



STUDENT'S EXAMINATION REGULATIONS
FOR THE AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES.

DECEMBER

2025

COMMENCEMENT

THE REVIEWED KYAMBOGO UNIVERSITY STUDENT'S EXAMINATION
REGULATIONS FOR THE AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES,
2025

Date of commencement:/...../ 20.....

MESSAGE FROM THE CHAIRPERSON OF THE UNIVERSITY COUNCIL

As the supreme governing organ of Kyambogo University, the University Council is mandated under Section 40(1) of the Universities and Other Tertiary Institutions Act, Cap 262 to oversee the administration and governance of the University. This mandate encompasses the formulation and approval of policies that safeguard academic quality, integrity and institutional excellence.

The *Kyambogo University Student's Examination Regulations for the Award of Degrees, Diplomas and Certificates – 2025* embody the Council's resolve to uphold the highest standards in the administration and conduct of examinations for all University awards. They affirm our commitment to ensuring that examinations are conducted fairly, efficiently and transparently, in accordance with national higher education standards, institutional regulations, and global best practices. This Policy reflects the strategic priorities of the University Council in:

- (a) Safeguarding the integrity of examinations and academic records.
- (b) Providing clear procedural guidance to both undergraduate and postgraduate stakeholders.
- (c) Promoting the rights and inclusion of persons with disabilities, in line with the University Disability Policy.

The Council is particularly proud that these Regulations have been refined to align with the National Council for Higher Education Quality Assurance Framework and other Kyambogo University Policies and Guidelines. Collectively, these instruments advance Kyambogo University's vision as a centre of academic excellence and integrity. On behalf of the University Council, I call upon all staff, students, external examiners and technical personnel to uphold the provisions of this Policy. Together, we can foster a culture of credibility, fairness and continuous improvement in our academic processes.

Assoc. Prof. Fred Wabwire Mangen

CHAIRPERSON, KYAMBOGO UNIVERSITY COUNCIL

FOREWORD BY THE VICE CHANCELLOR

As Chairperson of the University Senate, and in accordance with Section 45 of the Universities and Other Tertiary Institutions Act, Cap 262, I am pleased to introduce the *Kyambogo University Student's Examination Regulations for the Award of Degrees, Diplomas and Certificates – 2025*.

The University Senate is vested with the statutory responsibility to organise, direct, and control all academic matters of the University, including teaching, research and the maintenance of academic standards. Senate is also responsible for making regulations governing the content and academic standards of all programmes leading to the award of degrees, diplomas, certificates and other academic recognitions. This Policy and its associated Guidelines represent an authoritative framework for ensuring that examinations across the University are conducted with utmost integrity, efficiency and fairness. It provides operational clarity to academic staff, students and technical personnel who play a role in the design, administration, moderation, assessment and verification of examinations and academic results.

The Policy draws its legitimacy from the Senate's regulatory function and has been developed in close alignment with the National Council for Higher Education's Quality Assurance Framework and other Kyambogo Policies Guidelines. The Policy underscores the importance of inclusion, quality and institutional accountability at every stage of the examination process.

I call upon all stakeholders' academic staff, administrative officers, students, external examiners and support personnel to read and rigorously apply the provisions of this Policy. In doing so, we shall affirm our collective commitment to sustaining the credibility of our academic awards and the reputation of Kyambogo University as a centre of excellence in higher education.

Prof. Eli Katunguka-Rwakishaya
VICE CHANCELLOR, KYAMBOGO UNIVERSITY.

