

UNIVERSITY OF SAINT JOSEPH MBARARA (USJM)



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ACADEMIC HANDBOOK

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MESSAGE FROM THE VICE CHANCELLOR

Dear students

Welcome to the University of Saint Joseph Mbarara (USJM)! This Academic Handbook contains policies and regulations which will guide you as you undertake your studies at USJM. These regulations are in line with the University's Vision, Mission and Core Values.

The Handbook stipulates what is expected from you as a student. This includes requirements, operational procedures and deadlines. Any questions regarding these policies can be addressed to the Faculty of the Office of the Academic Registrar.

These Policies are subject to improvement in future. You are therefore called upon to give feedback for correction, revision and improvement.

Rev Fr Dr Deus M Karemiré

Vice Chancellor - University of Saint Joseph Mbarara

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1. BACKGROUND

The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.
- iii. **Motto:** Foster Excellence and Integrity (*Praestantia et Integritate Foveat*)
- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
 - a. God fearing,
 - b. Integrity,
 - c. Excellence,
 - d. Accountability,
 - e. Community responsiveness
- vii. **Objectives:**
 - a. To provide relevant university education.
 - b. To promote research and innovation among the students.
 - c. To nurture citizens of integrity and sense of common good.
 - d. To nurture students with demand-oriented skills.
 - e. To promote best practices in institutional governance.
 - f. To promote pastoral mission of the church

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral values are priorities. Since the person is at the center of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to promoting justice,

respect, solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

2. ADMISSIONS

2.1 ADMISSIONS RESPONSIBILITY

All admissions to USJM shall be the responsibility of the Academic Registrar's office in consultation with the Heads of the respective academic faculties and departments.

2.2 ENTRY REQUIREMENTS

Senate shall have power to prescribe the minimum entry requirements to any course of study in the USJM and in so doing, may take into account results of public examinations or the University itself may prescribe other requirements for the purpose of entry into the University. While setting the minimum entry requirements, Senate shall conform to national requirement as stipulated under the Universities and Other Tertiary Institutions Act (2001) as Amended 2006 and guidelines set by National Council for Higher Education (NCHE). Below are general minimum entry requirements. However, specific ones may be outlined on each programme/course requirements.

a) **Short Courses**

Admission to short courses shall be conducted in guidance with USJM Short Course Policy (2023).

b) **Certificate Programs**

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

c) **Diploma programs**

A candidate must have obtained the Uganda Certificate of Education (UCE) with at least 5 passes at the same seating; and Uganda Advanced Certificate of Education (UACE) with 1 principle pass and 2 subsidiary passes obtained at the same sitting or a certificate (at credit/distinction level) in the relevant field from a recognized institution.

d) **Undergraduate/Bachelor's Degree programs**

The undergraduate programs of USJM shall be accessed through the following entry requirements:

i) **Direct Entry from Schools**

A candidate must have obtained at least two principals at the Uganda Certificate of Education (UCE) with five passes in one sitting or its equivalent; and at least two principal passes in the relevant subjects at UACE obtained at one sitting.

ii) **Diploma Entry**

A candidate must have obtained a diploma (at credit/distinction level) in the relevant field from a recognized institution.

iii) **Mature Age Entry**

A candidate must be 25 years and above and must successfully pass the mature entry examination sat at an NCHE-accredited institution with at least 50% score.

iv) **International Students**

- Applicants from outside Uganda who are interested in pursuing courses of USJM shall have their academic documents equated by NCHE/UNEB/UBTEB before admission.
- Where possible, USJM shall offer abridged courses after the approval by NCHE.

e) Admission of Occasional Students

- i) The university may admit into a program an occasional student who is otherwise not able to enroll for a full program but meets all the requirements for admission.
- ii) Candidates may be admitted at the beginning of any semester of the academic year.
- iii) Upon registration, the candidates shall register for the course they wish to attend with the respective Faculties.
- iv) Studying as an occasional student shall not lead to any award.
- v) Occasional students shall not transfer to degree programs or change status of registration on the basis of their performance.
- vi) An assessment may be made and a partial transcript may be issued.
- vii) Occasional students may transfer credits to their respective institutions.
- viii) Occasional students are expected to adhere to USJM rules and regulations with which they should make themselves familiar at once on arrival.

f) Admission on Exchange Programme

Exchange programme will be carried between USJM and universities which have signed memorandum of understanding. The criteria shall be as follows:

- i) The candidate applies to USJM.
- ii) S/he selects courses to study (those at undergraduate shall select from year 1-2).
- iii) The duration of exchange will range from one semester to one year.
- iv) The programs will be coordinated by the faculties/coordinators in those universities.

2.3 INELIGIBILITY FOR ADMISSION

The following categories of applicants shall not be admitted:

- a) Any applicant previously discontinued from USJM or any other university as a result of academic malpractice;
- b) Any applicant previously discontinued from USJM or any other university as a result of misrepresentation of academic documents or cheating to gain admission – legal action to be taken against any applicant who presents forged academic documents; and/or
- c) On grounds such as laid down by the competent authority.

2.4 RE-ADMISSION

The following categories of applicants may be re-admitted:

- a) Any applicant who was previously admitted for any programs at USJM and was discontinued on academic grounds may apply for the same program or another program and s/he may be admitted if s/he produces evidence of further learning that satisfies the University Senate basing on the applicant's qualifications and capability that s/he is able to pursue the program applied for.
- b) A discontinued student in regard to a) above may be admitted in the same program or another program after two years (24 months) have elapsed.

3 REGISTRATION

- a) For a candidate to qualify to be a student of the University, s/he must be registered.
- b) Before registration, a student should have fulfilled all monetary and other requirements as stipulated by USJM.
- c) Registration is a mandatory function of the Academic Registrar's office.
- d) All students shall register for the courses/program they have been admitted for at the beginning of the academic year and within the first four (4) weeks of the beginning of the semester.
- e) All students shall furnish the University with details of their academic qualifications and other relevant documents as required.
- f) Students shall be required to present their original certificates and other relevant documents as declared in the application forms. Students shall register for the courses/program they have been admitted for.
- g) In case of a change of course or program, the change shall be approved by the Academic Registrar in consultation with the Faculty Dean before the change is granted.
 - a) This should be done by the end of the second week of commencement of their first academic year.
 - b) An official letter shall be issued to such a student by Academic Registrar to confirm the change in course/program.
 - c) A student shall bear additional financial obligations if such change necessitates.
- h) The names to be used when registering are those which appear on the student's admission letter and those must be the names which appear on their UCE and UACE results slip/certificate and/or on diploma/degree /transcript /certificate and mature age certificate. Any change or discrepancy in names will require presentation and submission of an affidavit.
- i) No change of names by students shall be entertained during the course of study.
- j) There shall be gazette time for registration.
 - a) Any first-year student who will not have registered by the end of the registration period shall be deemed to have declined the offer of a place at the University.
 - b) Any student who will not have registered by the end of the registration period shall either be subjected to a penalty for late registration or may be deemed to have abandoned the course/program.
- k) Any candidate in the first year of study who for some reason is unable to register by the end of registration period shall formally apply for deferment of his/her admission to the following academic year.
- l) Student's admission will be deferred once and for a maximum of one academic year upon payment of acceptance fee.
- m) The student shall follow the laid down procedures of registration as provided by Academic Registrar's office or any other responsible offices.

3.1 OFFICIAL NOTIFICATION OF WITHDRAW FROM THE UNIVERSITY

- a) A student who has been duly registered by the University may be allowed to cancel his/her registration during or at the end of a semester on condition that he/she notifies the Academic Registrar's office in writing through the Head of Department and/or Faculty Dean. The Academic Registrar's office shall notify the Finance Department for appropriate financial action on the student's ledger and adjustments in the receivables.
- b) Rescinding notification of intent to withdraw: A student who wishes to cancel his/her withdrawal from the University shall submit a written notification to the Academic Registrar's office. The University reserves the right to accept the notification or uphold the earlier intent to withdraw.

