

UNIVERSITY FOR DEVELOPMENT STUDIES (UDS)



GENERAL AND EXAMINATION RULES AND REGULATIONS ON UNDERGRADUATE PROGRAMMES

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FOREWORD

The University for Development Studies is committed to academic excellence, fairness, integrity, and the proper administration of its academic programmes. This Handbook on the General and Examination Rules and Regulations for Undergraduate Programmes provides the framework that guides undergraduate study in the University.

The Handbook sets out the rules on programme structure, course registration, grading, progression, classification of awards, examinations, appeals, transcripts, and related academic processes. It also outlines the responsibilities of students, academic staff, and administrators in ensuring that teaching, learning, and assessment are conducted in a fair and accountable manner.

Every student is expected to read this Handbook carefully and comply with all the provisions. Academic and administrative officers are also expected to apply these Regulations consistently and with sound judgment. The aim is not only to uphold standards, but also to promote discipline, protect the integrity of the awards of the University, and support student success.

I encourage every undergraduate student to keep this Handbook as a guide throughout the period of study and to seek clarification whenever necessary.

Professor Seidu Al-Hassan
Vice-Chancellor

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PART I

PRELIMINARY PROVISIONS

1. Citation and Application

- 1.1 These Regulations shall be cited as the University for Development Studies General and Examination Rules and Regulations for Undergraduate Programmes.

- 1.2 These Regulations shall apply to all undergraduate degree and diploma programmes of the University, except where the Academic Board approves a specific variation for a named professional programme.

2. Purpose

These Regulations govern undergraduate academic administration in the University, including programme structure, course registration, grading, progression, classification, conduct of examinations, examination administration, academic misconduct, and related procedures.

3. Scope

- 3.1 These Regulations shall govern:
 - a) academic organisation and course structure for undergraduate programmes;
 - b) registration, progression, repetition, transfer, deferment, and withdrawal;
 - c) grading, academic standing, and award of degree or diploma;

- d) conduct of University examinations, including in-person, online, and computer-based examinations; and
- e) responsibilities, procedures, and sanctions relating to examination administration and misconduct.

4. Interpretation and Definition of Terms

4.1 *Trail*: means a course in which a student fails to obtain a pass mark or in which the student receives a grade of Incomplete (I) or Deferred (Df).

4.2 *Fail (F)*: means a grade awarded where a student obtains a mark below 40%, or such other mark as may be prescribed by the relevant Faculty or School as a failed mark, or fails to write an examination after registration without satisfactory reason.

4.3 *Incomplete (I)*: means a grade awarded where a student is unable to complete a course or sit an examination for acceptable reasons, including ill-health supported by an acceptable medical report, provided that the student had duly registered for the course; it may also apply where the student has no continuous assessment mark regardless of performance in the final examination.

4.4 *Deferred (Df)*: means an unregistered course which is neither a Fail nor an Incomplete but which the student was required to register for. In the case of final-year students who are unable to graduate, failed registered courses they are expected to write may be treated as deferred in accordance with University rules.

- 4.5 *Examination*: means a formal assessment designed to evaluate a student's knowledge, skills, and competence in a subject and includes in-person examinations, oral examinations, online examinations, and computer-based tests.
- 4.6 *Supplementary Examination*: means an examination conducted outside the main trimester examination of an academic year for trailed courses in the first and second trimesters of that academic year.
- 4.7 *Rustication*: means the suspension of a student from lectures, examinations, and all University academic and extracurricular activities for the specified period. Where rustication is imposed on a final-year student, the period shall run from the trimester in which the offence occurred to the corresponding trimester of the ensuing academic year.

PART II

ACADEMIC REGULATIONS FOR UNDERGRADUATE PROGRAMMES

5. Programme Structure

A programme of courses shall be provided in each Faculty or School leading to the award of a Bachelor's Degree and/or Diploma, as may be approved by the University.

6. Academic Year and Trimester System

6.1 The academic year of the University shall be divided into three trimesters.

6.2 The First and Second Trimesters shall each consist of fourteen weeks, comprising twelve weeks of teaching and two weeks of examinations.

6.3 The Third Trimester shall comprise six to eight weeks of field practical training in a community, institution, organisation, or other approved placement.

7. Course Coding and Numbering

7.1 Undergraduate and diploma courses shall be numbered according to levels as follows:

7.1.1 Levels 500 and 600 shall apply to Medicine, Pharmacy, Medical Laboratory Sciences, and such other professional programmes as may be approved by the University.

- 7.1.2 A trailed course shall retain its original course code.
- 7.1.3 Every course code shall normally consist of a three-letter programme prefix followed by three digits.
- 7.1.4 The first digit shall indicate the level at which the course is offered.
- 7.1.5 The second digit may indicate programme speciality, where applicable.
- 7.1.6 First Trimester courses shall normally end in an odd digit and Second Trimester courses shall normally end in an even digit.
- 7.1.7 Practical courses shall normally have a middle digit of 9.
- 7.1.8 Research work, dissertation, long essay, and similar project-based courses shall normally end in 9.
- 7.1.9 Courses that run across both the First and Second Trimesters shall normally end in 0.

Table 1: Range of Course Numbering for various levels

Level / Year	Course Number Range
Level 100	101-199
Level 200	201-299
Level 300	301-399
Level 400	401-499
Level 500*	501-599
Level 600*	601-699

**For Medical, Pharmacy, Medical Laboratory Sciences, and other approved professional programmes.*

8. Credit Unit and Credit Load

- 8.1 Instruction shall be organised in courses evaluated in terms of credit units.
- 8.2 One credit unit shall be equivalent to one hour of lecture or tutorial per week, or three hours of practical work per week.
- 8.3 The minimum credit load per teaching trimester shall be fifteen Total Credit Units.
- 8.4 The maximum credit load per teaching trimester shall be twenty-four Total Credit Units.