ARRANGEMENT OF SECTIONS

COMMENCEMENT	i
MESSAGE FROM THE CHAIRPERSON OF THE UNIVERSITY COUNCIL	ii
FOREWORD BY THE VICE CHANCELLOR.....	iii
LIST OF ACRONYMS.....	viii
PREAMBLE.....	ix
VISION, MISSION, MOTTO AND CORE VALUES	x
PART I: PRELIMINARY	1
1. Citation	1
2. Interpretation	1
3. Legal Framework	5
4. Policy statement	5
5. Purpose the Policy and Guidelines.....	5
6. Scope	6
7. Guiding Principals.....	6
8. Policy focus areas	7
9. Objectives of Regulations.....	7
PART II: GOVERNANCE AND MANAGEMENT OF STUDENTS EXAMINATION REGULATIONS	8
10. Governance Structure	8
11. Mandate of the Senate.....	8
12. Senate Examination Committee	9
13. Composition of Senate Examination Committee	10
14. Tenure of office of Committee Members	10
15. Quorum of Committee meetings	11

16.	Powers of the Senate Examinations Committee during consideration of cases of examination malpractice	12
17.	Role of the Academic Registrar	13
PART III: RULES ON EXAMINATIONS		14
18.	Types of Examinations	14
19.	Instructions to Students during examinations.....	15
20.	Eligibility for examinations	20
21.	Abandonment and Abscondment.....	21
22.	Inability to sit for scheduled examinations	22
23.	Academic Progression.....	22
24.	Re-taking Courses	23
25.	Missed Examinations and Deferred Assessments	25
26.	Appeals against examination results	26
27.	Appeal against a class of degree, diploma, or certificate.....	27
28.	Discontinuation from a Programme	28
29.	Withdrawal from an Academic Programme	29
30.	De-registration	30
31.	Cancellation of examination results.....	31
32.	Award of Degrees, Diplomas, and Certificates.....	31
33.	Classification of Awards	33
34.	Aegrotat Awards	33
PART IV: OFFENCES AND SANCTIONS		35
35.	Powers of the University Senate in Disciplinary Matters Related to Examination Malpractice.....	35
36.	Malpractices relating to coursework, assignments, tests, or practical	

examinations.....	35
37. Minor offenses of examination malpractice leading to cancellation of an examination.....	37
38. Gross offenses of Examination malpractices leading to suspension	38
39. Gross examination malpractice leading to expulsion/dismissal/disqualification.	41
40. Malpractices Relating to Research, Internship, School Practice, and Project Work	41
41. Malpractices discovered after examination	43
42. Prohibition against Cybercrime and Digital Examination Malpractice.....	45
43. Repeat Examination Malpractice Offences	46
PART V: ADMINISTRATIVE HEARINGS OF EXAMINATION MALPRACTICE CASES	46
44. Hearing of Examination Malpractice Cases.....	46
45. Notice of Hearing and Conduct of Proceedings.....	47
46. Adjournment of Hearings	48
47. Decision-Making, Recommendations and Communication	48
48. Consideration of Students with Disabilities in Examination Malpractice Proceedings	50
49. Obstruction or Interference with Proceedings of the Senate Examinations Committee.....	51
50. Protection of Witnesses	53
51. Interference with Disciplinary Process and Related Offences	54
PART VI: GENERAL PROVISIONS	55
52. Amendment.....	55
53. Review.....	55

54.	Interpretation	56
55.	Monitoring and Evaluation	56
56.	Waiver of Regulations	56
57.	Commencement Date	57
58.	Approval.....	57
SCHEDULE 1: INTERNAL REVIEW OF SENATE DECISIONS		58

LIST OF ACRONYMS

CATs	Continuous Assessment Tests
CGPA	Cumulative Grade Point Average
DRGT	Directorate of Research and Graduate Training
GPA	Grade Point Average
ITCSP	Industrial Training College and School Practice
KyU	Kyambogo University
M&E	Management & Evaluation
NCHE	National Council for Higher Education
RT	Retake

PREAMBLE

WHEREAS Kyambogo University is established as a Public University governed by the provisions of the Universities and Other Tertiary Institutions Act, Cap 262, with a mandate to provide quality higher education, promote research, and foster academic excellence in Uganda and beyond;