4. UNIVERSITY ACADEMIC PROGRAMMES AND COURSES

- a) The academic programs of the University shall run through a semester system and these shall be designed per semester.
- b) The academic year shall comprise two semesters of seventeen (17) weeks; two (2) of which are for examinations.
- c) Some courses may be run on a modular or semi-modular basis, but their assessment shall be on semester system, unless otherwise clearly stipulated in their curriculum.
- d) Each course shall have a course name, a course code, course objectives, learning outcomes, a full description of the course content and time/hours to be spent on each item as stipulated by NCHE guidelines.

4.1 COURSES/SUBJECTS

A course is a unit of work in a particular field or area of study, normally covering a semester to completion and attracts credit(s) towards the fulfillment of the requirements leading to the award of degrees, diplomas, or certificates. Courses shall be arranged according to the following categories:

a) **Core Courses**

A core course shall be a course which is essential to a program and gives a program its unique characteristic features. The core courses shall be compulsory for all students and passed by the students registered for the program in which the courses are offered.

b) **Elective Courses**

An elective course shall be a course offered in order to broaden an academic program or to allow for specialization.

i) **Group of Elective Courses**

Electives shall be selected from a group of courses at the convenience of the student and they have to be passed.

ii) **Substitution for (a) Failed Elective(s)**

Another elective course may substitute a failed elective course offered in the same semester like the former one.

iii) **Number of Elective Courses**

The number of elective courses each student shall be required to register for in every academic program shall be clearly stated in the curriculum so as to guide the students during selection of such courses from a set.

iv) **Ceiling for Elective Courses**

The University shall have a ceiling for the number of undergraduate students who will be allowed to register for particular elective courses.

c) **Pre-requisite**

A Pre-requisite is a condition (either a course or classification), which must be satisfied, shall be specified prior to enrolling for the course or program in question.

A Pre-requisite course shall be a course offered in preparation or prior to the commencement of a higher-level course in the same area of study. The curricula for each program shall specify the pre-requisite courses.

d) **Audited Course**

An Audited course shall be a course taken by a student for which a credit is not awarded.

i) **Conversion of Audited Courses**

An audited course cannot be converted to a regular course.

ii) **Audited Courses on the Transcript**

An Audited course shall be indicated on the transcript. However, it shall not carry a credit.

- e) **General Cross-Courses:** All the general cross-cutting courses shall be mandatory for all students. All students at undergraduate levels shall be required to follow the general cross-cutting courses of USJM as spelt out.

4.2 COURSE CONTENT AND DURATION

i) **Course Content**

The level of content of a particular course shall match the credit units allocated to the course.

ii) **Credit Unit**

A credit unit (CU) is a measure used to reflect the relative weight of a course.

iii) **Contact Hours**

A contact hour is equivalent to one (1) hour of lecture or two (2) hours of practical sessions, tutorials, junior, senior clerkship and fieldwork.

iv) **Course Size**

All courses shall have at least two (2) CUs and at most five (5) CUs. A course that has a practical component shall have a minimum of three (3) CUs and a maximum of five (5) CUs; and a course without a practical component shall have a minimum of two (2) CUs and a maximum of four (4) CUs.

- **Smallest Course Size**

The smallest course shall be two (2) CUs. A two (2) CU course is a course that is taught for two contact hours per week or a course that takes thirty (30) contact hours per semester.

- **Largest Course Size**

The largest course shall have four (4) CUs. A four (4) CU course is a course that is taught for four (4) contact hours per week or a course that takes sixty (60) contact hours per semester.

4.2.1 MAJOR

A major shall be a set of courses in a field or area in which students are encouraged to explore the field or area in a considerable depth.

4.2.2 MINOR

A minor is a set of courses in a field or area that is of less importance than the major.

4.3 PROGRAMMES

The degree/diploma/certificate awards are attained by offering programs as described below:

i) **Structure of Academic programs**

The structure of each academic program shall clearly indicate the core, elective, and pre-requisite courses, CUs and graduation load therein.

ii) **Specialization in Academic programs**

An academic program may allow some degree of specialization. A program specialization shall consist of a set of courses combined from both major and minor areas.

iii) **Academic Programme Load**

An academic program load shall consist of essential set of courses (both core and electives) offered for an award.

iv) **Semester Load**

A semester load refers to the minimum CUs a student is required to take in a semester. The curriculum for each program shall specify the minimum CUs for each semester and the maximum credits for each semester in accordance with the provisions set by the NCHE.

v) **Normal Semester Load**

The normal semester load is defined as the quotient of one sixth (for 3-year programs) of the total number of CUs required for the award of a degree for which a student has registered.

vi) **Maximum Semester Load**

The maximum semester load for academic programs shall cater for all courses prescribed for a semester, including audited courses. It is the maximum CUs a student can take in a semester.

vii) **Graduation Programme Load**

Each faculty or institute shall specify the total number of CUs required to constitute graduation load, for the awards of degrees/diplomas/certificates offered in the faculty in accordance with NCHE guidelines.

4.4 COURSE IDENTIFICATION SYSTEM

Courses shall be identified by a combination of letters and number codes.

i) **Letter Codes**

The letter codes shall indicate the field, or area within a subject in which the course is offered.

ii) **Number Codes**

The set of number codes shall indicate the level, semester, and the serial number of the course.

iii) **Interpretation of Number Codes**

The first set of four digits (e.g. written as 2202) shall denote the following information:

- **The First Digit**

The first digit shall denote the level or the year in which the course is offered. Therefore, 1 for 1st year, 2 for 2nd year, and 3 for 3rd year.

- **The Second Digit**

The second digit shall denote the semester during which the course is offered. Therefore, 1 for 1st semester and 2 for 2nd semester.

- **The Last Two Digits**

The last two digits shall be used to distinguish the courses in a program.

4.5 ATTENDANCE

- a) Class attendance, tests, and group work exercises shall be compulsory.
- b) Students who absent themselves from class for more than three (3) consecutive lectures must inform the Academic Registrar's office through the respective Faculty Dean.
- c) Full time and Part time students who fail to attend 80% or more of a course will not be allowed to sit the final examination in that course and will be required to repeat.

4.6 WITHDRAWAL/DEAD YEAR

- a) A student shall apply to the Academic Registrar through his/her respective Faculty Dean to withdraw from studies at any time of the semester. The student may apply for a dead semester or a dead year if necessary.
- b) A student will be allowed only a maximum of two withdrawals (two dead years) in an academic program and each withdrawal shall not exceed one academic year.
- c) Where such withdrawals are made, the fees policy will indicate the financial obligations of such a student

4.7 CREDIT TRANSFER

- a) Senate may accept periods of attendance and examinations in any faculty, institute of USJM, or of other universities recognized by the NCHE for the purpose of being exempted from attendance and examination in such prescribed courses from another faculty.
- b) Senate may accept certificates of proficiency in any subject issued by a university or institution as aforesaid as exempting from attendance and examination of such prescribed courses of the University in a course or courses in such a subject.
- c) USJM shall adhere to established procedures by competent authority for credit transfer.

4.8 COURSE EVALUATION

- a) There shall be course evaluation tools/forms.
- b) Students shall evaluate courses by completing course evaluation forms at the end of each course/semester for the purposes of improving on the content and mode of delivery; thus, enabling them to learn better.

4.9 ASSESSMENT AND EXAMINATIONS

- a) University examinations shall be conducted under the control of Senate and under regulations which Senate may prescribe with regard to NCHE standards and other related issues.
- b) Senate shall appoint a standing committee to be known as the Academic Irregularities Committee, which shall investigate all cases of irregularities in academic matters. Any person involved in any alleged irregularity shall be required to appear before this committee according to laid down procedures of this committee.
- c) The method, nature, and timing of assessment for each course shall be communicated at the beginning of the course by the respective lecturer.
- d) Existing examination rules and regulations shall be communicated to students by the Academic Registrar in the orientation week and before the examinations.
- e) All the examinations shall be moderated before they are administered.
- f) Faculty Deans shall enforce examination rules and regulations in their respective faculties.
- g) Marking of examinations by lecturers shall not take more than stipulated time after sitting the examinations and names of lecturers who fail to comply with the above deadline should be forwarded to the Academic Registrar for action.
- h) Coursework marks shall be published at least two (2) weeks before the final examinations.