9. Registration of Students

- 9.1 Registration of courses shall be undertaken in the First, Second, and Third Trimesters of each academic year.

- 9.2 A student shall register all previously trailed or unregistered courses offered in the immediately preceding trimester before adding prescribed courses, subject to the approved minimum and maximum credit load.
- 9.3 A student in good standing, being one with a CGPA of 1.50 or above, may register up to the maximum approved credit load.
- 9.4 Students shall report on the date fixed for re-opening and register within the normal registration period determined by the University.
- 9.5 A student who is unable to register within the normal registration period may be allowed to undertake late registration upon payment of the prescribed fine.
- 9.6 Formal registration shall end on the last day of the late registration period.
- 9.7 A student who is unable to register within the formal registration period on grounds of ill-health may, upon submission of a medical report issued or endorsed by the Director of University Health Services, be allowed to register within ten days after closure of formal registration.
- 9.8 Where a student is unable to register within the period stated in section 9.7, the student shall be allowed to defer the trimester and, where the First Trimester courses are prerequisites for Second Trimester courses, the deferment shall extend to the whole academic year.

9.9 Registration by proxy shall not be permitted.

9.10 A student who fails to register within the prescribed period shall be deemed to have deferred the trimester's programme of courses.

10. Adding and Dropping Courses

10.1 A student may add or drop a registered course not later than the fourth week of resumption in any teaching trimester by completing the prescribed add/drop form.

11. Pre-requisites

11.1 A Faculty or School may prescribe pre-requisites for specified courses.

11.2 A pre-requisite may be waived only for a suitably qualified candidate and only by the Academic Board on the recommendation of the relevant Faculty or School Board.

12. Attendance and Eligibility for Assessment

12.1 A student shall maintain at least seventy-five per cent (75%) attendance in lectures for a course in order to be eligible to sit the examination in that course.

12.2 A student must have registered for a course in order to take the examination in that course.

13. Voluntary Repetition

13.1 A student who wishes, by personal choice, to repeat an academic year in order to improve performance and who

is prepared to pay the full prescribed fees may be allowed to do so, subject to availability of space and approval by the relevant Faculty or School.

13.2 A student who wishes to retake a previously passed course solely to improve the grade may be allowed to do so, subject to the applicable maximum course load.

13.3 Where a student retakes a previously passed course under this section, both grades shall remain on record and shall be considered in the computation of the CGPA.

14. Grading System and Pass Requirements

The performance of students in each course shall be recorded in letter grades converted from percentage scores as presented in Table 2.

Table 2: Scores, Letter grades, Grade Points and Interpretations

Score (%)	Grade	Grade Point	Interpretation
80-100	A+	5.0	Excellent
70-<80	A	4.5	Very Good
65-<70	B+	4.0	Good
60-<65	B	3.5	Above Average
55-<60	C+	3.0	Average
50-<55	C	2.5	Satisfactory
45-<50	D+	2.0	Pass
40-<45	D	1.5	Fair
0-<40	F	0.0	Fail

- 14.1 A student who is unable to complete a course for reasons judged satisfactory by the Department, Faculty, or School may be awarded a grade of **I** and shall complete the course at the next available opportunity without penalty.
- 14.2 Every course shall be graded out of one hundred marks (100%), inclusive of continuous assessment.
- 14.3 For most taught courses, the final examination shall account for seventy-five per cent (75%) of the total mark unless otherwise approved by the Academic Board on the recommendation of the Department, Faculty, or School.
- 14.4 A student absent from an examination without satisfactory reason shall be awarded a zero mark and a grade of **F** for the course.

14.5 A student found guilty of examination malpractice in a course shall be awarded a **zero mark (0%)** and a grade of **Z** for that course, without prejudice to any further sanction that may be imposed by the University.

14.6 The minimum pass grade in a course shall be **D**.

15. Computation of GPA and CGPA

15.1 In each trimester, the following shall be computed from the student's course results:

Total Grade Points (TGP), Total Credit Units (TCU), Grade Point Average (GPA), and Cumulative Grade Point Average (CGPA).

15.2 Total Grade Points (TGP) shall be obtained by multiplying the grade point for each course by its corresponding credit unit and summing the results.

15.3 Total Credit Units (TCU) shall be the sum of the credit values of all courses taken and all other required courses, including traileed courses where applicable.

15.4 The GPA and CGPA shall be computed by taking into account all required courses offered up to the current trimester.

15.5 For a student in the first trimester of study, the GPA shall be the same as the CGPA.

15.6 CGPA shall be calculated to two decimal places.

$$\text{GPA} = \frac{\text{TGP}}{\text{TCU}} \quad \text{CGPA} = \Sigma \frac{\text{TGP}}{\text{TCU}}$$

Table 3: Sample GPA Calculations

Course (a)	Credits (b)	Score % (c)	Grade (d)	Grade Point (e)	Weighted Grade Point (f) = [(b) x (e)]	Grade Point Average (GPA)
ABC 301	2	70	A	4.5	9	42.5/10
ABC 303	3	80	A+	5.0	15	
ABC 309	2	65	B+	4.0	8	
ABC 313	3	60	B	3.5	10.5	
	$\Sigma(b)=10$				$\Sigma(f) = 42.5$	GPA = 4.25

GPA = $\Sigma(f) / \Sigma(b)$; Weighted Grade Point = Credit x Grade Point;

Thus, the student who attempted Level 300 courses shown in Table 3 above sat for a total of 10 credits and ended up with a GPA of 4.25 for that level. This mode of computation is done for each level per student. The cumulative grade points average, CGPA on which the classification of a graduating student is based, is the sum of the Grade Point Average for all levels divided by the total credits registered throughout all levels.

