stated duration of thirty (30) days shall have to re-apply and get admitted (in the following intake) as a new applicant.

4.5 Classification of students

Undergraduate degree students are classified according to the number of credit units earned. "Credit units earned" are interpreted as credit units passed plus credit units accepted in transfer from other institution. Students are designated as first (1st) year if they have earned fewer **than (1/programme duration) of the programme load and second (2nd) year if they have earned (1/programme duration) but less than (2/programme duration) of the programme load.**

For example, for a three-year degree programme whose load is 126 CU, a student is first (1st) year if he/she has earned fewer than 42 CU, second (2nd) year if he/she has earned more than 42 CU but less than 84CU and third (3rd) year if he/she has earned 84 CU or more.

5 General Information on Courses and Grading System

5.1 Course Identification System

Courses are designated by **course code** and **course name**. The code is a combination of three letters and four digits. The three letters indicate the programme, or the subject within a programme that offers the course. For undergraduate diplomas and certificates the first letter (D or C) represent diploma or certificate. The numbers furnish information about level, semester and individual course.

Examples of course code: PHY 1213 DEE 1213 CEI 1213

“PHY” indicates that the course is offered as a physics course on degree programme; “DEE” and CEI indicate that the courses are offered as diploma (D) in electrical engineering (EE) and certificate (C) in electrical installation (EI), respectively.

1213 is a unique four-digit number assigned to the course.

The first digit (1 in examples above) denotes the year in which the course is usually taken; thus 1, 2, 3 indicate 1st, 2nd, 3rd year courses respectively. Digits 4 and 5 are reserved for programmes whose duration is more than 3 years. Similarly, 6, 7, 8 indicate postgraduate diploma, master’s degree and doctoral degrees respectively.

The second digit (2 in the above examples) indicates a semester in which the course is usually offered, in this case semester II. The last two digits (13 in the examples above) distinguish the individual course.

A course of the same content offered in different departments/faculties shall have the same course code and course name from the mother department/faculty.

5.2 Assessment

A student’s growth in skills, abilities and understanding acquired will be assessed as in the Table below.

Continuous Assessment (CW)	40%
Final Exam	60%
Total	100%

Continuous assessment consists of laboratory work, field work, assignments and tests. The coursework shall consist of at least **two** assignments and **two** tests.

5.3 Grading system

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

Marks	Letter Grade	Grade points (GP)
80-100	A	5.0
75-79.9	B+	4.5
70-74.9	B	4.0
65-69.9	C+	3.5
60-64.9	C	3.0
55-59.9	D+	2.5
50-54.9	D	2.0
00-49.9	F	0.0

The Pass Mark in any course shall be 50%. For avoidance of doubt, no credit unit shall be awarded for a course in which a student fails.

5.3.1 Grade Point Average (GPA) for a Semester

The GPA is calculated by a three-step procedure:

- To obtain weighted scores, multiply the grade point (GP) for each course done in a semester by the number of credit units (CU) for that course;
- Add weighted scores for each of these courses to arrive at the total weighted scores;
- Divide the total weighted scores by the total number of credit units (CU) for which a grade was received.

$$GPA = \frac{\sum GP \times CU}{\sum CU}$$

For example, if in a given semester, a student completes six courses with the grades below:

Course	CU	Grade points (GP)	weighted scores
Mathematical Methods in Physics	3	4.0	12.0
Classical Mechanics I	4	3.0	12.0
Properties of Matter	3	4.0	12.0
Communication skills	3	3.5	10.5
Calculus	4	4.0	16.0
Computer Literacy	3	4.5	13.5
Total CU		20	Total weighted scores 76
GPA = 76/20 = 3.80			

Seventy six grade points earned is divided by 20 CU to arrive at a 3.80 GPA for the semester work.

5.3.2 Cumulative Grade Point Average (CGPA)

CGPA at a given time shall be obtained by:

- Multiplying the Grade point obtained in each course by the credit units assigned to the course to arrive at the weighted score for the course.
- Adding together the weighted scores for all the courses taken up to that time
- Dividing the total weighted scores by the total number of Credit Units taken up to that time (cumulative credit units, CCU).