4.9.1 COURSE ASSESSMENT REGULATIONS

- a) The language of instruction and examination for all examinations, apart from selected/specific programs, will be English.
- b) Students will be assessed continually throughout each course in at least three (3) assessment exercises, i.e. two (2) continuous assessments prior to the final assessment.
- c) Students who have proof of physical or other difficulties with a written assessment may apply to the Academic Registrar through their respective Faculty Dean(s) to take oral assessments.
- d) Lecturers are not obliged to accept work submitted after the date given, or to grant extensions.
 - i) Coursework, which is not submitted by the specified date, will be regarded as a late submission and the student will be penalized as may be prescribed by University policy.
 - ii) Students have no automatic right to resubmit assignments or essays or to redo class tests.
- e) Students who do not complete the first two assessment exercises during the course of study for valid medical or social reasons, may, with the permission of the Dean, be allowed to do a special assessment exercise.

- f) All students shall follow the general rules of academic honesty. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and will be dealt with severely.
- g) Student who attempt to compromise their academic integrity by cheating in coursework and exams shall commit an offence punishable according to the University rules and regulations.
- h) Students can only register and take the final examination after doing and handing in all coursework and assignments. In case a candidate enters the examination, room and sits for the paper without fulfilling this condition, his/her results in that particular paper will be declared null and void.
- i) Grievances and appeals:
 - i) **Award of Marks**
Course examiners retain primary responsibility for awarding marks. The examiner's judgment remains final unless compelling evidence shows discrimination, differential treatment, or procedural irregularities.
 - ii) **Reporting Grievances**
It is the obligation of the aggrieved student(s) to report the grievance first to the Head of Department/Faculty Dean, who will request the examiner concerned to resolve the matter. Where re-marking is done, the mark awarded becomes the final mark.
 - iii) **Unresolved Cases**
In case the examiner fails to resolve the matter, the Head of Department/Faculty Dean shall forward the case to Faculty/Institute Examinations Board.
 - iv) **Appeal to Senate**
If the Faculty/Institute fails to resolve the matter, the student shall channel his/her appeal through the Head of Department, Faculty Dean, and Academic Registrar to the Vice-Chancellor before it is reported formally to Senate.
 - v) **Mode of Appeal**
Final Grade appeals shall be submitted in writing not later than the second week of the next regular semester.
- j) The University shall preserve the candidates' answer scripts for reference purposes for a period of seven (7) years.
- k) Students shall not be allowed to re-sit final assessments for the purpose of improving their grades.

4.9.2 ABSENCE FROM UNIVERSITY EXAMINATIONS

Absence from particular university examination(s) shall be taken as ABSENT from the course (s) in which the examinations are not sat.

- a) A candidate who absconds from university examinations shall not be allowed to proceed to the next semester. They shall be required to repeat the entire semester.
- b) The course(s) in which the candidate was absent shall not be included in the calculation of the Cumulative Grade Point Average (CGPA).
- c) The mark obtained after sitting the missed course(s) shall be recorded as it is.
- d) If a candidate fails the examination of the course s/he missed, s/he shall retake the course when it is next offered. The student shall be required to follow the course(s) when it is next offered by taking classes, course works, and examinations.
- e) Any candidate who misses examinations in accordance with the provisions above shall:

- i) Apply for the examinations indicating with evidence the reasons that made them miss the examination. The application shall be addressed to the Academic Registrar through the Head of Department and Dean within twenty-four (24) hours.
- ii) On approval to sit the examinations, the candidate shall sit the examination in question before proceeding to the next academic year.

4.9.3 GENERAL EXAMINATION RULES AND REGULATIONS TO STUDENTS

- a) A candidate to be eligible for final assessment must have attended all lectures and completed the continuous assessment exercises as stipulated by the University regulations.
- b) No candidate will be allowed to sit any examination unless s/he proves that s/he registered for that examination and cleared all the University fees and debts. Therefore, every candidate will be required to produce his/her identification and registration card.
- c) It is the duty of every candidate to find out the room and the time allocated to his/her examination. The University will not be held responsible for any candidate who fails to consult the timetable for any changes.
- d) All candidates should bring with them the required items, such as pens, pencils, calculators, or other materials permitted by the department. Borrowing from each other during the examination time shall not be allowed.
- e) All candidates shall be checked before they enter the examination room. Items, such as handbags, clipboards, purses, mini-computers, calculators, cell phones, papers, magazines, sweaters, jackets, lighters, matches, food, drinks, and others are not allowed in the examination room. Any student who smuggles any of the forbidden items shall be culpable.
- f) All candidates shall be seated 30 minutes before the commencement of the examination.
 - i) No candidate will be allowed in the examination room thirty (30) minutes after the commencement of the examination.
 - ii) Every examination is supposed to last a specified time usually three (3) hours. No student shall be allowed to leave the examinations before the specified time. However, if a student chooses to go out before the end, he/she shall surrender the answer sheet to the invigilator.
- g) Before starting the examination, students shall be asked to read the instructions on the answer booklet and abide by them. Students must clearly write their particulars on the answer scripts. Answer scripts without a candidate's full particulars will not be marked.
- h) Silence shall be observed throughout the examination period. Candidates must not create any disturbance in or near the examination room.
- i) All candidates shall sign an attendance sheet at the beginning and end of every examination.
- j) Any candidate answering a call of nature must obtain permission from the invigilators. Only one candidate at a time will be allowed at a time and for only a reasonable time. It may be necessary that an invigilator oversees the action especially if a student has ill health.
- k) Walking out of an examination under protest disqualifies a student from that particular examination.
- l) Answer booklets are a property of the University. All candidates shall hand in the answer booklet to the invigilator and sign out. Under no circumstances can the answer sheet or booklet, used or unused, be removed from the examination room by a candidate.
- m) Failure to abide by the above rules and regulations and any other relevant regulations shall lead to automatic disqualification from the examination or expulsion from the University, depending on the nature of the case.

4.9.4 EXTERNAL EXAMINERS

- a) There shall be external examiners of the University appointed by Academic Registrar on the recommendation of the respective Faculty Deans or Heads of Department.
- b) The external examiners should not have been employees of USJM for the preceding three years.
- c) In the process of marking, external examiners shall, among other things, consider:
 - i) Coverage of the course content,
 - ii) Standard of examination,
 - iii) Formulation of questions,
 - iv) Standard of marking by the internal examiner, and
 - v) Student performance.
- d) The external examiner shall submit his/her report to the Academic Registrar immediately after the exercise.
- e) The terms of reference, obligations, and expectations of the external examiner shall be clearly indicated in his/her appointment letter.

4.9.5 COURSE GRADING

The coursework assessment exercises shall contribute 30% of the course mark i.e. 20% (mid-semester tests) 10% (take home/project), and the final assessment exercise shall contribute 70% of the course mark.

4.9.6 COMPENSATION

- a) The principle of compensation shall apply only in the final assessment and in one subject/course where the range is between 48%-49% in that semester.
- b) A student who is a borderline case 48%-49% in not more than one course shall have attendance and general participation in courses and class work taken into consideration.
- c) The mark on the transcript will read 50% subject to the approval of Senate.

4.9.7 ORAL ASSESSMENT

Where conditions warrant, a student may have the chance of taking the final assessments as oral assessments. However, permission shall be sought from the Academic Registrar through the respective Faculty Dean.

4.9.8 FAILED EXAMINATIONS AND RETAKES

Students who fail an examination and scores a final mark below 50% (corresponding to a grade point less than 2.0 or grade letter F) out of the final examination and coursework computations, shall retake the course when next offered.

a) **Qualification to Retake a Course**

The following shall apply:

- i) Students are allowed to retake failed courses only if they have failed 15% or less of the courses offered in an academic year.
- ii) Students who fail a retake course must not proceed. They must retake the course and pass it.
- iii) Students are allowed only three (3) times to retake a paper.
- iv) The mark obtained after retaking the failed course(s) shall be recorded as it is. However, it shall be indicated on the transcript as mark obtained after retaking.
- v) Students must apply to register for the retake courses at the beginning of the academic year.

.Cost for Retaking an Examination

Students shall pay a specified unit cost for the retake. The following shall apply:

- i) Students who proceed to the next academic year with retake courses shall be required to pay a specified unit cost but not pay additional functional fees.
- ii) Students who do not proceed due to failed courses shall be required to pay a specified unit cost for each retake plus functional fees.