Table 4: Sample CGPA of a Graduating Student

Matriculation No.	Name of Student	Level	Total Credits	Total Grade Point	GPA Per Level	CGPA
ABC/0000/00	XXXX	100	41	139	3.39	490/161 = 3.04
		200	43	126	2.93	
		300	45	142	3.16	
		400	32	83	2.59	
		Total	161	490		

CGPA = 490/161 = 3.04

16. Good Standing

16.1 A student shall be deemed to be in good standing if the student has a CGPA of not less than 1.50 and has not

failed more than three (3) courses after supplementary examinations.

17. Classification and Award of Degree and Diploma

17.1 A Bachelor's Degree shall be classified on the basis of the final CGPA as presented in Table 5.

Table 5: Classification of degree based on CGPA

Class of Degree	CGPA
First Class Honours	4.50-5.00
Second Class Honours (Upper Division)	3.50-4.49
Second Class Honours (Lower Division)	2.50-3.49
Third Class	2.00-2.49
Pass	1.50-1.99
Fail	Below 1.50

17.2 A Diploma programme shall be classified on the basis of the final CGPA as presented in Table 6.

Table 6: Classification of Diploma based on CGPA

Class of Diploma	CGPA
Distinction	4.50-5.00
Pass	1.50-4.49
Fail	Below 1.50

17.3 Classification of professional degree/diploma may be defined by the relevant school/faculty as approved by the Academic Board.

18. Duration of Study

18.1 The period allowed for completion of a Bachelor's Degree programme shall be four (4) to six (6) years.

18.2 The date of the degree shall correspond to the end of the trimester in which the student completes all programme requirements.

18.3 For six-year professional degree programmes, including Medicine, Pharmacy, and Medical Laboratory Science, the period allowed for completion shall be six (6) to eight (8) years.

18.4 The period allowed for completion of a Diploma programme shall be two (2) to three (3) years.

18.5 A period of approved deferment shall not count as a year of study.

19. Supplementary Examinations

19.1 Supplementary examinations shall be conducted once each academic year before the commencement of the next academic year, preferably within two (2) weeks after the end of the Third Trimester.

19.2 Supplementary examinations shall be permissible for all year groups.

19.3 Terms and Conditions for Supplementary Examinations

19.3.1 A student qualifies for a supplementary examination only if the student registered for and wrote the main examination.

- 19.3.2 Grades obtained in main examinations and supplementary examinations shall all be taken into account in the computation of CGPA.
- 19.3.3 After the final year, a degree student shall have a maximum of two opportunities for supplementary examinations, while a diploma student shall have one opportunity, unless the Academic Board otherwise determines.
- 19.3.4 A student who registers for a supplementary examination but fails to write it without satisfactory reason shall be deemed to have failed that course and shall be awarded (0%) F in the CGPA computation. A student with satisfactory reason, as approved by the Dean or Registrar, may be allowed to take the paper at the next available supplementary examination.
- 19.3.5 A registration fee and course examination fee shall be payable for supplementary examinations, subject to review by the University from time to time.
- 19.3.6 A student with trailed courses who fails to register for supplementary examinations shall be deemed to have failed those courses.

19.4 Eligibility for Supplementary Examinations

- 19.4.1 A student who fails one (1) or more courses in an academic year, excluding Third Trimester

practical and equivalent courses, shall be eligible for supplementary examinations.

19.4.2 A student who is unable to write an end-of-trimester examination on grounds of ill-health must provide a medical report issued by the Director of University Health Services and must have registered for the course and met the course participation requirements.

19.4.3 A student who has deferred a course or programme shall not be eligible for supplementary examinations.

19.4.4 A student who voluntarily retakes a previously passed course and fails shall not be eligible for supplementary examination in that course, and both the previous pass and the new failed grade shall remain in the CGPA computation.

19.4.5 Project work, Third Trimester Field Practical Programme, industrial attachment, teaching practice, and similar courses shall not be eligible for supplementary examinations and shall be registered and taken during the Third Trimester.

19.5 Progression After Supplementary Examinations

19.5.1 A student who fails more than three courses after supplementary examinations shall repeat the academic year.

- 19.5.2 A student who fails up to three (3) courses after supplementary examinations may progress to the next stage of the programme but shall register and retake the trailed courses, subject to Faculty or School rules approved by the Academic Board.
- 19.5.3 Any course carried forward after supplementary examination shall count among the trailed courses in the next academic year.

20. Repetition and Withdrawal

- 20.1 A student who fails four (4) or more courses after supplementary examinations shall repeat the academic year, except that a final-year student may be allowed to take subsequent supplementary examinations within the maximum duration prescribed for the programme.
- 20.2 A student shall be withdrawn from the programme upon a second consecutive repetition at the same level of study.
- 20.3 A student who fails to register for one academic year shall be deemed to have been withdrawn from the University and may be required to reapply for admission.

21. Downgrading to Diploma

- 21.1 A Bachelor's Degree student who is due for withdrawal may be awarded a Diploma in the same programme area, where such diploma exists, provided the student satisfies the minimum credit requirement for the diploma and has completed at least two years of coursework.

22. Transfer to Another Programme

22.1 A student who transfers to another degree programme may ordinarily transfer to a maximum of Level 200, depending on the similarity of courses between the two programmes.

22.2 In such a case, the student shall ordinarily be treated as starting the new programme afresh, except that Level 100 courses common to both programmes may be recognised in accordance with University rules.

22.3 Except for Level 100 common courses, previous records not common to the new programme shall not count in the computation of the student's final degree classification.

22.4 A student may transfer to another programme only once.

22.5 The University does not ordinarily encourage transfers from other universities. Where such a request arises, each case shall be considered on its own merits.