5.4 Classification of a Bachelor's Degree

The CGPA for the various classes shall be as indicated below:

Class	CGPA
First Class (Honours)	4.40 – 5.00
Second Class Upper division (Honours)	3.60 – 4.39

Second Class Lower Division	2.80 – 3.59
Pass	2.00 – 2.79

This academic recognition becomes part of the official record and is noted on the degree certificate of the recipient.

6 Academic progress

Progression of a student shall be classified as Normal, Probationary or stay put.

6.1 Normal Progress (NP)

Normal Progress shall occur when a student has passed all specified courses for the Programme and obtained a CGPA of 2.0 or better.

6.2 Probationary Progress (PP)

This is a warning stage, and will occur if one of the following occurs if a student fails a course or courses taken in a semester

6.3 Stay put

A student shall not progress to the following semester or academic year (stay put) if

- (a) He/she fails more than half of the courses taken in any semester
- (b) A student obtains a cumulative grade point average (CGPA) of less than two (2.0) at the end of any semester.
- (c) He/she misses all semester examinations due to failure to pay tuition fees and other charges. This means that such students shall not progress to the following semester or academic year until they have fulfilled requirements for the semester they shall have missed.

6.4 Programme Load

The programme load depends on the duration of the programme as shown in the Table below.

Programme	Minimum duration (Years)	Minimum load (CU)
Bachelor's degree	3	120
Postgraduate Diploma	1	45
Undergraduate Diploma	2	80
Certificate	1	45

6.5 Semester Load

A normal semester load is defined as one sixth, one eighth or one tenth ($1/6$, $1/8$, $1/10$) of the total number of credit units (CU) for three-, four- and five-year degree programme, respectively, required for the degree towards which the student is working. Therefore, for a three-year degree programme which requires 126 CU, 21 CU is the typical semester load.

If a programme consists of a major and a minor, the major shall constitute $\frac{2}{3}$ of the programme load and a minor shall constitute $\frac{1}{3}$ of the programme load. For example, if a programme load is 126 CU, the major and minor shall constitute 84 CU and 42 CU, respectively.

6.6 Incomplete work (INC)

Symbol INC indicates incomplete work; used at the discretion of the Lecturer when a student has legitimate reasons for being unable to complete course requirements on time, for example research project. Grade INC is removed from the student's record when he/she completes the work and the Lecturer submits change of grade to the Dean through the Head of Department.

6.7 Discontinuation (DISCO)

A student shall be discontinued from a Programme if one of the following conditions occurs:

- a) Receiving three probationary warnings on the same core course/courses.
- b) Receiving three consecutive probations based on cumulative grade point average (CGPA).
- c) Being proven guilty of examination malpractice.

6.8 Maximum Duration Stay on a Programme of Study

- a) The number of years a student shall spend on an academic programme is as follows:
 - i. For a one-year programme, the duration shall not exceed three academic years.
 - ii. For a two-year programme, the duration shall not exceed four academic years.
 - iii. For a three-year programme, the duration shall not exceed five academic years.
 - iv. For a four-year programme, the duration shall not exceed six academic years.
 - v. For a five-year programme, the duration shall not exceed seven academic years.
- b) No student shall be permitted to halt studies for more than the maximum number of years assigned to a programme.
- c) Any student, who shall extend the duration of study suspension or dead year to more than the relevant duration stipulated in (a) above, or beyond the duration permitted him/her by the University Senate, shall be considered to have absconded unless he/she presents evidence of extenuating circumstances. Any absconder who shall wish to return for studies shall have to apply and get admitted as a new student.
- d) A student who fails to complete his/her course of study within the normal duration assigned to an academic programme and is wishful of extending the study period into the two (2) extra years provided for in (a) above shall apply in writing to the Academic Registrar for an extension.
- e) If an extension applied for is equal to or more than a semester during which the course units to be taken are not retakes or missed examination papers which make up less than a full semester load, a student shall pay all dues for the semester.

- f) If the extension is equal to a year or years, a student shall renew his/her registration for every additional year and pay full university dues.