AND WHEREAS under Section 45 of the Act, the University Senate is entrusted with the responsibility for the organisation, control, and direction of the academic matters of the University, including the establishment of academic policies, determination of academic standards and regulation of teaching, research, examinations and the conferment of academic awards;

AND RECOGNISING the central role that examinations play in safeguarding the credibility of academic processes, determining student progression and upholding the integrity of academic qualifications awarded by the University;

AND ACKNOWLEDGING that the University Council, in exercise of its statutory mandate under Section 40 of the Act, is responsible for the overall administration of the University and the formulation of policies necessary for the governance of its academic and administrative affairs;

AND FURTHER ACKNOWLEDGING the need for a unified and operationally enforceable framework to regulate the conduct of examinations across the University;

NOW THEREFORE, this *Kyambogo University Student's Examination Regulations for the Award of Degrees, Diplomas and Certificates – 2025* is hereby adopted to:

- (a) Provide a binding institutional framework for the fair, efficient, and transparent conduct of all examinations and related processes;
- (b) Define the roles and responsibilities of all internal and external stakeholders involved in the examination lifecycle, including academic staff, students, invigilators, external examiners and technical personnel;

- (c) Establish quality assurance mechanisms to ensure the validity, security and consistency of examination outcomes;
- (d) Provide procedures for managing irregularities and handling of special circumstances including the needs of students with disabilities in accordance with the Kyambogo University Disability Policy;
- (e) Promote compliance with the NCHE Quality Assurance Framework, the NCHE Benchmarks for Postgraduate Studies, the Revised Kyambogo Graduate Guidelines and Kyambogo University Policy and Guidelines on the Management of Examinations and Processing of Results – 2025; and
- (f) Ensure institutional accountability and the continuous improvement of the University's examination and assessment systems.

VISION, MISSION, MOTTO AND CORE VALUES

Vision: To be a Centre of Academic and Professional Excellence.

Mission: To advance and promote knowledge and development of skills in Science, Technology and Education and such other fields having regard to quality, equity, progress and transformation of society.

Motto: Knowledge and skills for service.

Core values: Kyambogo University in the pursuit of its mission will be guided by the following core values:

- (a) *Quality:* Ensuring high quality of output and service delivery;
- (b) *Equity:* Ensuring equal opportunity for all in all its programmes;
- (c) *Integrity:* Promotion of high sense of moral and ethical standards in all its dealings with stakeholders and the public;
- (d) *Professionalism:* Professionalism is to be observed in all dealings and execution of the University's mandate; and
- (e) *Inclusiveness:* The University shall provide for inclusion of all stakeholders in its undertakings.

PART I: PRELIMINARY

1. Citation

These Regulations shall be cited as “The Kyambogo University Student’s Examinations Regulations for the award of Degree, Diploma and Certificate, 2025”.

2. Interpretation

These regulations unless the context otherwise requires:

Abandonment	means absence from the University for the entire semester without permission to withdraw from studies.
Abscondment	means failure to attend at least 75% of lectures in one semester without official permission.
Absenteeism	means failure to appear for lectures without permission for 2 weeks.
Aegrotat degree/diploma/ certificate	means an unclassified degree, diploma, or certificate awarded to a student who has been prevented by illness from attending examinations in accordance with the examination guidelines/regulations.
Appeal	means an application to review the decision of the Senate.
Appellant	means a student who has filed an appeal to Senate.
Authorized material	means material that is allowed or required in an examination. It would include but not be limited to pens pencils, rulers, calculators, or other materials permitted

by the Department.