23. Deferment of Programme

23.1 A student who wishes to interrupt a programme of study shall apply in advance stating the reasons for the intended deferment, through the Department and Faculty or School Board to the Registrar who may grant approval in writing to the student on behalf of the Academic Board.

23.2 The student shall obtain approval before leaving the University.

23.3 Except for medical reasons, a student shall not be allowed to defer or interrupt a programme for more than one academic year.

- 23.4 A student who defers at the beginning of an academic year shall resume in the First Trimester of the following academic year.
- 23.5 A student who defers at the beginning of the Second Trimester shall resume in the Second Trimester of the following academic year, and results obtained in the First Trimester of the deferred year shall be transferred to the First Trimester of the academic year of resumption.
- 23.6 For administrative purposes, the Dean may recommend deferment of programme to the Registrar in consultation with the Head of Department.

PART III

REGULATIONS ON THE CONDUCT OF UNIVERSITY EXAMINATIONS

24. Responsibility for Conducting Examinations

24.1 The Faculty or School Board, acting through the Dean, shall be responsible for conducting examinations within the Faculty or School.

24.2 The duties of officers and bodies involved in the conduct of examinations shall be as provided in Appendix I.

25. Assessment Structure, Time, and Duration of Examinations

25.1 Each course shall be examined at the end of the trimester in which it is offered.

25.2 In addition to the final examination, every examiner shall conduct continuous assessment and the results shall be released before the main trimester examination.

25.3 Continuous assessment shall constitute twenty-five per cent (25%) of the total score in the course unless varied by the relevant Faculty or School with approval of the Academic Board.

25.4 A complete and current record of all continuous assessment shall be reflected in the final examination mark sheet.

25.5 No main examination paper shall be less than one (1) hour or more than three (3) hours in duration.

25.6 A two-credit course shall normally be examined within two (2) to two and a half (2½) hours, while a three-credit course shall normally be examined within two and a half (2½) to three (3) hours.

25.7 A student who fails to satisfy continuous assessment requirements for reasons considered genuine by the Department or Faculty Board may be assessed on the basis of the final examination alone.

26. Setting and Moderation of Examination Questions

26.1 The lecturer who taught a course shall be responsible for setting the examination questions.

26.2 Every question paper shall conform to the prescribed University template.

26.3 Every question paper shall be approved by the Departmental Board.

26.4 Where the internal examiner belongs to a department other than the host department, the question paper shall first be moderated by that examiner's department before being forwarded to the host department.

26.5 Draft question papers for main examinations, together with marking schemes and course outlines, shall be

submitted to the Head of Department within the first four weeks of the trimester for moderation and coordination.

26.6 Final moderated question papers for the main examinations shall be submitted by Heads of Department in sealed envelopes to the Dean not later than two weeks before the commencement of the examination period.

26.7 The examiner shall ensure that moderated question papers are duplicated in adequate quantities, bound, sealed, secured, and submitted through the Head of Department to the Dean not later than one week before the examinations.

27. Conduct of In-Person Examinations

27.1 These provisions shall apply to in-person examinations and, with necessary modifications, to online examinations and computer-based tests.

27.2 Arrangements for materials required for practical examinations, other than question papers and answer booklets, shall be the responsibility of the internal examiner and the Head of Department.

27.3 Not later than the fifth week of the trimester, the Faculty Officer shall provide the Dean or Faculty Examinations Officer with a list of students registered for courses to be examined in that trimester.

27.4 Invigilators shall collect question papers, answer booklets, attendance sheets, and all required materials from the Dean/Faculty Examinations Officer one hour before commencement of the examination.

- 27.5 A list of registered candidates shall be provided in duplicate for attendance marking, and students shall sign both attendance sheets or complete biometric verification (where applicable) before the end of the examination.
- 27.6 One signed attendance sheet shall be retained by the Faculty Examinations Officer and the other shall be kept with the answer scripts.
- 27.7 A candidate shall not be admitted into the examination room earlier than thirty minutes before the commencement of the examination.
- 27.8 Students shall not wear clothing, headgear, or similar material that covers the face and ears in the examination room, except for approved reasons such as health or religion, in which case the student shall reveal the face and ears for identification when requested.
- 27.9 Babies shall not be allowed in the examination room. Breastfeeding mothers shall be escorted to designated areas for breastfeeding.
- 27.10 A student who falls ill during an examination shall defer the course and take the examination at the next available opportunity. No ill student shall continue the examination outside the designated examination centre.
- 27.11 A candidate shall not enter the examination room more than thirty minutes after the start of the examination, leave the examination room within the first thirty minutes, or leave the examination room during the last fifteen minutes.

- 27.12 A late candidate shall not be granted extra time.
- 27.13 Except as specifically authorised in the rubric of the paper, no candidate shall take into or possess in the examination room any electronic gadget, mobile phone, smart watch, organiser, pager, advanced calculator, tablet, book, paper, printed matter, or written material.
- 27.14 Where the use of a calculator is permitted, the calculator shall remain switched off until the start of the examination, only one calculator shall be allowed per candidate, and candidates shall present calculators for inspection upon entry and whenever requested by the invigilator.
- 27.15 Contravention of calculator regulations shall be treated as examination cheating.
- 27.16 An invigilator may confiscate unauthorised materials and hand them over to the Dean.
- 27.17 Candidates shall deposit handbags, briefcases, and similar items at the invigilator's desk or designated place at their own risk.
- 27.18 Candidates shall comply with all instructions on the question paper, answer booklet, supplementary sheets, and any lawful directive given by the invigilator.
- 27.19 Only answer booklets supplied by the invigilator shall be used. All rough work shall be done in those booklets and neatly crossed out.

27.20 Supplementary sheets, including those containing rough work, shall be tied together with the answer booklet.

27.21 A candidate shall not remove or mutilate any paper or examination material supplied, except that a question paper or other material expressly authorised by the invigilator may be taken away at the end of the examination.