6.9 Completion of a Programme

- a) For any student to be considered to have completed his/her programme of study, and therefore eligible for graduation, he/she should have fulfilled minimum academic requirements (academic programme load) and cleared with such offices as may be stipulated on the finalist clearance form.
- b) A draft transcript shall be given to each finalist:
- i. The finalist shall collect a draft transcript from the Office of Academic Registrar.
 - ii. The finalist shall crosscheck to confirm whether, or not, all courses that were offered and examined are included on the draft transcript.
 - iii. In case of any mistake the Head of Department shall correct the mistakes.
 - iv. After the draft has been signed by the finalist, the Head of Department and the Faculty Dean, the draft together with a clearance form shall be forwarded to the Office of the Academic Registrar (Examination Office) for final authentication and preparation of academic papers.
- c) The finalist shall in addition clear with the offices of the Custodian, Warden, Librarian, Dean of Students, Head of Department, Faculty Dean, Director of Finance, Registration Office and such office that may be indicated on the Finalist Clearance Form.

7. Examination Regulations

The regulations

- facilitate the proper conduct of examinations;
- provide for a well-ordered and calm environment in which candidates can complete their examinations; and
- ensure that no candidate can gain unfair advantage over others.

7.1 Eligibility to Sit for Examinations

A student is eligible to sit for end of semester examinations if he/she satisfies the following:

- a) duly registered with Kabale University;
- b) has attended at least seventy five per cent (75%) of all lectures unless the student shows acceptable evidence of extenuating circumstances;
- c) has submitted coursework and received feedback from respective lecturers before examinations begin. Any student who fails to submit coursework assignments in respect of the deadlines set by the lecturer, department and/or faculty shall not sit for examinations, unless prior acceptable explanation had been submitted to the course lecturer and/or coordinator, and/or head of department;

- d) has paid, in full, tuition fees and other expenses by the set deadlines of the semester. Any examination taken or retaken without complete payment of fees shall be invalid and therefore the results shall be cancelled;
- e) has a **registration card/identity card** and an **examination card** issued by the Academic Registrar's Office, indicating the courses registered for by the student.

7.2 Entry into an Examination Room

- a) Every examination room shall be checked thoroughly for any unauthorised material before candidates are allowed in.
- b) No candidate shall be allowed to enter an examination room unless told to do so by the invigilator assigned to the examination room.
- c) For security and integrity of examinations, places of convenience and any other place in the vicinity of examination rooms shall, during the duration of examinations, be considered part of the examination rooms. Unauthorized material shall not be left in such places before or during examinations. It is an offence to utilise and leave any reading materials in such places.
- d) Candidates shall produce a valid identity card/registration card and an examination card before entering examination room.
- e) Candidates shall be checked for every unauthorised material before admission into an examination room. Unauthorized materials include books, notes, bags, mobile phones, briefcases, handbags, calculator covers, noisy and programmable calculators, minicomputers, pullovers (jackets, coats, sweaters, veils and scarves), plus any other item that may be deemed as unnecessary or unwanted in the examination room.
- f) Candidates shall be admitted into the examination room not more than twenty (20) minutes before the start of each examination session.
- g) Candidates who arrive late shall not be allowed extra time to complete their examination.
- h) Candidates who are more than thirty (30) minutes late without a valid reason shall not be admitted into the examination room. Such candidates shall be considered as having missed writing that examination paper and shall therefore retake the course when it is next offered.
- i) Candidates must observe silence on entry and whilst in the examination room.

7.3 Arrangement in the Examination Room

- a) On entry, candidates shall take the sitting arrangements as deemed appropriate by the invigilators assigned to the examination room.
- b) Candidates shall produce their valid identity cards or registration cards and examination cards, and place them on their desks for inspection by the invigilators. Cards that do not have clear photo or damaged, resulting in card being illegible, may not be accepted as valid

cards in examination rooms. A candidate who for valid reasons is unable to produce an identity card/registration card at the time it is required may be allowed to proceed with the examination. The Chief Invigilator shall report such a candidate to the Academic Registrar on the same day. The candidate must produce authentic identification within the next working day before the Academic Registrar. If a candidate fails to comply with the aforementioned requirement, his/her answer booklet and/or results for that examination paper shall be withheld subject to the discretion of the University Senate.