4.9.9 PROGRESSION

Progression of a student shall be classified as normal, probationary, or discontinued.

a) **Normal Progress**

Normal progression occurs when a student passes each course taken with a minimum grade point of 2.0.

i) **Vice-Chancellor's List**

Candidates who attain a Grade Point Average (GPA) of at least 4.40 shall be enlisted on the Vice-Chancellor's list.

ii) **Dean's List**

Candidates who attain a GPA ranging from 3.60 to 4.39 shall be enlisted on the Dean's list.

b) **Probationary Progress**

This is a waiting stage and it occurs when a student fails a core/compulsory course. A student who fails more than half of the total number of courses in an academic year shall be required to stay on that year until the failed courses are cleared.

c) **Retaking a Course**

There shall be no supplementary examination in any course programme. However, a student may retake a course when next examined; but in any case, no student shall be allowed to retake a course more than twice. The student shall be required to pay fees for retake(s) on a pro-rata basis. A student shall retake a course to pass, if he/she has failed.

Where a student retakes a course to improve the performance and scores a lower mark than the previous one, the higher mark shall be considered for the student's final assessment. Final year students with retakes shall retake such courses when they are next offered. A student on probationary progress shall be required to sit and pass all sets of examinations for the course(s) failed.

4.9.10 REPEATING

- a) A student who fails between 15.1% and 75% of the courses in an academic year may be allowed to repeat the year.
- b) Marks obtained after repeating a course shall appear on the transcript with an asterisk (R) and an explanation made on the back of the transcript that such a mark was obtained after repeating a course.

4.9.11 DISCONTINUATION

A student may be discontinued under the following circumstances:

- a) Over-staying on an academic program for more than 2 years; and/or
- b) Failing more than 75% of the courses offered during the academic year.

4.9.12 DISSERTATIONS, RESEARCH PROJECTS, AND ESSAY REGULATIONS

- a) Students are required to submit a research dissertation in partial fulfilment of the requirements for their course program except in circumstances where the need does not arise, as may be advised by the relevant faculty.
- b) Approved University system of citation shall be used.
- c) All students are expected to follow the general rules of academic honesty. Essays and research dissertations should be the work of each individual. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and shall be dealt with severely in accordance with the existing University policies. Essays, which are copied, shall not be marked and shall automatically receive no mark.
- d) In dissertations and projects, direct copying without acknowledgement shall result in the work being rejected. If a lecturer/supervisor suspects plagiarism, whether intended or not, the candidate shall be called for an oral defense of his/her work before a panel.
- e) This defense shall determine whether the work will be accepted or not.
- f) All written work and assignments submitted must conform to USJM standards. Work which contains many spelling or grammatical mistakes or is badly written or presented, shall normally be resubmitted for assessment.
- g) Research projects shall be marked by the supervisor, internal, and external examiner.
- h) The research project is a full subject to be marked out of 100%.
- i) If the submitted work does not satisfy the examiner or a student attempts to write the dissertation and does not successfully complete due to other factors, s/he shall not qualify for the award.
- j) Research dissertation shall be done according to USJM Research Guidelines (Appendix).

4.9.13 INVIGILATION

- a) Invigilation shall be the responsibility of academic staff preferably the lecturer of a particular course or any other responsible officer. There shall be a minimum of two invigilators in one examination room of whom one must be a lecturer of the particular course unit being examined.
- b) All invigilators shall arrive at the examination room latest thirty (30) minutes from the commencement of the examination ready to check the students before entering the examination room.
- c) Lecturers who have been indicated on the timetable as invigilators should be present all the time for such a responsibility.
- d) Invigilators shall make announcement to the effect that all unauthorized materials should be removed from the examination room.
- e) Invigilators shall make announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
- f) Invigilators shall ensure that all candidates present have signed the attendance sheet and that they themselves have signed the attendance sheet before handing over all the scripts, attendance sheets, extra question papers, answer books, and such report as may be necessary.
- g) The invigilator is free to change the sitting arrangement in the examination room if s/he deems it necessary.
- h) Invigilators shall have the power to confiscate any unauthorised material brought into the examination room and to officially inform the Dean any such candidate or any candidate found with material written on his/her body, within five (5) hours.

4.9.14 MARKING EXAMINATIONS

- a) While marking examinations (assessment), lecturers shall be as objective as possible and shall avoid anything that may be viewed as favoritism and bias.
- b) A lecturer who has a close relationship with a student shall declare his/her conflicts of interest to the Academic Registrar and Dean so that arrangement can be made to find another examiner.
- c) Marking shall be completed and marks submitted in time.

4.9.15 DISCUSSION AND APPROVAL OF EXAMINATION RESULTS

- a) All examination results shall first be discussed at the department/faculty level before submission to Senate for approval.
- b) After department/faculty level discussion, examination results may be published as provisional results.
- c) All examination results shall be approved by Senate before they can be released to students as final results.
- d) The Chairman of Senate shall not approve results brought in after the Senate meeting unless deemed necessary.

4.9.16 RULES ON EXAMINATION MALPRACTICE AND IRREGULARITIES

a) **Malpractice and Fraud Relating to Coursework**

It is an offence for a student/candidate to:

- i) Make available to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use;
- ii) Submit coursework not prepared by him/her;
- iii) Plagiarize the work of any other person;
- iv) Solicit/purchase any coursework from any other person; and
- v) Falsify/alter marks awarded on a coursework script.

Penalty

- i) Caution and cancellation of his/her coursework;
- ii) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding three months; or
- iii) Cancellation of his/her coursework and dismissal from the University.

b) **Malpractice and Irregularities in the Conduct of Examinations**

It is an offence for a student/candidate during an examination/test to:

- i) Sit or attempt to sit the examination without valid documentation;
- ii) Enter the examination hall/room thirty (30) minutes after the commencement of the examination;
- iii) Carry out a conversation or any other communication with another student/candidate once the examination has commenced;
- iv) Indulge in any disruptive conduct, including, but not limited to, shouting, assaulting of another student/candidate or using abusive and/or threatening language;
- v) Take out of the examination room (an) answer booklet(s) or part of it/them, used or unused;
- vi) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the invigilator; and
- vii) Physically assault or insult an invigilator or any University official involved in the conduct of the examination.

Penalty

- i) Cancellation of his/her examination;
- ii) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding three months; or
- iii) Cancellation of his/her coursework and dismissal from the University.

c) Cheating in the Examination

It is an offence for a student/candidate involved in an examination/test to:

- i) Take into the examination room/hall, in person or by agent, unauthorized materials, including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, cell phones or any unauthorized electronic equipment;
- ii) Copy from any other candidate/student;
- iii) Involve oneself in plagiarism;
- iv) Aid and/or abet another candidate/student to copy from a script/book of another person;
- v) Exchange answers with another candidate/student in or outside the examination room;
- vi) Collaborate with another candidate/student in the examination room to use telephone discussions and share materials including calculators and other electronic equipment;
- vii) Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet;
- viii) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the invigilator/examiner;
- ix) Falsify or alter marks awarded on an examination script/book;
- x) Impersonate another student/candidate or be impersonated;
- xi) Procure or induce another person to sit for him/her;
- xii) Produce false documents in relation to eligibility to sit examinations;
- xiii) Sit or attempt to sit an examination without authority;
- xiv) Fraudulently receive examination papers/questions which have been illegally procured or made available;
- xv) Fraudulently access or attempt to access examination questions before the examination is due; and
- xvi) Pay or induce another person to illegally procure or make available examination questions/papers.

Penalty

- i) Cancellation of the relevant examination and suspension from his/her studies for a period not exceeding three months; or
- ii) Cancellation of the relevant examination and dismissal from the University.

4.9.17 ACADEMIC IRREGULARITIES COMMITTEE

There shall be a University Irregularities Committee;

- a) Members of the University Academic Irregularities Committee shall include;
 - i. Academic Registrar or his/her representative (Chair)
 - ii. Quality Assurance Office representative
 - iii. Dean of students (Secretary)
 - iv. Two Faculty of Education Sciences representatives (Education, CS and Recess)

- v. Faculty of Business and Social Sciences representative (Business and Humanities)
- b) The Academic Irregularities Committee shall investigate all cases of academic irregularities and malpractices.
- c) The Committee shall regulate its activities.