Chief Internal Examiner	means the Head of the Department
Chief Invigilator	means the Head of the Department
Collusion	means the secret activities of people who work together to do something dishonest.
Compensatory pass	means a pass granted in which a final year student is within five marks of a pass mark in the course assessment. The pass is compensated on the basis that the student's overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course.
Course	means a single unit of study in a programme
Course work	means to take home, tests, practicals, quizzes, exercises, orals or practical presentations, projects, community outreach etc.
Decision	means a resolution or conclusion reached by the Senate regarding student examinations
Examination	means end of semester examinations, coursework (tests and assignments), final theory, practicals, viva and public defense.
Examination Paper	means a set of printed questions to assess proficiency of a student at the end of a semester.
Examination	Includes examination papers, answer booklets, reagents,

material	batteries etc.
Examination malpractice	means any deliberate act of wrongdoing, contrary to Kyambogo University Student's Examination Regulations.
Examination Leakage	means any act which results in a candidate, or a person having unauthorized access to, or knowledge of examination questions or of any material related to the examination, before the scheduled date and time of the examination.
Examination Committee	means a Committee of the Senate constituted to handle examinations.
Impersonation	means an act of pretending to be another person to complete/sit an examination.
Internal Examiner	means the course unit lecturer
Invigilator	means a person supervising an examination.
Invigilation	means someone who watches over or supervises the conduct of examinations.
Lethal Weapon	means and includes, but is not limited to, pangas, machetes, daggers, switchblades, spears, swords, bows & arrows, brass knuckles, and any incendiary device, potentially dangerous weapons such as fake guns.
Moderation	means the act of mediating examinations.
Plagiarism	means the practice of taking someone else's or your own

	previous academic work and passing it off as your own without proper acknowledgement.
Programme	means a collection/list of courses undertake at the University.
Preliminary results	means results released by the Department after being considered by the Departmental Board.
Provisional results	means results released by the Faculty/School/Institute/Graduate board after being considered by the Faculty/School/Institute/Graduate Board.
Retake	means re-sitting a failed or missed examination when next offered.
Retrospective detection	means the discovery of alleged academic malpractice in work that has been subject to final moderation, including by a relevant board of examiners.
Rubric	means a set of instructions at the beginning of a document e.g at the top of an examination paper.
Unauthorised material/ non-permitted items	means this is material not permitted and not needed in the examination room. It includes but is not limited to handbags, purses, clipboards, communication equipment e.g. headphones, earphones, earbuds, microcomputers, mobile phones, smart watches, fit bits, computing equipment, storage devices, photographs, papers written on or not written on, magazines, sweaters, jackets, lighters, matches, food, drinks, hats/caps except for religious headwear, correctional/removal fluid

or tape, books, programmable calculators, erasable pens and unauthorized writings or material written on any part of the body.

3. Legal Framework

This Policy and Guidelines shall be implemented in accordance with the laws of the Republic of Uganda, and in particular the provisions of the Universities and Other Tertiary Institutions Act, Cap 262. It shall also comply with the regulatory instruments issued by the National Council for Higher Education (NCHE), including the Quality Assurance Framework. Internally, the Policy shall be read together with and applied in conformity with the other Policies and regulations issued by the University Council or Senate from time to time.

4. Policy statement

The Student Examination Regulations form a critical component of the University's academic governance framework. These processes directly influence the credibility of academic awards, the progression of students, and the integrity of academic standards.

Kyambogo University is committed to ensuring that all examinations are conducted with fairness, accuracy, transparency, and consistency. This Policy and its associated Guidelines provide a binding framework for the ethical and professional administration of examinations and results, applicable to all academic units, programmes and stakeholders, including all undergraduate and postgraduate students.

5. Purpose the Policy and Guidelines

The purpose of this Policy is to establish a coherent, enforceable, and institution-wide approach for the management of examinations. It is intended

to:

- (a) Safeguard the integrity and credibility of examinations and academic awards;
- (b) Promote uniformity and procedural fairness in all examination-related activities;
- (c) Provide detailed operational guidance to staff, students, and external stakeholders on examination and results-related procedures; and
- (d) Ensure that all examination processes are inclusive, secure, quality-assured, and aligned with applicable statutory, regulatory, and internal policy instruments.