- c) Candidates shall be given five (5) minutes reading time prior to the scheduled time of commencement.
- d) A candidate shall raise hand if he/she has a question.
- e) Candidates shall not write on question papers during the examination time. Candidates who write notes on their examination papers are liable to disqualification from the examination(s).
- f) Candidates who are disabled or suffer from any illness that shall require special sitting arrangement should inform the Examination Officer in advance.

7.4 Leaving the Examination Room

- a) No candidate may leave the examination room within one hour of the beginning of the examination, except in exceptional circumstances, and with permission from the invigilator.
- b) In order to avoid disturbing other candidates, candidates may not leave examination room during the last fifteen (15) minutes of the examination, except in exceptional circumstances, and with permission from the invigilator.
- c) If a candidate has completed the paper before the specified time and wishes to leave, he/she shall seek permission from the invigilator, and shall leave quietly so as not to disturb other candidates.
- d) No candidate may leave and return to the examination room during an examination unless supervised by an invigilator while absent.
- e) If a candidate falls ill during examination, he/she shall inform the invigilator. The candidate is then accompanied to the student Health Service by the invigilator.
- f) Candidates shall be told to stop writing at the end of the examination by the invigilator. They should then remain seated until they have made sure that all the details required on the answer booklet have been completed. It is the responsibility of the candidate to ensure that all the answer books and supplementary papers are clipped or fastened together.
- g) Candidates shall remain silent and seated in the examination room until all scripts have been collected and told to leave the room by the invigilators.
- h) A candidate shall not take any examination material used or unused, out of the examination room other than:

- i. The authorised materials he/she brought into the examination room
- ii. The question paper (if permitted to do so)

7.5 Examination Malpractices/Misconduct

Kabale University takes academic cheating/misconduct very seriously and it will not be tolerated.

The following shall constitute malpractice and misconduct in examination room:

- a) Taking into the examination room, be in possession of, while in the examination room, any material as specified under 8.2 or any other unauthorized material
- b) The use of any answer book, writing or blotting paper other than that supplied by the invigilator and sharing of calculators.
- c) Aiding or attempting to aid, soliciting or attempting to solicit aid from, another candidate directly or indirectly
- d) Possession of written information in whatever form and regardless of its relevance, on any part of a candidate's body during the examination or in vicinity of candidate's desk.
- e) Consulting or trying to consult, during the examination, any books, electronic gadgets or other materials, or any other person while temporarily outside the examination room
- f) Impersonating another candidate or allowing oneself to be impersonated
- g) Attempting to sit for an examination using a fraudulent registration card and/or identity card, and/or examination card, and/or receipt alleged to be from the University Finance Office.
- h) Committing an act of violence, or any form of breach of peace, against a fellow student and/or the invigilator(s)
- i) Running away from an examination room with or without examination materials
- j) Any such behaviour as may, in the view of the invigilator(s), disrupt other candidates or the conduct of the examination process

7.6 Handling Examination Misconduct/Malpractices

- a) In all cases of misconduct, the Chief Invigilator or his/her alternate, in the presence of another invigilator, shall verbally inform the candidate that he/she has committed an act of misconduct, take possession of all the evidence found with him/her including the answer booklet already used by the candidate, issue an unused answer booklet and permit the candidate to begin writing the examination anew.
- b) Any student found cheating when it is less than thirty (30) minutes to the end of the examination session shall not be given a new answer booklet.
- c) A candidate who has committed an act of misconduct by infringing the rules shall be required to complete and sign a form. At the end of the examination in question, the form, the evidence (including the answer book that had been already used by the candidate) and

the answer book(s) issued after discovering the malpractice shall be bound together and submitted with a written report to the Academic Registrar by the Chief Invigilator.

- d) Upon receipt of the written report from the Chief Invigilator, the Academic Registrar shall, before the next sitting of the Senate to receive examination results, summon the candidate(s) to face the Senate Examination Malpractice Committee for a fair hearing. After hearing the student's point of view, the candidate shall be informed in writing that his/her conduct shall be reported to Senate and that the decision as to whether his/her work shall be accepted rests with the University Senate.
- e) A candidate who shall not answer to the summons to face the committee shall be reported to Senate as guilty forthwith.
- f) The Academic Registrar shall present the malpractice committee recommendations with the relevant evidence to Senate for a final recommendation to Council.
- g) Pending the final resolution by Council, the Academic Registrar shall issue a letter of suspension to any candidate(s) proven guilty of examination malpractice.