27.22 No copy of a question paper shall leave the examination room before candidates are permitted to leave.

27.23 Candidates shall remain seated until scripts have been collected by the invigilator.

27.24 A candidate who must temporarily leave the examination room shall be accompanied by an invigilator.

27.25 At the end of the examination, each candidate shall arrange the scripts properly and hand them to the invigilator.

27.26 The invigilator shall submit scripts to the internal examiner through the Dean.

28. Online Examinations and Computer-Based Tests

28.1 Online examinations shall be permissible subject to the availability of the requisite infrastructure and equipment.

28.2 The duration of online examinations shall follow the general rules on duration, except where variation is

approved to address the peculiarities of online assessment.

28.3 Online continuous assessments shall be approved by the Department, School, or Faculty.

28.4 A Department, School, or Faculty that intends to conduct end-of-trimester online examinations shall obtain approval from the Campus Board or Academic Board.

28.5 The venue for end-of-trimester or supplementary online examinations shall ordinarily be within university premises.

28.6 Any venue outside university premises shall require the approval of the Vice-Chancellor.

29. Examination Misconduct

29.1 The following acts shall constitute examination misconduct:

- a) giving direct or indirect assistance to another candidate, or accepting assistance from another candidate, during an examination;
- b) communicating by word or otherwise with another candidate in a manner that disturbs or inconveniences another candidate;
- c) engaging in conduct likely to disturb the examination, in which case the invigilator may isolate the candidate and report the matter to the Dean;

- d) participating in an examination with a forged identification card or other forged identification;
- e) smoking in the examination room;
- f) verbally or physically assaulting an invigilator or fellow candidate;
- g) destroying materials or concealing evidence relevant to an allegation of examination malpractice;
- h) possessing electronic storage devices or any foreign material not authorised by the rubric of the examination;
- i) fabricating data or claiming to have carried out research, experiments, observations, or interviews that were not in fact carried out;
- j) plagiarism, being the copying of published work or substantial use of another person's work and presenting it as one's own;
- k) using artificial intelligence in a manner that contravenes the University's approved AI guidelines;
- l) leakage, including prior knowledge of examination items, or facilitating, concealing, or possessing information relating to leaked examination documents;

- m) impersonation, whether in person or virtually, including attempting to write or writing an examination for another candidate;
- n) accessing websites or information sources outside the authorised examination interface during an online examination or computer-based test.

30. Procedure for Handling Examination Misconduct

30.1 A candidate suspected of infringing any examination regulation shall ordinarily be allowed to continue with the examination.

30.2 Before leaving the examination room, the candidate shall submit a written report in the prescribed format to the invigilator.

30.3 The invigilator shall submit the irregularity report, together with the candidate's report and examination answer script/booklet to the Dean of the Faculty or School immediately after the examination.

30.4 Refusal by a student to submit the required written report immediately after the examination shall be treated as an admission of the allegation.

30.5 The Dean shall refer the matter to the Faculty or School Examination Malpractice Investigation Committee.

30.6 The Committee shall investigate the allegation and submit its recommendations to the Faculty or School Board through the Dean.

30.7 The Faculty or School Board shall make recommendations to the Vice-Chancellor, who shall impose the appropriate sanction(s) and inform the Academic Board accordingly.

31. Absence from Examination

31.1 A candidate shall present himself or herself for every University examination for which the candidate has duly registered.

31.2 A candidate who fails to present himself or herself for an examination without satisfactory reason shall be deemed to have failed the examination.

31.3 Misreading the timetable or similar personal lapses shall not constitute a satisfactory explanation for absence.

31.4 A student who falls ill during an examination shall report in writing to the Dean/Director of the Faculty, School, or Institute.

31.5 A student who is absent from an examination on grounds of illness confirmed by medical evidence from the Director of University Health Services shall be eligible for supplementary examination in accordance with these Regulations.

32. Penalties for Examination Misconduct

32.1 Sanctions for examination misconduct shall be imposed in accordance with the offence established and may include warning, change of seat, isolation, cancellation of paper, rustication, dismissal, or prosecution.

32.2 Without prejudice to section 32.1, the penalties schedule in Table 7 shall apply.

Table 7: Penalties schedule for various offences and misconducts

Misconduct / Offence	Penalty
Glancing, looking, or staring at a colleague's work	Change of seat and a warning letter
Exchanging permitted items with a colleague without the permission of the invigilator, or unauthorised change of seat	Strict warning or caution letter from the Dean
Passing notes to a colleague during an examination	Cancellation of paper and rustication for one academic year
Refusal to make a statement on alleged misconduct	Rustication for one academic year or possible dismissal
Writing examination with forged identification	Rustication for one academic year or possible dismissal
Possession of unauthorised material	Cancellation of paper
Removal or tearing paper from answer script	Cancellation of paper
Refusal to submit answer script after examination	Rustication for one academic year or possible dismissal
Starting work before official announcement to start	Strict warning or warning letter
Taking an answer booklet or question paper out of the examination hall, or taking photographs of question papers in the hall	Rustication for one academic year or possible dismissal
Copying or reading from prepared notes inside or outside the examination hall	Cancellation of paper and rustication for one academic year

Misconduct / Offence	Penalty
Assisting or accepting assistance to cheat	Cancellation of paper or rustication for one academic year
Accessing other sites or sources of information outside the mandated examination interface	Cancellation of paper and rustication for one academic year
Impersonation, providing false information, or incriminating another student in an examination offence	Dismissal and prosecution
Communicating with colleagues inside the examination room	Cancellation of paper
Persistently disturbing others in the examination room	Strict warning and isolation
Assaulting or threatening an invigilator or a colleague	Dismissal and prosecution
Destroying materials suspected to be evidence of examination malpractice	Rustication for two academic years
Involvement in leakage, including sharing examination content or answers	Cancellation of the entire paper or papers, rustication for one academic year, or possible dismissal
Plagiarism	Cancellation of project report or thesis work and rustication for one academic year
Fabrication of data	Cancellation of project report or thesis work and rustication for two academic years

33. Faculty or School Examination Malpractice Investigation Committee

33.1 There shall be established in each Faculty or School an Examination Malpractice Investigation Committee to handle alleged cases of examination malpractice.