6. Scope

This Policy and Guidelines shall apply to:

- (a) All graduate and undergraduate students of Kyambogo University and its' Campuses;
- (b) All academic and administrative staff involved in the setting, invigilation, marking, and moderation of examinations and results; and
- (c) All External Examiners, Assessors, or Technical Persons appointed by the University to perform functions related to examinations, grading, or quality assurance.

Compliance with this Policy is mandatory and failure to observe its provisions shall attract disciplinary or administrative action in accordance with applicable University regulations.

7. Guiding Principals

The implementation of this policy and guidelines shall be guided by the following principles:

- (a) *Fairness*: Ensuring standardized format of student assessment.

- (b) *Integrity and Professionalism*: The University shall embrace the highest standard of ethical behavior, honesty, exemplary moral character, competence, consistence, legitimacy, objectivity and confidentiality.
- (c) *Accountability*: Putting in place measures and criteria for measuring and ensuring efficiency and effectiveness.
- (d) *Reliability*: Ensuring that the assessment outcome is reliable.
- (e) *Reasonable Accommodation*: Ensuring that guidelines are in place for accommodating students with special needs during examinations.

8. Policy focus areas

This Policy and its accompanying Guidelines shall focus on the end-to-end management of examinations. It shall define institutional protocols, responsibilities and safeguards to ensure fairness, consistency, and integrity in the assessment process across all academic units of the University.

9. Objectives of Regulations

- (1) The purpose of these Regulations and its associated Guidelines is to ensure the effective, fair and accountable administration of examinations across all academic units of Kyambogo University and its Campuses.
- (2) The objectives of these Regulations are to;
 - (a) Prescribe the authority and functions of the University Senate and the Examinations Committee in the management and administration of examinations.
 - (b) Establish a code of conduct for students during all forms of academic assessments.
 - (c) Provide procedures governing examinations, including coursework, research, dissertations, theses, industrial and community practice, and related assessments.
 - (d) Define examination offences and associated sanctions.

- (e) Establish procedures for the investigation, hearing, and determination of cases of examination malpractice.
- (f) Provide for a structured process of internal review of Senate decisions on academic matters.
- (g) Promote compliance with the National Council for Higher Education (NCHE) Quality Assurance Framework and the Universities and Other Tertiary Institutions Act.

PART II: GOVERNANCE AND MANAGEMENT OF STUDENTS

EXAMINATION REGULATIONS

10. Governance Structure

The implementation of this Policy and its associated Guidelines shall be overseen through Kyambogo University's existing academic governance and administrative structures. Responsibility for compliance, supervision and operational execution shall be shared across multiple governance organs and University offices.

11. Mandate of the Senate

- (1) In the performance of its duties and as per Section 45 of the Universities and Other Tertiary Institutions Act, Cap. 262 the University Senate shall be responsible for:
 - (a) The organisation, control, and direction of academic matters of the University, and as such it is in charge of teaching, research, and the general standard of education and research and their assessment in the University.
 - (b) Making regulations regarding the standard of proficiency to be attained in each examination for a degree, diploma certificate, or other award by the University.

- (2) The University Senate may deprive any person of a degree, diploma, certificate, or other award if after due inquiry it is found that the award was obtained through fraud, dishonorable, or scandalous conduct.
- (3) The Senate may delegate any of its powers or functions to a committee as the Senate may consider fit.

12. Senate Examination Committee

On the delegated authority of the Senate, the Examination Committee shall perform the following functions:

- (a) Receive from the Academic Registrar and approve the Examination Time Tables;
- (b) Initiate, review, and recommend to Senate, Examination Regulations for consideration and approval by the University Council;
- (c) Monitor the implementation of and adherence to, the Examination Regulations and guidelines for management of examination results;
- (d) Receive, consider, and recommend to Senate identified external examiners for undergraduate programmes for appointment;
- (e) Analyze consolidated internal and external examination reports from the Academic Registrar and make recommendations to the Senate regarding the conduct of Examinations;
- (f) Receive and consider cases of examination irregularities (malpractice, leakage etc.) and forward with recommendations all those that warrant disciplinary action to Senate for action;
- (g) Conduct hearings in case of examination malpractice;
- (h) Recommend to Senate the revocation of a degree, diploma, or certificate,

or any other award if, after due process, it is established that the degree, diploma or certificate, or other award was obtained through fraud, dishonorable, or scandalous conduct; and

(i) The Examination Committee shall when considering cases of examination malpractice or revocation of the award constitute itself into a disciplinary committee.