7.7 Penalty against Examination Malpractice/Misconduct

- a) A student who shall be proven guilty of an examination malpractice shall be discontinued from the University either for a limited period or permanently.
- b) A student who shall be proven guilty of being in possession of fraudulent examination credentials shall be discontinued from the University either for a limited period or permanently.
- c) Where there is evidence of aiding one another, as may be discovered by the examiner(s), the results of the examination papers in question for all the concerned candidates shall be cancelled.
- d) A student who is summoned and fails to appear before Senate Examination Malpractice Committee shall be discontinued until he/she shows the cause why he/she should not be discontinued.

7.8 Misconduct in Tests

This shall comprise the following:

- a) Taking into the test room, or possessing whilst in the room, of such unauthorised materials as stipulated in 8.2 or any other material which has not been authorized
- b) The use of any answer book, writing or blotting paper other than that supplied or permitted by the lecturer
- c) Aiding or attempting to obtain aid (directly or indirectly) to commit an act of misconduct
- d) Such behaviour as may, in the view of the lecturer, disrupt the conduct of the test

7.9 Procedure for Handling Misconduct in Tests

- a) A lecturer who, in the process of administering a test, discovers a student infringing the rules of conduct shall confiscate the script and collect any other evidence that is available. The student shall be allowed to continue with the test on a new answer script.
- b) The lecturer shall submit a written statement of the incident within the next working day to the Head of the relevant Department, attaching thereto the confiscated and the new answer booklet as well as any other evidence.
- c) The student shall also be required to submit his/her written account of the incident to the Head of Department within the next working day from the time he/she is informed.
- d) When the Head of Department receives the student's written account of the incident, he/she shall convene a special Departmental Board meeting within two (2) weeks to hear the student and make a recommendation to the Faculty Board, which shall make its own recommendation to Senate for a final decision.

7.10 Misconduct in Assignments

This shall comprise the following:

- a) Wholesale copying of another person's work, material, publication, report, assignment, and results of an experiment.
- b) Taking and using another person's work or ideas as one's own without due acknowledgment

7.11 Procedure for Handling Misconduct in Assignments

- a) A lecturer who, while marking, discovers an incident of misconduct on the part of a student in an assignment shall make a copy of the assignment. He/she shall further submit a written statement to the Head of Department enclosing therewith the original answer script and other evidence of misconduct.
- b) The lecturer shall require the student to give an explanation in writing for his/her misconduct to the Head of Department within one (1) week from the time (which shall be the time of the incident) he/she is informed.
- c) The Head of Department shall summon a Special Departmental Board meeting within two (2) weeks of the incident to deliberate and take a decision on the alleged misconduct.
- d) In the case of a second offence, the Department Board shall only make a recommendation to the Faculty Board, which shall in turn make its own recommendation to the Senate for a final decision.

7.12 Penalties against Misconduct in Tests and Assignments

- a) When it is determined that a student has committed the alleged misconduct, he/she shall be awarded a zero mark for the test/assignments.

- b) A student who is found guilty of misconduct in any two tests and assignments in the University shall be suspended from the University for one academic year.

7.13 Publication of examination results

As soon as the Faculty/Institute Examination Board has fully considered the results of all the candidates, the results shall be

- a) displayed on the notice boards (identify candidates by their registration numbers);
- b) the displayed results shall be provisional
- c) Dean/Director shall forward provisional results to Academic Registrar (Examination) in form of lists for presentation to the Senate;
- d) Academic Registrar shall submit the provisional results to the Senate for approval

The approved results lists duly signed by Academic Registrar shall remain in custody of the Registrar and any question thereafter arising, with respect to the results of any examination, shall be determined by reference to such lists.