33.2 The Committee shall

- a) receive and investigate reported cases of examination malpractice, relying on invigilator reports, witness statements, and other relevant materials,
- b) provide the accused student an opportunity in writing, to be heard,
- c) recommend appropriate sanctions in accordance with University rules,
- d) submit a detailed report of findings and recommendations to the Dean/Director before or by the last day of the end of trimester examinations.
- e) and make periodic recommendations on preventive measures.

33.3 The membership of the Committee shall include;

- a) the Vice-Dean as Chairperson,
- b) the Head of Department of the candidate involved,
- c) the Faculty or School Examinations Officer,
- d) the Faculty or School Officer as Secretary,
- e) the invigilator,
- f) other person as the Faculty or School may admit in attendance for advice and
- g) a student representative in attendance for transparency.

34. Evaluation, Custody of Scripts, Record Keeping, and Submission of Grades

- 34.1 All examinations for a course shall ordinarily be evaluated by the internal examiner or examiners for that course.
- 34.2 Where the internal examiner is unavailable, the Head of Department may assign another internal examiner.
- 34.3 Evaluation of scripts shall ordinarily be completed within four (4) weeks after the examination.
- 34.4 Within four (4) weeks after the end of the trimester, every Department shall submit to the Dean the list of students who took courses in the Department together with their grades, or shall upload such results onto the designated online portal.
- 34.5 Where results are submitted in hard copy, the submission shall be signed by the internal examiner and the Head of Department.
- 34.6 Results shall be submitted on standard University mark sheets or on the approved online marksheet.
- 34.7 Results shall be presented to the Departmental Board of Examiners for approval.
- 34.8 Where results are submitted online, the Department Examinations Officer shall print the results for approval by the Departmental Board of Examiners.

34.9 Marked scripts shall not be shown to students.

34.10 Marked scripts shall be kept securely for at least six (6) academic years from the date of the examination.

34.11 Internal examiners shall maintain up-to-date records of all continuous assessment and examinations for their courses.

34.12 Signed hard copies of such records shall be submitted to the Head of Department after upload to the student portal and may be used in resolving any disputed grade.

35. Third Trimester Field Practical Programme and Undergraduate Project Reports

35.1 Third Trimester Field Practical Programme reports shall be submitted to the coordinator by the last week of the Third Trimester.

35.2 Unless otherwise determined by the Department Board, all graduating students shall submit at least four (4) bound copies and one soft copy of long essay or project reports to the Head of Department by the last week of the Third Trimester.

36. Reporting and Approval of Results

36.1 The Dean or Director of the Faculty, School, or Institute shall communicate provisional examination results of the previous trimester, as approved by the Faculty, School, or Institute Board, to students within the second week of the ensuing trimester.

36.2 The Dean or Director shall forward the results of examinations conducted in the previous trimester to the Directorate of Academic Planning and Quality Assurance by the second week of the ensuing trimester.

36.3 The Academic Board shall consider the results of the previous trimester within the first month of the ensuing trimester.

37. Appeal and Re-marking of Examination Scripts

37.1 Students have the right to query the marking of their scripts where they genuinely believe that the grades awarded do not reflect their performance.

37.2 A candidate who is dissatisfied with a grade may request an investigation by writing to the Registrar through the Dean or Director of the relevant Faculty, School, or Institute within twenty-one days after the release of examination results.

37.3 The Registrar may refer the matter to the appropriate Dean or Director for investigation and rectification.

37.4 Where the Dean or Director determines that the petition has merit, the script, together with the marking scheme, shall be submitted to an independent examiner with the requisite expertise in the subject area, whether within the University or external to it, for re-marking.

37.5 The result arising from the re-marking shall be submitted to the Registrar and shall be subject to the approval of the Academic Board.

37.6 An appropriate fee per script shall be paid by a student who requests re-marking.

37.7 The fee shall be refunded where the student is vindicated. For the purpose of this section, vindication arises where the re-marking results in an upward change of grade.

38. Determination of Class

38.1 It shall be the responsibility of the Faculty, School, or Institute Board to recommend the class of Degree or Diploma to be awarded to each student.

38.2 The recommendation shall be based on the grades obtained by the student in accordance with the Degree or Diploma Regulations of the University.

39. Issuance of Official Transcript of Academic Record

39.1 A student may request an official transcript at any stage of the programme.

39.2 The Registrar shall be responsible for issuing certified copies of official transcripts of academic record.

39.3 Copies of official transcripts shall ordinarily be issued only to other institutions of higher learning or prospective employers.

39.4 A student may be given detailed results for personal reference, but such results shall be marked 'NOT TO BE USED AS OFFICIAL TRANSCRIPT'.

40. Evaluation of Courses, Student Performance, and Teaching Programme

40.1 One or more external experts in each subject area in which a degree is being offered shall be invited to the University once in each academic year to moderate final-year examinations and to support the evaluation of courses, student performance, and the teaching programme, in accordance with Appendix II.

PART IV

APPENDICES

Appendix I: Duties of Various Persons and Bodies Conducting Examinations

These duties are in addition to those already specified in the main body of the Regulations.