(j) Carry out any other duty as may be assigned by Senate.

13. Composition of Senate Examination Committee

(1) The University Senate shall select nine (9) of its members to constitute the Examination Committees.

(2) The Chairperson of the Senate and Deputy Vice Chancellor Academic Affairs shall be an ex-officio members of the committee.

(3) The Senate may appoint a member of staff on the Committee to give technical support and advice to the Committee.

(4) The Academic Registrar shall be the Secretary to the committee.

(5) The Committee shall elect one of its members to be the chairperson of the meeting.

(6) In the absence of the chairperson, the members present may elect one of the members to chair the meeting provided the quorum is realized.

14. Tenure of office of Committee Members

(1) Members of the Committee shall hold office for four (4) years and may be eligible for reappointment for one more term.

(2) A member of the Committee may resign from his or her office, by giving notice

of thirty (30) days, in writing, to the Chairperson of Senate.

(3) A member of the committee may be removed by the Senate for:

- (a) Incompetence;
- (b) Misconduct;
- (c) Participating in a matter in which he or she has a personal interest;
- (d) Failure to attend more than (5) five meetings of the committee without reasonable cause; or
- (e) Inability to perform the functions of his or her office arising from infirmity of body or mind.

15. Quorum of Committee meetings

- (1) The quorum of the committee shall be three (3) members present.
- (2) No Committee business shall be transacted in the absence of a quorum.
- (3) If the quorum is not realized within an hour after the appointed time for the meeting, the Chairperson shall declare the meeting dissolved and reconvened upon requisition of members and if the quorum is not realized, declare the meeting adjourned to the next earliest day.
- (4) At any time, the Chairperson shall ascertain whether the members present in the meeting form a quorum and if he or she finds that the number is less, the Chairperson shall suspend the proceedings for fifteen minutes.
- (5) If on the resumption of proceedings after the expiry of thirty (30) minutes, the number of members present is still less than the required quorum, the Chairperson shall suspend the meeting or adjourn the meeting to the earliest day.

16. Powers of the Senate Examinations Committee during consideration of cases of examination malpractice

- (1) In the exercise of its mandate, the Senate Examinations Committee shall have full authority to take any action or adopt any measure necessary for the effective discharge of its functions under these Regulations.
- (2) Without prejudice to the generality of sub-clause (1), the Committee shall have the power to:
 - (a) Require the production of any information, document, or record relevant to any allegation, report, or proof of examination malpractice involving a student or staff member;
 - (b) Instruct the Academic Registrar to initiate and conduct such investigations as the Committee may deem necessary;
 - (c) Recommend to the Senate the institution or commissioning of an inquiry into any matter related to examination malpractice;
 - (d) Summon any student, staff member, or other person to appear before the Committee as a witness in any hearing or investigation; and
 - (e) Recommend to the Senate the withdrawal or recall of any examination results that were released in error or obtained in breach of these Regulations.
- (f) The following shall be the roles of Examination Committee Members:
 - (i) Briefing of Deans, HODs, Examination Co-coordinators and Scouts;

- (ii) Ensure that HOD and Deans brief students and invigilators about examinations, rules and regulations governing examinations;
- (iii) Ensure smooth running of examinations;
- (iv) Ensure that examination malpractices are handled according to regulations, guidelines and procedures from the onset;
- (v) Ensure that invigilation takes place in accordance with Kyambogo University Examination Regulations; and
- (vi) Monitor adherence to examination regulations.