7.14 Pass mark and compensation of passes

- a) The pass mark shall be fifty per cent (50%) in every examination paper.
- b) Forty-nine per cent (49%) shall be raised to fifty per cent (50%).
- c) Under mitigating circumstances, subject to the discretion of Senate, forty-eight per cent (48%) may be compensated by deducting four (4) marks from the highest mark of an examination taken within the same examination period.
- d) In the event of a student failing with a forty-seven per cent (47%) an examination retaken a second time, such mark may be compensated as may be decided by Senate.

7.15 Supplementary Examinations

- a) In the event of a finalist student being prevented to graduate by a failed examination paper which he/she has not had a chance to retake, the Senate may permit him/her the privilege to sit for a supplementary examination so as to enable such a student to graduate.
- b) Senate shall determine the lowest mark below which a student may not qualify for a supplementary examination.
- c) The highest mark to be scored in a supplementary examination shall be fifty per cent (50%), and it shall be indicated on the academic transcript as a supplementary mark.
- d) A student who takes a supplementary examination shall pay a fee equivalent to a retake fee.

7.16 Special Examinations

- a) Special examinations shall be administered ONLY to those candidates who shall have missed writing the examination(s) due to good causes. The following shall be good causes for being absent from the examination(s).

- i. The candidate's own ill-health or illness, which must be backed by evidence from recognized/qualified medical practitioners and/or recognized health facilities. Such evidence must be verified by the University Medical Personnel.
 - ii. The candidate's own maternity/natal ill-health, which must be backed by evidence from recognized/qualified medical practitioners and/or recognized health facilities. Such evidence must be verified by the University Medical Personnel.
 - iii. Loss of the candidate's own member of a nucleus family (offspring, parent/guardian, spouse and sibling), which shall be backed by either a copy of the death certificate or evidence from Local Council authorities.
 - iv. Proven wrongful prevention from writing an examination or examinations by one or more invigilators.
 - v. Proven misplacement of one's coursework and/or examination scripts by Kabale University Staff, which shall be subject to the discretion of the Senate.
 - vi. Cancellation of examination because of leakage. Evidence of leakage of an examination paper, shall be referred to the Senate Examinations Board. Any University Officer/Staff implicated in leaking an Examination or a test shall be subjected to disciplinary action in accordance with the University Regulations.
 - vii. Any other justifiable reason subject to the discretion of Senate.
- b) To be counted as relevant, any evidence must relate to the period of examination which shall be two weeks preceding or following the examination in question or both.
 - c) In case of missing examinations due to any of the above causes, the candidate should have reported in writing to the Dean of the Faculty, through the Head of Department, the missing of the examination(s) in question as soon as reasonably practicable. It shall be the responsibility of the Office of the Faculty Dean to forward the students' report or request to the University Senate with a Faculty recommendation.
 - d) In addition to paying full semester fees, a student to sit for special examinations shall pay a fee per paper to be determined from time to time by the Senate.
 - e) Special examinations shall be taken at any time subject to the discretion of the Senate.
 - f) In case of re-scheduling a timetabled examination paper change must be widely communicated to all concerned candidates within not less than a week through the Office of the Academic Registrar.

7.17 Absence from examination

If a candidate is absent from an examination without justifiable reason, such a candidate shall be deemed to have missed the examination. The student shall retake the course(s) when next offered.

It is a responsibility of the student to be aware of the details of the examination timetable. Misreading the Examination Timetable will not be accepted as a satisfactory explanation for absence from an examination.

7.18 Retaking a course or courses

- (a) A student shall retake a course or courses when next offered in order to
 - (i) Obtain at least a pass mark of 50% in the failed paper;
 - (ii) Improve his/her grade in the course in which he/she received a grade below C⁺ (GP=3.0). A student may use this option only once for a given course.
- (b) A student shall also retake a research project, fieldwork or internship, if he/she fails to complete the respective report in a specified period without justifiable reason
- (c) While retaking a course or courses, a student shall:
 - (i) Attend all the prescribed lectures, tutorials, practicals, and fieldwork, in the course(s); and
 - (ii) Sit for the University Examination in the affected courses(s).
- (d) Whenever a course has been retaken it shall be marked with “RTK” to the right of the assigned grade on the transcript, denoting that an original grade has been replaced by a second grade in the course.
- (e) For the course retaken the better of the two grades obtained in that course shall be used in the calculation of the grade point average (GPA).
- (f) Whenever a course has been retaken it will be marked with “RTK” to the right of the assigned grade on the transcript, denoting that the original grade has been replaced by a second grade in the course.
- (f) When a student has to retake a course, he/she shall be charged a retake fee at a rate determined by the Senate.
- (g) A final year student, whose final examination results have already been classified by the Senate and has qualified for the award of a Degree/Diploma/Certificate shall not be permitted to retake any course.