A. Duties of Internal Examiners

1. Keep an up-to-date class attendance record for each course taught.
2. Keep an up-to-date record of all course assignments, tests, and examinations given, together with the grades obtained by students during the course.
3. Submit to the Head of Department, at the end of the trimester, the attendance record of students for the trimester.
4. Set question papers for all examinations for the course.
5. Mark all scripts for all examinations and assignments in the course.
6. Submit a detailed marksheet showing the letter grade obtained by each student at the end of the course to the Head of Department.

7. For the avoidance of doubt, the Internal Examiner bears the first line of responsibility for the safety and security of examination questions.
8. The Internal Examiner shall be held particularly responsible in the event of any leakage of examination questions unless subsequent evidence proves otherwise.
9. Keep separate attendance sheets for regular and re-take students.
10. Monitor students' attendance at lectures.

B. Duties of Campus Examinations Officer

1. Liaise with the Registry and Procurement Directorate in making regular arrangements for materials required for examinations and oversee their distribution to Faculties and Schools.
2. Liaise with Deans and Vice-Deans to supervise and monitor the work of Faculty and School Examinations Coordinators, and provide training or mentorship to newly appointed coordinators.
3. Support Faculty Examinations Coordinators in arranging lecture theatres and examination venues to facilitate equitable use of facilities for smooth teaching and successful conduct of examinations campus-wide.
4. In liaison with Faculty and School Examinations Coordinators, facilitate campus-wide orientation for students,

invigilators, and examinations administrators before examinations.

5. Arrange for the handling of examination malpractice cases within the campus.
6. Receive examination scripts from invigilators on behalf of the Dean for onward distribution to examiners.
7. Liaise with the ICT Directorate to assist staff and students in the use of the University Campus Management Enterprise or any approved student data management system, especially on course assignment, registration, and examination results.
8. Liaise with the appropriate units to provide transport, ambulance, and security services during campus examinations.

C. Duties of Faculty Examinations Officer

1. Arrange and organise the main examinations of the Faculty or School, including preparation and circulation of the timetable and arrangement of examination venues.
2. Distribute question papers, answer booklets, attendance sheets, and related materials to invigilators before examinations.
3. Communicate to the Dean any matter arising from examinations that requires disciplinary action.
4. Present examination reports to the Dean.

D. Duties of Heads of Department

1. The Head of Department shall be the Chief Examiner in the Department and Chair of the Departmental Board of Examiners.
2. Ensure that examination question papers are moderated and coordinated internally.
3. Ensure that final moderated question papers for the main examinations are forwarded to the Dean in sealed envelopes not later than two weeks before the commencement of the examinations.
4. Ensure that materials for practical examinations are secured before the examinations.
5. Submit the list of students who took courses in the Department, together with their grades, to the Dean, or verify all uploaded results where an online examinations system is used, and ensure that such submissions are signed by both the Head of Department and the Internal Examiner who taught the course.
6. Submit to the Faculty Examinations Officer a list of the courses to be examined, the duration of each examination, and the names of lecturers or other persons assigned to invigilate the examinations.
7. Monitor all trailed students, especially those scheduled to re-take lower-level courses.

8. Ensure that lecturers intending to participate in the Third Trimester Field Practical Programme or any other field practical assignment, or intending to go on leave of absence of any kind, show evidence of having submitted their examination results.
9. Monitor student performance regularly in order to avoid breaches of rules governing course registration.
10. Take an active role in student registration in order to avoid possible breaches.

E. Duties of Invigilators

1. Inspect or screen students before entry into the examination room.
2. Invigilate the courses assigned to them.
3. Distribute examination materials to students.
4. Ensure that students sign the attendance register.
5. Collect and submit examination scripts and other examination materials.
6. Keep time and manage the commencement and closure of the examination.
7. Submit examination reports.

F. Duties of the Dean of the Faculty or School

1. The Dean shall be the Chief Examiner of the Faculty or School and Chair of the Faculty Board of Examiners.

2. Ensure that all continuous assessment scores account for the approved continuous assessment component in every course.
3. Ensure that final-year examination question papers and scripts are moderated by External Examiners each teaching trimester and annually where applicable.
4. Ensure that lists of students who took courses in the Department are approved or endorsed by the Head of Department and the Internal Examiner who taught the course.
5. Ensure that final moderated question papers for the main examinations are secured in sealed envelopes not later than two weeks before the commencement of the examination period.
6. Ensure that question papers are duplicated in adequate quantities, bound, sealed, and secured not later than one week before the examinations.
7. Communicate provisional letter grades approved by the Faculty or School Board to students within the second week of the next trimester.
8. Forward the results of examinations conducted in the previous trimester to the Registrar before the third week of the next trimester.
9. Keep all records pertaining to Faculty or School examinations.

10. Prepare results for presentation to the Faculty or School Board and the Academic Board.
11. Ensure the release of all examination results before registration of students at the beginning of each trimester.
12. Ensure that Examination Officers and Heads of Department do not simultaneously serve as coordinators of the Third Trimester Field Practical Programme or heads of other units in a way that compromises their attention to examination processing and timely release of results.
13. Monitor student performance regularly in order to avoid breaches of rules governing course registration.
14. Liaise with the Guidance and Counselling Unit to offer counselling services to students through Students Advisory System Units.
15. Ensure that Faculty or School Examinations Offices are established, adequately furnished, and headed by committed Senior Members.

G. Duties of the Departmental Board of Examiners

1. Approve questions set by Departmental Internal Examiners.
2. Ensure that all continuous assessment scores account for the approved continuous assessment component in every course.

3. Ensure that final-year examination question papers and scripts are moderated by External Examiners each teaching trimester and annually where applicable.
4. Ensure that lists of students who took courses in the Department are approved or endorsed by the Head of Department and the Internal Examiner or Examiners who taught the course.
5. Submit approved or endorsed lists of students to the Dean of the Faculty or School.
6. Ensure that results are released before resumption of the next trimester where the vacation period is over four weeks.