4.9.18.1 Offences Relating to the Conduct of Irregularities Hearing

It is an offence for any student/candidate whether or not he/she has been accused of an irregularity to:

- a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Academic Irregularities Committee;
- b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter;
- c) Destroy evidence relating to an alleged irregularity;
- d) Forge or produce false documents in relation to an alleged irregularity;
- e) Bribe or attempt to bribe a University official witness or any other person in relation to an alleged irregularity; or
- f) Harass or procure others to harass on his /her behalf a University official, witnesses, or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

Penalty

Any student/candidate found guilty of interference with the conduct of an irregularity hearing shall be liable to one of the following:

- a) Cancellation of the relevant examinations;
- b) Cancellation of the relevant examinations and suspension from the University for a period not exceeding three months; or
- c) Cancellation of the relevant examinations and dismissal from the University.

4.9.19.2 Procedure of Dealing with Malpractice Cases

a) Guidelines on Apprehension of a Suspect

When a student/candidate is suspected to be engaging in examination malpractices, the following shall be taken into account by the invigilator:

- i) A suspect shall be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated.
- ii) Searching the suspect's body shall be done in the presence of another person preferably by similar gender.
- iii) The materials used in the malpractice shall be taken away as soon as they are found and kept as exhibits.
- iv) The identity of the suspect and possible witnesses shall be recorded immediately.
- v) A suspect shall be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.

b) Pre-Hearing

- i) The member of staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Academic Registrar through the Dean within forty-eight (48) hours.
- ii) Any materials allegedly found on the student/candidate shall be given to the Academic Registrar for safe custody.

- iii) The Chairperson of the Committee shall inform the student/candidate in writing of the allegation.
- iv) A copy of the rules shall be given to the student/candidate with the letter of the Chairperson.
- v) The student/candidate shall be allowed to make a formal defence to the allegations addressed to the Chairperson of the Committee in writing.
- vi) The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/herself.
- vii) A student/candidate who fails or refuses or omits to appear after being effectively summoned three times consecutively shall be suspended indefinitely from the University pending his/her appearance before the Committee. The suspension shall remain in effect until the student/candidate has appeared and answered to the allegations.

c) Hearing

- i) The Committee shall be properly constituted by the Chairperson.
- ii) Quorum of the Committee shall be two-thirds ($\frac{2}{3}$) of members.
- iii) The student/candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings. The member of staff /invigilator concerned shall also be present as a principal witness.
- iv) The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the Committee of the allegations against him/her and the rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible penalties.
- v) The student/candidate shall formally respond to such allegations.
- vi) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the member of staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
- vii) The student/candidate shall be given an opportunity to respond to allegations of fact.
- viii) The student/candidate shall present his/her defense to the Committee in the presence of the member of staff who made the report, who also has a right of cross-examination.
- ix) The Committee shall then deliberate in the absence of the student/candidate and the member of staff/invigilator who made the report.
- x) A decision shall be made with regard to the penalty and reasons shall be assigned for such a decision.

d) Post-Hearing

- i) The proceedings, Committee deliberations, and the decisions/recommendations shall be recorded and a signed record shall be forwarded to Senate.
- ii) The Academic Registrar shall then write to the student/candidate communicating the decision of the Academic Irregularities Committee.
- iii) That decisions made by Academic Irregularities Committee shall be brought to the attention of Senate as information.
- iv) Where, on the face of the record, Senate realizes that the Committee erred in its decisions, Senate has a right to review the decision.

e) **Appeal Procedures**

- i. A student/candidate who is dissatisfied with the decision of Academic Irregularities Committee may appeal to Senate within thirty (30) days from the date of the letter communicating the decision.
- ii. The appeal shall be in writing and addressed to the Academic Registrar (Secretary to Senate) and copied to the Academic Irregularities Committee Chair person and Chair of Senate stating clearly the grounds of appeal within fourteen (14) working days. The Academic Registrar shall acknowledge in writing to the student/candidate and Chairperson of Academic Irregularities Committee receipt of the appeal.
- iii. A student/candidate who pleads guilty to an offence before the Academic Irregularities Committee shall have a right of appeal only with respect to the penalty.
- iv. Senate shall hear the appeal expeditiously.
- v. The student/candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Senate and be heard.
- vi. The Academic Registrar shall officially notify the Academic Irregularities Committee that made the decision in the first instance of the date of hearing of the appeal. The Committee shall have a right of representation.
- vii. At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the Academic Irregularities Committee shall have a right to respond to the student/candidate's presentation.
- viii. Senate will then deliberate in the absence of the student/candidate and the Committee representative preferably on the date of hearing.
- ix. Senate may confirm, vary, or rescind the decision earlier taken. The decision of Senate shall be final and no further appeal shall be entertained.
- x. On conclusion of the malpractice case, some of the confiscated unauthorized materials may be returned.

5. CLASSIFICATION OF DEGREES AND AWARDS

USJM shall classify degrees, diplomas, and certificates on the basis of NCHE regulations- Universities and Other Tertiary Institutions (Grading and Classification of Undergraduate Degrees and Diplomas) Regulations, 2015.

5.1 BACHELOR'S DEGREE

Class	CGPA
First Class	4.40 - 5.0
Second Class (Upper Division)	3.60 - 4.39
Second Class (Lower Division)	2.80-3.59
Third Class (Pass)	2.00-2.79

5.2 DIPLOMAS AND CERTIFICATES

Class	CGPA
Class I (Distinction)	4.40-5.00
Class II (Credit)	2.80-4.39
Class III (Pass)	2.00-2.79

5.3 GRADING OF MARKS

- Each course done in a semester shall be graded using Grade Point Average (GPA) number and that figure shall be given a letter to identify the grade at which a course has been passed.
- All courses shall be assigned CUs to be used in calculating GPA.
- GPA for all the semesters shall be computed at the end of the final year to get the Cumulative Grade Point Average (CGPA) which will determine the class of award.
- GPA shall be rounded off to two (2) decimal points.

5.4 LETTER GRADES

Marks	80-100	75-79	70-74	65-69	60-64	55-59	50-54	0-49
Apha Grade	A	B+	B	C+	C	D+	D	F
Grade Point	5	4.5	4	3.5	3	2.5	2.0	0

5.5 CUMULATIVE GRADE POINT AVERAGE (CGPA)

The CGPA at a given time shall be obtained by multiplying the grade point obtained in each course by the corresponding CUs assigned to the course to arrive at the weighted score for the course. Add together the weighted scores for all courses up to that time. Divide the total weighted scores by the total number of CUs taken up to that time. The CGPA shall be calculated using the following formula:

$$CGPA = \frac{\sum_{i=1}^n (PG_i \times CU_i)}{\sum_{i=1}^n CU_i}$$

Where PG_i is the grade point score in course i ; CU_i is the number of credit units of course i ; and n is the number of courses taken from the beginning of the programme to the time when the CGPA is calculated.

Grade Point Average (GPA)

The GPA shall be calculated through three steps as shown below:

- a) Calculate the course grade point or weighted score of the course achieved by multiplying (Grade Point of the Course) by (Number of Credit Units for the Course);
- b) Obtain the Grade Point Total by adding all the Grade Points (or weighted scores) for each Course taken; and
- c) Obtain the Grade Point Average (GPA) by dividing the (Grade Point Total or total weighted score) by the (Total Number of Credit Units).

The following examples illustrate the computation of GPA. Suppose a student obtained the following grades in a given semester:

Table 1.2: Procedure for calculating GPA

GPA = $44.5 \div 13 = 3.42$ for a semester

Note: Maintaining two decimal places increases accuracy of GPA

Cumulative Grade Point Average (CGPA)

The CGPA is the Cumulative Grade Point Average obtained by a student up to that point, and is obtained as follows:

- a) Multiply the Grade Point of a Course by the Number of Credit Units for the Course to obtain the Course Grade Point achieved or weighted score of the course.
- b) Add all the Grade Point (or weighted scores) for each Course TAKEN UP TO THAT TIME = Grade Point Total.
- c) Divide the Grade Point Total or total weighted score by the Total Number of Credit Units TAKEN UP TO THAT TIME to obtain Cumulative Grade Point Average (CGPA)

Note: Do not just add the GPA for the first and second semesters and divide by two! This method sometimes gives incorrect results.