17. Role of the Academic Registrar

- (1) The Academic Registrar shall, under the direction of the Deputy Vice-Chancellor (Academic Affairs), be responsible for the organisation, coordination, and administration of academic matters of the University.
- (2) Without prejudice to sub-clause (1), the Academic Registrar shall:
 - (a) Organise and coordinate the conduct of all University examinations;
 - (b) Ensure that all students are formally informed, in writing, of the applicable examination regulations and procedures at the commencement of each semester;
 - (c) Investigate all reported or suspected cases of examination malpractice;
 - (d) Draft and issue charges, hearing notices and summonses to witnesses in relation to examination offences;
 - (e) Present cases of examination malpractice before the Senate Examinations Committee;

- (f) Ensure compliance with all statutory and regulatory requirements issued by the National Council for Higher Education and other relevant authorities; and
 - (g) Communicate the decisions of the Senate on examination malpractice cases to the affected students within fourteen (14) days from the date the decision is made.
- (3) The Legal Office may provide advisory and procedural support to the Academic Registrar in proceedings before the Senate Examinations Committee or during internal review processes established under these Regulations.

PART III: RULES ON EXAMINATIONS

18. Types of Examinations

- (1) University Examinations shall be examinations and assessments administered to students for purposes of evaluation.
- (2) The assessment shall include;
 - (a) End of Semester Examination.
 - (b) Continuous assessment.
 - (c) Examinable Course Works.
 - (d) Dissertations and Theses.
 - (e) Projects.
 - (f) Industrial Training College/Community and School Practice (ITCSP), Practicum, Internship, Hospital Training etc.
 - (g) Oral examination for persons with disability where applicable and

necessary.

- (3) End-of-semester examinations shall either be written, practical, and/or oral examinations at the end of each semester for each course taught.
- (4) Continuous assessment shall include any form of evaluation such as tests, graded practicals, projects, and assignments, conducted during the teaching of a particular course in a semester and counts towards final grading.
- (5) Examinable Course Works other than final examination may include Continuous Assessment Tests (CATs), term papers, Theses, projects and project reports, practical attachments, and any other form of academic assessment approved by the University Senate.
- (6) There shall be minimum of two (2) coursework assessments per semester. These may include assignments, tests, quizzes, presentations, or practical tasks, depending on the course design.
- (7) A mark given to a student shall consist of coursework and end-of-semester examinations.
- (8) The coursework shall constitute a maximum of 30% or 40% and end of semester examination shall constitute 60% or 70% of the final score depending on the accredited academic programme assessment criteria.
- (9) Students with disabilities shall be provided reasonable accommodation for all assessments. These may include but not limited to extended time, assistive technology, alternative formats, oral exams, sign language interpretation or transcription.

19. Instructions to Students during examinations

- (1) Students shall sit for examinations in Demarcated Examination Areas and these shall include areas where examinations are conducted and the adjacent toilets or latrines;

- (2) Students shall be informed of the venue (s), date(s) and time(s) of examinations by means of timetables and notices published at least one month before the date of commencement of examinations.
- (3) Each student shall be responsible for finding out the venue(s), date(s) and time of the examination(s) sit by checking the examination timetables published on the notice boards, University website, and class platforms.
- (4) Any students requiring clarification on the timetable shall contact the respective Chief Internal Examiner (Head of Department) for information.
- (5) Should there be a change in the timetable for an examination after it is published, the change shall normally be brought to the attention of the students by means of additional notices. Students shall not be informed individually of timetable changes;
- (6) Every student is required to supply him or herself with pens, pencils, rulers, erasers, non-programmable calculators, blotting papers, hand frames, styluses, geometrical instruments, or any other item used in an examination.
- (7) A student shall not be allowed to:
 - (a) Borrow or lend pens, pencils, rulers, erasers, non-programmable calculators, blotting papers, hand frames, styluses, and geometrical instruments or any item used during the examinations.
 - (b) Enter an examination room with books (except for open-book examinations), communication equipment or bags.
 - (c) Use logarithmic tables and statistical tables where they are not permitted.
 - (d) Enter with or use electronic devices such as a mobile phone, ear pods, hidden earpieces, Fitbit, smartwatch, pre-programmed calculator, tablet, iPod, or iPad among others.