7.19 Guidelines for Re-marking Examination Scripts

- a) Individual course Lecturers retain the primary responsibility for assigning grades. Normally the Lecture’s mark is final. However, in exceptional cases a student may request for remarking of his/her examination script. The following procedures shall apply:
 - i. The student shall make his/her request in writing stating reasons for requesting re-marking to the Dean within ten (10) working days after the official date of the release of examination results.
 - ii. The Dean shall convene a meeting of the respective Head of Department and the Lecturer concerned to explain to the student the procedures undertaken in the marking

of the examination script in that course. If the student is still unsatisfied with the explanation he/she shall submit a request letter and a bank slip deposit of UGX 200,000 to the Academic Registrar.

- iii. The Academic Registrar shall ask the Department to identify another competent examiner who shall, after approval by the Senate, be appointed in writing to carry out the remarking of the students' script(s). The new examiner may be from outside KAB if Senate deems it necessary.
- b) The New Examiner shall be provided with the examination question paper, a marking guide, the student's examination script and a sample of other students' scripts in that course.
- c) The new mark awarded by the New Examiner shall be the final mark even if it is lower than the original marks.

8 Plagiarism

Plagiarism is an act of presenting pieces of text from any author's work(s) or presenting the whole work as one's own without acknowledging the author. Examples include:

- Quoting another's work "word for word" without placing the phrase(s), sentence(s) or paragraph(s) in quotation marks and providing a reference for the source
- Using statistics, tables, figures, data, diagrams, questionnaires, images, computer code, etc., created by others without acknowledging and referencing the original source
- Copying the work of another student, with or without that student's agreement
- Collaborating with another student, even where the initial collaboration is legitimate, e.g., joint project work, and then presenting the resulting work as one's own
- Submitting, in whole or in part, work which has previously been submitted elsewhere, without fully referencing the earlier work
- Buying or commissioning an essay or other piece of work and presenting it as a student's own

8.1 Procedure for handling plagiarism

- a) A research supervisor or internal examiner or external examiner or a member of a defence panel who, while reading or examining a candidate's or supervisee's work, discovers an incident of plagiarism in a research work on the part of a student shall make a copy of the work for his/her record.
- b) Thereafter, he/she shall submit a written statement clearly detailing the act of plagiarism committed by the candidate or supervisee to the respective Head of Department enclosing therewith the original copy of the research work.

- c) The Head of Department shall require the student to submit an explanation in writing for his/her (student's) plagiaristic misconduct to him/her (the Head of Department) within one (1) week from the time which shall be the time of the incident he/she is informed.
- d) The Head of Department shall convene a Special Departmental Board meeting within two (2) weeks of the incident to deliberate and take a decision on the alleged misconduct.
- e) The Department Board shall make a recommendation to the Faculty Board, which shall in turn make its own recommendation to the Senate for a final decision.

8.2 Penalty against plagiarism

- a) A student proven guilty of plagiarism may be suspended from the University for one academic year or discontinued depending on the level plagiarism subject to the discretion of Senate.
- b) In the event of suspension, the student shall express interest to resume studies by formally writing to the Academic Registrar through his/her Departmental Head and Faculty Dean. Such student shall in addition be required to submit a written apology vowing never to repeat the offence.

8.3 Appeal against Penalties

A student who wishes to appeal against a penalty imposed by the Senate for misconduct as stipulated in sections 7.7, 7.12 and 8.2 shall do so in writing to the University Senate within two weeks of the Senate ruling.

Ignorance of these regulations is no excuse.

ACADEMIC REGISTRAR