Rules and Regulations Governing the Computation of CGPA

- a) For purposes of accuracy, the CGPA shall be maintained to 2 decimal places until the final year results and shall then be corrected by truncation to one decimal point for degree classification.
- b) Raw marks shall also be maintained at two decimal places.
- c) In case a candidate repeats a semester, his/her GPA for the previous attempt shall be disregarded.
- d) A GPA shall be computed at the end of each semester examinations. It shall not be computed if there are missing marks or if a candidate has to retake a paper.

5.6 GRADE CHANGES

In exceptional cases, a grade may be changed after the original grade has been approved by the Academic Board. Such grade alteration may occur in the following circumstances:

- a) When a responsible academic staff discovers a substantial error in the grade;
- b) On the advice of an external examiner after an overall or individual student performance;
- c) In response to a grade appeal resulting in a review of an individual grade in accordance with the examination regulations; and
- d) In response to a request by the Head of Department or Faculty Dean resulting in a review of an individual grade.

6. AWARDS

6.1 CERTIFICATES AND DIPLOMAS

A candidate shall be awarded a certificate or diploma after she/he has undertaken approved courses and satisfied the requirements of the University as a student of the University.

6.2 BACHELOR'S DEGREE

A candidate shall be awarded a Bachelor's degree after she/he has undertaken approved courses and satisfied all the requirements of the University as a student of the University.

6.3 AEGROTAT DEGREE, DIPLOMA, OR CERTIFICATE

A candidate may apply through the Academic Registrar to Senate for an award of an aegrotat degree, diploma, or certificate:

- a) If a final year student has successfully completed the first semester courses and completed the first two assessment exercises in each course in the second semester and is prevented by medical conditions as certified by an approved specialist medical practitioner from completing the final assessment exercise.
- b) Applications from or on behalf of candidate(s) must reach the Academic Registrar not later than one month after the termination of the relevant examination, and must be accompanied by a report obtained from the University Health Officer, or from a recognized medical officer and from one or more of the candidate's lecturers.
- c) An aegrotat degree, diploma, or certificate shall not be awarded unless the internal and external examiners consider that, in the work submitted at such part of the examination attended, the candidate reached a standard, which, if so reached in the remainder of the examination, should have qualified him/her for the award.
- d) An aegrotat degree, diploma, or certificate shall be awarded without distinction or class.
- e) Nothing in the foregoing clauses shall exempt a candidate from presenting a dissertation or thesis when such is prescribed.
- f) An aegrotat degree, diploma, or certificate shall not be awarded if it entitles the holder to registration for a professional qualification.
- g) Holders of an aegrotat degree may apply to proceed to a second or higher degree on complying with the regulations of such a degree.
- h) Holders of an aegrotat diploma may apply to proceed to a degree on complying with the regulations of such a degree.
- i) Holders of an aegrotat degree or diploma are not permitted to re-enter for the examinations not attended.

6.4 POSTHUMOUS AWARDS

If a candidate has satisfied all the requirements for graduation but dies before graduating, such a candidate shall graduate posthumously.

6.5 HONORARY DEGREE AND OTHER AWARDS

- a) The University may consider conferring an honorary degree or title upon any person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself/herself worthy of such an honour.
- b) Except in very special circumstances, the Committee will not consider any nomination of any officer in the service of the University or any person currently in the employment of the University.
- c) Honorary degree awards shall be: Doctor of Science (D.Sc.) for outstanding contribution to the field of Science, Doctor of Letters (D.Litt.) for outstanding contribution in the humanities, and Doctor of Laws (LL. D) for public service by eminent statesmen, administrators, and lawyers.

- d) The University may consider conferring a title such as Associate Professor or Professor upon any academic staff who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself/herself worthy of such an honor in any activity that the University deems so.

6.5 CONFERRING OF DEGREES AND OTHER AWARDS

- a) A congregation of the University shall be held at least once a year and shall be presided over by the Chancellor or, in his absence, by the Vice-Chancellor.
- b) Degrees shall be conferred only at a congregation of the University.
- c) A candidate shall not be admitted to a degree or other award, other than an honorary degree unless the Academic Registrar has certified that such a candidate has satisfied all the conditions prescribed for such a degree.
- d) Senate shall have powers to withdraw or cancel any award of the University if it is subsequently proved that such an award was obtained on false pretenses, cheating, or fraud.

6.6 TRANSCRIPTS AND CERTIFICATES

Upon completion of an academic programme/course, a candidate shall be issued a transcript and a certificate. A valid transcript and certificate shall bear the official University stamp/University seal, and signatures of the Academic Registrar and Vice-Chancellor. Transcripts shall bear a recent passport size photograph of the student.

7. ACADEMIC BODIES

7.1 SENATE

Membership:

- a) The Vice-Chancellor, as Chairman;
- b) The Deputy Vice-Chancellor(s);
- c) Academic Registrar, as Secretary;
- d) Faculty Deans and Associate Deans;
- e) All Academic Heads of Department;
- f) A number of professors as may be determined by GC;
- g) Librarian;
- h) Director of Quality Assurance;
- i) Two members of academic staff;
- j) Dean of Students;
- k) Chief Finance Officer;
- l) Two members of non-teaching staff; and
- m) Two student representatives (female and male).

7.1.1 ACADEMIC FUNCTIONS OF SENATE

Senate shall:

- a) Initiate the academic policies of the University and advise the University Governing Council on the required facilities to implement the policies;
- b) Make regulations regarding the eligibility of persons for admission to courses and programmes, and the actual pursuit of and examinations in such courses and programmes leading to the award of a degrees, diplomas, certificates, or any other awards of the University;
- c) Approve the content and academic standard of any programme or course of study in respect of a degree, diploma, certificate, or any other award of the University;
- d) Make regulations with regard to the standard of proficiency to be attained by candidates in each examination for a degree, diploma, certificate, or any award of the University;
- e) Determine which candidates have reached the standard of proficiency referred to in the immediately preceding paragraph and are otherwise qualified for the award of the relevant degree, diploma, certificate, or other academic awards of the University;
- f) Initiate proposals relating to the management of the University generally, including the organisation of the academic year and its activities, and discussions of any matter relating to the University and making of submissions thereon to Council;
- g) Submit to Council draft statutes, rules. or regulations relating to the management of the University;
- h) Make recommendations to council regarding the appointment of Deans, Associate Deans, and Heads of Department in accordance with the provisions laid down in the statutes;
- i) Make recommendations to Council regarding the establishment of new academic programmes, institutions, or organs and all matters connected therewith and the establishment of connections with institutions of education, research or of a professional character;
- j) Make regulations under the powers conferred on it by Council or generally and incidental to the functions of Senate;
- k) Submit to Council requests for the interpretation of any legal or administrative provision concerning or affecting the University; and
- l) Revoke, when necessary, a degree, diploma, certificate, or any other title conferred or awarded to any person if after due inquiry it is found that the award was obtained through error, fraud, or wrongful means – a person deprived of an award shall have the right to appeal to the Council against the decision of Senate.

Notwithstanding any other provision of this Charter, Council shall not initiate any action in respect of any matter falling under the original competence of Senate and, in particular, any of the matters mentioned under paragraphs (a), (b), (c) and (e), of this article except upon receipt of a report or proposal there under from and by Senate, and Council shall not reject any such report or amend any regulations so made without further reference to Senate.

7.2 BOARDS

The Board of the Faculty and Department shall deliberate and make recommendations to Senate on matters of academic nature, including, but not limited to:

- a) New courses;
- b) Revised courses and programs;
- c) Examinations and results;
- d) Names of the external examiners; and
- e) Any other academic or professional activities.

8. MISCELLANEOUS PROVISIONS

8.1 DECLARATION OF CONFLICT OF INTEREST

In case of existing relationships between teaching staff and students as: parent, spouse, daughter, son, sister, brother, niece, nephew, girlfriend, boyfriend and any other vested interests which may compromise their professional integrity and performance, the academic staff are required to declare to the Academic Registrar such interests so that alternative arrangements can be made with regard to assessment.

8.2 CONDUCT OF EXAMINERS

An internal examiner, examination officer, or any other officer connected with the preparation of the examinations who conducts him/herself in such a manner as to cause a leakage of examination question(s), shall be disqualified from responsibilities entrusted to him/her and disciplinary action shall be taken against him/her.