H. Duties of the Faculty Board

1. Recommend the class of degree to be awarded to each student.
2. Ensure that the recommendation is based on the grades obtained by the student in accordance with the degree regulations of the University.
3. Ensure that results are released before resumption of the next trimester or within four weeks after the end of the main trimester examinations.

I. Duties of the Directorate of Academic Planning and Quality Assurance (DAPQA)

1. Ensure compliance with regulations governing examinations.

2. Ensure that results are released before resumption of the next trimester or within four weeks after the end of the main trimester examinations.
3. Vet all examination results and submit them to Academic Board for approval.
4. Audit marked examination scripts.
5. Liaise with Faculties and Schools to ensure compliance with the deadline for submission of results.
6. Organise orientation programmes for fresh students, continuing students, and new lecturers on the examination rules and regulations.

J. Duties of the Registrar

1. Make available to Faculty and School Examinations Officers stationery and other materials required for examinations.
2. Issue official transcripts of academic record and certified copies of official transcripts.
3. Ensure that official transcripts are issued only to institutions of higher learning or prospective employers.
4. Process appeal requests.
5. Keep permanent record of all grades obtained by students in their final examinations.
6. Ensure that rules and regulations for Academic Advisors are established and made available to students.

K. Duties of the Academic Board

1. Consider and ratify examination results approved by Faculty or School Boards and vetted by Directorate of Academic Planning and Quality Assurance (DAPQA).
2. Consider any matter referred to it by a Faculty or School Board in relation to examinations.
3. Ensure that results are released before resumption of the next trimester or within four weeks after the end of the main trimester examinations.

Appendix II: Regulations for External Examiners

An External Examiner shall, as far as possible, carry out his or her duties in accordance with the following guidelines:

1. Assess undergraduate academic programmes and syllabi with a view to determining their relevance to the objectives of the University.
2. Evaluate available facilities such as laboratories, teaching aids, and related academic resources.
3. Inspect library facilities to ensure that they are relevant to the discipline under review.
4. Evaluate examination questions and student scripts on courses taught in the Department with a view to determining the academic quality of the questions and the consistency of the marking schemes.
5. Evaluate undergraduate projects and, where necessary, participate in oral and practical examinations.
6. Carry out external assessment once in an academic session to coincide with the main examinations of the Second Trimester; provided that final-year question papers shall be vetted before the commencement of examinations in each teaching trimester.
7. Submit a detailed report of the assessment to the Vice-Chancellor within six weeks after the assessment exercise.

Notes

1. The External Examiner should have ready access to relevant student records for all years and, in particular, for final-year undergraduates.
2. The External Examiner should receive in advance of the visit copies of:
 - (a) the degree programme and course content of the Department;
 - (b) the regulations relating to the Bachelor's Degree programme; and
 - (c) the regulations for conducting examinations.
3. Offer of appointment as External Examiner shall be communicated by the Registrar.

Appendix III: Guidelines on Use of Artificial Intelligence Applications and Tools

These guidelines apply to all artificial intelligence applications and tools used in academic work, including but not limited to writing assistance, data analysis, and research within the University for Development Studies. They apply to the use of AI on University premises, through University resources, and whenever a person represents the University in any capacity.

A. Definitions

Artificial Intelligence (AI): means a branch of computer science concerned with the recreation of intelligent behaviour in computers.

AI Applications and Tools: means software applications that use AI algorithms to perform tasks that ordinarily require human intellect, such as language processing, predictive analytics, and decision-making.

B. Ethical and Acceptable Use of AI

1. AI tools may be used to supplement learning and enhance understanding. Examples include language translation, spelling and grammar checking, and other self-study purposes.
2. AI may assist in data analysis, simulations, and other research-related tasks, provided the use is properly documented and acknowledged.

3. Students shall not use AI to commit academic dishonesty, including plagiarism, cheating, or unauthorised assistance in assignments, examinations, and projects.
4. Students shall not use AI to generate false or misleading academic records or identifications.
5. Students should disclose the use of AI tools where disclosure is required by the instructor or where the AI has substantially contributed to the submission.

C. Prohibited Use of AI

1. Use of AI to produce work that is submitted as the student's own without proper attribution, including essays, assignments, code, or comparable academic outputs, is prohibited and constitutes misconduct.
2. The use of, or consultation with, generative AI shall be treated analogously to assistance from another person. In particular, using generative AI tools to substantially complete an assignment or examination, including by entering examination or assignment questions into such systems, is not permitted unless expressly authorised.
3. Presenting AI-generated content as original work without proper disclosure and citation constitutes misrepresentation.
4. Using AI tools during examinations or assessments where their use is not explicitly permitted constitutes unauthorised assistance. Content generated through the use of ChatGPT, Co-

pilot, Gemini or similar tools should be understood as co-authored by the user and the AI.

D. Acknowledgement

1. Where an instructor expressly permits the use of AI, students must clearly disclose the use of AI tools in their work, including the tasks performed by the AI and the manner in which the AI was used.
2. Students shall cite AI tools in accordance with the applicable citation style, including the version, language model, and source of the AI tool used.

E. Data Privacy and Security

1. Students must ensure that any data input into AI tools is handled in accordance with the University's ethical policies and any applicable legal requirements.
2. Students are expected to maintain the confidentiality of sensitive information when using AI tools.

F. Consequences of AI Misuse

Violation of these guidelines constitutes academic misconduct and may attract sanctions including score reduction, course failure, rustication, or any disciplinary action provided in the General and Examination Rules and Regulations for Undergraduate Programmes.

G. Review of Guidelines

1. These guidelines shall be reviewed by the University from time to time in order to respond to technological change and evolving educational practice.
2. Students and staff are encouraged to provide feedback on the guidelines in order to support their continued relevance and effectiveness.

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