8.3 INTER-INSTITUTIONAL RELATIONS

8.3.1 EXCHANGE PROGRAMMES (INSTITUTIONAL COOPERATION)

In consideration of mutual benefits and interests, the University of Saint Joseph Mbarara may enter into a co-operative agreement relating to research, exchange of students and staff in education-related matters.

8.3.2 ACCREDITATION OF ACADEMIC PROGRAMMES

- a) USJM may enter into an institutional agreement whereby USJM accredits an academic program (in line with NCHE guidelines) leading to the award of a certificate, diploma, or degree.
- b) USJM shall endorse a designated program after USJM Senate has satisfied itself as to the standard of the courses offered, and that the students' performance merits the award of the qualification as judged by the USJM Senate. This will be a USJM award and will be governed by regulations approved by USJM Senate.

8.4 RESEARCH AND PUBLICATIONS

The University shall promote research and publications through:

- a. Stimulating individual, inter-faculty and interdisciplinary research
- b. Providing information about research
- c. Linking and collaborating with other institutions
- d. Providing information on publishing, especially by identifying places and means through which materials can be published
- e. Collecting and keeping USJM staff publications
- f. Ensuring that information on USJM publication is properly disseminated

9.0 AMENDMENT OF THE MANUAL

This Manual is subject to amendment from time to time by relevant authority.

This Manual was approved by the University of Saint Joseph Mbarara Governing Council on this 20th day of September 2019.

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Rev Fr Gervase Nsekanimanya Diido

CHAIRPERSON GOVERNING COUNCIL

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Rev Fr Dr Deus M Karemire (PhD)

VICE CHANCELLOR

Appendix 1: UNDERGRADUATE RESEARCH PROPOSAL & DISSERTATION GUIDELINES

Introduction

Justification for the Research Format Guide

All over the world, there are many different research proposal and research dissertation/thesis formats. For instance, research proposal and research dissertation/thesis formats vary from one university to the other, one department to the other as well as one discipline to the other. Since, the staff at USJM are from different academic/discipline backgrounds, there is a need to have uniform and realistic format guidelines in research proposal and as well as dissertation/thesis writing that suit the local conditions, putting into consideration the global elements.

Research Proposal Format

Definition of Proposal

It is a written presentation of an intended research specifying the problem, the purpose, scope, methodology, references, and budget.

Elements of a Research Proposal

a) Title/Topic

A research title/topic should accurately reflect the scope and content of the study in not more than twenty (20) words in all. Usually, it should clearly bring out the independent and dependent variables.

b) Background/Introduction

It is the rationale of the study – providing evidence and conditions of the existing situation(s) to make the reader feel the urgency of the problem and the need to study it in order to solve it or contribute to its solution. One should be concise and precise, recalling only those elements that are specifically and directly relevant to the particular topic, which the researcher is eventually going to focus on. It should not be more than three (3) pages.

c) Research Problem/Statement of the Problem

- i) Refers to what has been detected and needs a solution in the practical or theoretical world;
- ii) Should clearly state the nature of the problem and its known or estimated magnitude/extent;
- iii) Should be concise and precise;
- iv) Should be researchable; and
- v) Should have supporting statements.

d) Area of Study

This refers to the geographical area of study or the subject/discipline area of the research. Where applicable, it may be examined alongside the scope of study.

e) Scope (where applicable)

The scope provides for the number of the boundary of the research in terms of depth of investigation, sample size, geographical, and theoretical coverage.

f) General Objective/Aim/Purpose

It refers to the general intention of the research. It should spell out what the research is supposed to accomplish. To achieve the general objectives, specific objectives can be formulated.

a) Specific Objectives

These are specific aims/objectives arising directly from the general objective/purpose /aim of the study. For each specific objective you must have a method to attempt to achieve it. These objectives should not be many – not more than five (5). They should be SMART (Specific, Measurable, Accurate, Realistic, and Time-bound).

h) Hypotheses

These are investigative assumptions which guide the study. They should be testable. A hypothesis is usually null or alternate. Hypotheses should not be many (for qualitative-dominant study, research questions are instead preferred).

i) Research Questions (where applicable)

These have to be clear and precise. They are intended to provide answers to the objectives stated as well as assisting to test the hypothesis formulated.

j) Significance/Justification/Rationale of the Study

This refers to the relevance of study in terms of academic contributions and practical use that might be made of the findings. It should reflect on knowledge, technological or socioeconomic value to the community.

k) Theoretical/Conceptual/Analytical Framework

i) Theoretical Framework

This is an examination of existing or self-formulated theories in relation to the researchers' objective. It examines the relevant theories, highlighting their strengths as well as weakness in line with the current academic debate and the researcher's topic.

ii) Conceptual Framework

This is a scheme of concepts which will assist a researcher to situate his/her study in the current academic debate. Concepts have to be examined in terms of their premises, their origin as well as relevance.

iii) Analytical Framework

This is a set of variables which a researcher will operationalise in the study in order to achieve the set objectives. It can be presented graphically (diagrammatically).

l) Literature Review

- i)** This section deals with the analysis of existing literature on the subject of study with the objective of revealing contributions, weaknesses, and gaps.
- ii)** The Literature review should be done according to the themes of the study and should reflect the objectives, hypotheses, methods, and research questions.
- iii)** Citations should be in accordance with the approved University format.

m) Methodology

This is a detailed description of the steps one intends to undertake and accomplish a research, giving their time limits (where applicable). This section comprises:

- i)** Research design, which describes the nature and pattern the research intends to follow e.g. whether it is qualitative or quantitative, historical, descriptive survey, experimental or quasi experimental and location (optional);
- ii)** Description of the geographical area and where population of the study exists (optional);
- iii)** Description of the population from which samples will be selected;

- iv) Sampling strategies, by which the researcher will select representative elements/subjects from the population;
- v) Data collection methods, including instruments and procedures to be used in the research described;
- vi) Data quality control, which refers to reliability and validity of instruments; and
- vii) Data analysis, which involves organization and interpretation of the data generated.

n) Ethical Considerations

These include getting clearance from the ethical body and consent of the respondents. It refers to the moral justification of the investigation or intervention; as regards the minimal abuse, disregard, safety, and social and psychological wellbeing of the person and/or community.

o) Limitations/Anticipated Problems

This refers to anticipated constraints imposed by methods/locations/situation of research. It also considers potential sources of bias in the proposed study. However, these must not be seen to prevent the study from being carried out. Otherwise, it will not start. But they are major considerations before embarking on a study to ascertain the feasibility of accomplishment.

p) References

This is a list of all works cited in the proposal and should be written according to the University approved format.

q) Appendices

These comprises of a budget, time framework, explanatory notes, and instruments.

i) Budget

This is the financial plan for implementation of the research. It should be clear, realistic, and reasonable (affordable). It should be itemised according to the following: equipment, stationery, materials, travel, and research assistance as well as services (secretarial, photocopying, printing, binding, etc.) and other purposes.

ii) Time Framework

This is the schedule/timetable of activities over the period which the research is to be carried out with due regard to budgetary considerations as well. It could be presented in tabular form. It is a valuable guide for evaluation of a research progress.

iii) Explanatory Notes

They include research approval letters, maps, and lists of areas to be visited.

iv) Instruments

These are details of tools to be used in the research e.g. equipment, questionnaire, interview schedule and tests, etc.

r) Length of Proposal

For bachelor's degree, up to 15 pages and diploma, up to 10 pages, excluding references and appendices.

NB. All the proposals must be in 1.5 spacing and in Times New Roman style, font size 12. Paper margins have to be 72pt –top and bottom and 90pt –left and right.

Research Thesis/Dissertation Format

A research thesis/dissertation comprises of:

Preliminaries (pages numbered in Roman numerals)

The preliminaries consist of:

a) **Title Page** (not numbered)¹

The title page should have the title of the study/dissertation in capital letters; full names of the researcher/candidate and qualifications already attained and their awarding Universities. Where the report is submitted for an award of University of Saint Joseph Mbarara, the candidate must state whether the dissertation is submitted to the department in partial fulfilment of the award of bachelors' degree/diploma of USJM and should appear in the middle of the page. All research theses/dissertations should state the month and year of submission, and all information on the title page must be centred.

b) **Declaration**

This is a pronouncement by the candidate that his/her study is original and has not been published and/or submitted for any other degree/award to any other university before. It must be signed by the researcher/student.

Approval by supervisors: The approved supervisors have to sign the declaration page following the statement that: This thesis/dissertation has been submitted with the approval of the following supervisors e.g. Prof. Emmanuel Rwehakanuzire, BDS (Hons) MUST, MA(DS) ISS, PhD, UEA, Date... ..

c) **Dedication** (optional)

This mentions name(s) to whom the research is dedicated.

d) **Acknowledgement**

This entails recognition of mentors, colleagues, individuals, sponsors and institutions which supported the research or your studies.

e) **Table of Contents**

This is a list of headings and subheadings starting with declaration paginated at (i) and their corresponding page numbers. However, the title page is not numbered.

f) **List of Tables** (where applicable)

Lists tables in the report dissertation and corresponding pages. Tables are useful in conveying the meaning of analysis done.

g) **List of Illustrations/Figures** (where applicable)

These are the most precise methods of identification in pictorial form. Lists caption of illustrations used in the report and their corresponding pages.

h) **Abbreviations/Acronyms** (where applicable)

This refers to abbreviations used in the report/dissertation other than those commonly used.

i) **Abstract/Executive Summary**

This entails a brief summary of the research report/thesis/dissertation, preferably not more than one page.

¹See Figure 1 at the end of the document

Text

The page numbers should be in Arabic numerals, and the text consists of:

a) **Chapter 1: General Introduction**

This is an overview of the research report, thesis/dissertation highlighting the background, statement of the problem, purpose/aim, objectives, significance/justification, scope, brief methodology. (It should include almost all the elements of the proposal written in past tense). For qualitative research, a separate chapter of methodology may be applicable.

b) **Chapter 2: Literature Review and/or Theoretical, Conceptual and Analytical Analysis**

c) **Chapter 3: Methodology**

This chapter deals with research design, study population, sampling techniques, instruments of data collection, validity and reliability, methods of data analysis and the general research procedure. The chapter can be broken into sub-topics, or other chapters. But coherence and consistence must be maintained. They/it discuss(es) literature that is related to the objectives and themes of the study.

d) **Chapter 4: Presentation and /discussion of results/findings**

e) **Chapter 5: Summary, Conclusions and Recommendations** (where applicable)

This consists of summary, research-based outcomes, and recommendations.

References

This is a list of all works cited in the research report thesis/dissertation and should be written according to the USJM approved format. Unlike a bibliography, a reference list cites only the works which were cited in the text.

Appendices

These comprise of instruments, maps, introductory letters, and names of the respondents (where applicable) and some research approval letters as well as areas visited.

NB:

- a) All the research reports/thesis/dissertation must be in 1.5 spacing and in Times New Roman style, font size 12. Paper margins have to be 72pt –top and bottom and 90pt –left and right.
- b) A dissertation is a research report submitted **in partial fulfilment of the requirements** for the award.

**RETHINKING LAND REFORMS: STRUGGLES FOR LAND AND POWER IN
UGANDA**

**AN UNDERGRADUATE DISSERTATION SUBMITTED TO THE
FACULTY OF..... IN PARTIAL
FULFILMENT FOR THE AWARD OF BACHELORS' DEGREE IN
OF UNIVERSITY OF SAINT JOSEPH MBARARA**

BY

Reg. No.....

Figure 1: Sample presentation of a thesis/dissertation

Dissertation Format

Cover page

Declaration

Approval

Acknowledgement

Table of contents

List of tables (if any)

Lists of figures (if any)

List of abbreviations/acronyms

Abstract

Chapter One: General Introduction

1.0 Introduction

1.1 Background of the study

1.2 Statement of the research problem

1.3 Objectives of the study

1.3.1 Major objective

1.3.2 Specific Objectives

1.4 Research questions or hypothesis

1.5 Scope of study

1.6 Significance of the study

1.7 Justification

1.8 Definitions of key terms

1.9 Conceptual framework

Chapter Two: Literature Review

2.0 Introduction

Sub-sections of this chapter are in line with specific objectives

Theoretical framework (if used)

Chapter Three: Research Methodology

3.0 Introduction

3.1 Research design

3.2 Area of study

3.3 Study population

3.4 Sampling procedures

3.4.1 Sample size

3.4.2 Sampling techniques

3.5 Data collection methods & instruments

3.6 Quality control methods

3.7 Data management and processing

3.8 Data analysis

3.9 Ethical considerations

3.10 Limitations of the study

Chapter Four: Presentation, Analysis, and Discussion of Findings

4.0 Introduction

4.1 Sections (present in line with the research objectives or themes)

4.2 Conclusion

Chapter Five: Summary, Conclusions, and Recommendations

5.0 Introduction

5.1 Summary of findings

5.2 Conclusions

5.3 Recommendations

5.4 Suggestions for further research (if any)

References

Research Supervision Roadmap (*where applicable*)

- a) Second year, Semester I
 - i) Concept note writing/proposed study area
- b) Second year, Semester II
 - i) Assigning supervisors
 - ii) Proposal development
 - iii) Proposal seminar
- c) Third year, Semester I
 - i) Data collection
 - ii) Data analysis
 - iii) Report-writing seminar
- d) Third year, Semester II
 - i) Dissertation writing
 - ii) Dissertation seminar/presentation
 - iii) Handing in deadline: a week before final university examinations

Good Practices in Research Supervision

- a) Students should have individual files (with full contacts, email, phone numbers) where all research drafts are kept.
- b) Supervisors should always write the date they have received the student's work and when they are to meet the student.
- c) A research supervision monitoring tool is vital (attached).
- d) Supervisors should discuss the corrections made to the student's work before the latter effects the changes.
- e) Both the student and the supervisor should keep the agreed time schedule.
- f) When a problem arises during supervision, it should first be addressed by the supervisor. If not addressed, it should be channeled to the Head of Department/Faculty Dean, then to Academic Registrar and Director. Alternatively, it should follow other established procedures.

Dissertation Grading/Marking (100%)

- a) **Over all structure, presentation & language (15 marks)**
 - i) Logic flow,
 - ii) Structural coherence,
 - iii) General creativity and originality,
 - iv) Accurate citation methods,
 - v) Writing styles and accuracy, and
 - vi) Clarity of expression in English.
- b) **Theoretical framework (10 marks)**
 - i) Appropriate use of secondary sources in building up the theoretical framework,
 - ii) Awareness/understanding of current debates,
 - iii) How well sources have been understood and exposed, and
 - iv) Logical application of the theory to the case.
- c) **Research methodology (15 Marks)**
 - i) Formulation of research problem/questions/hypothesis,
 - ii) Appropriateness of chosen research instruments,
 - iii) Use of instruments in data collection,
 - iv) Quality of questionnaires,

- v) Quality of data collected,
 - vi) Appropriateness of study types,
 - vii) Sample size, and
 - viii) Sampling methodology.
- d) **Presentation of the research findings (10 Marks)**
- i) Logical flow in presentation,
 - ii) Clarity and appropriateness of presentation, and
 - iii) Innovativeness in presentation.
- e) **Data presentation and interpretation (15 marks)**
- i) Accuracy of interpretation of data,
 - ii) Link between theoretical framework and data analysis, and
 - iii) Appropriateness and success of data analysis techniques.
- f) **Implication and significance of data presented and analyzed (15 marks)**
- i) Recommendations: relevance, feasibility and originality of conclusions (based on results),
 - ii) Recommendations (based on research findings), and
 - iii) Potential usefulness of findings.
- g) **Dissertation presentation (to a group of students, lecturers & supervisors) (20 Marks)**
- i) Understanding the whole research project,
 - ii) Demonstration of individual authorship, and
 - iii) Presentation skills.

1.3 Amendment of the Manual

The manual is subject to amendment from time to time by relevant authority.

This manual was approved by the University of Saint Joseph Mbarara Governing Council on thisday of

Signed by:



Rev. Fr. Gervase Nsekanimanya Diido
CHAIRMAN



Rev Fr Dr Deus M Karemire (PhD)
VICE CHANCELLOR