- (e) Use computers and laptops where they are not permitted.
 - (f) Use artificial intelligence or any digital tool in a manner that constitutes academic dishonesty, unauthorized assistance, plagiarism, fabrication, or misrepresentation in coursework, computer-based examinations, research reports, dissertations, theses, publications or other academic work, except where such use is expressly authorised by the University or course requirements.
 - (g) Use question papers to do rough work.
- (8) A student shall not be:
- (a) Permitted to enter an examination room after the lapse of thirty (30) minutes from the commencement of the examination;
 - (b) Allowed to leave the examination room before the lapse of thirty (30) minutes from the commencement of the examination; and
 - (c) Allowed to leave the examination room before the end of the examination except in accordance with these Regulations.
- (9) For every University examination, a student shall be required to present his/her Registration and Examination permits and Identity Cards. In case a student is retaking any course, he/she shall be required to present clearance for retaking i.e. a letter from the Academic Registrar for students who have completed and Faculty/School Dean for continuing students and evidence of payment from the University Bursar.
- (10) A student shall be required to display their student or national identification card, registration permit and examination permit on the desk throughout all written examinations.
- (11) If a student's identity card has not been issued to him or her, the

student will be required to identify him or herself with a National Identity Card, passport, or refugee card.

(12) A student shall comply and be allowed to be checked thoroughly before he or she enters an examination room to avoid being found with unauthorized material during the examination. The University shall have mandate to check students' veil/religious dressing irrespective of religious sector. The student shall however be solely responsible for any unauthorized material/items or on any part of his/her body, of any sort found with him/her in the examination room or sanitation rooms during the progress of the examination he/she is sitting.

(13) A student shall be admitted to the examination room fifteen minutes before the time the examination is due to begin. During the fifteen minutes, the student shall:

- (a) Check that they are in possession of answer booklets and correct paper.
- (b) Write their registration number on the answer booklet and question paper and sign them.
- (c) Read the instructions on the answer booklet.
- (d) Listen to any other announcement(s).

(14) A student who has appeared for an examination shall ensure that:

- (a) They receive an answer booklet and or examination materials and the correct examination question paper for the course he or she is scheduled to undertake issued in the examination room.
- (b) They have read and understood the instructions in the answer booklet and question paper.

- (c) They listen attentively to any other announcement(s) made before and during the examination.
 - (d) They write their registration number distinctively in the spaces provided and sign in the space provided in the answer booklet and at the top of every page of the answer booklet. This shall be done immediately a student receives an answer booklet
 - (e) They write their full name and registration number and sign in the space provided in the attendance list/register.
 - (f) They use the answer booklet, writing paper, or graph paper etc., supplied for a particular examination.
- (15) Where a student is allowed to leave the examination room under special circumstances, he/she shall be required to register, sign the attendance sheet, hand in the question paper, the used answer script/booklet, and any other examination material to the Invigilator.
- (16) No student shall be allowed to leave the examination room before the lapse of thirty (30) minutes from the commencement of the examination. Late candidates shall not be given extra time.
- (17) No student shall be allowed to leave the examination room before the end of the examination except under special circumstances and with the permission of the Invigilator. Such a student shall be accompanied by the Invigilator or other authorised officer.
- (18) A student who wishes to do rough work shall be required to use the provided space for rough work in the answer booklets and thereafter cross it out neatly.
- (19) At the end of the allotted time, every student shall stop writing, attach the answer booklets used together using materials provided by the

invigilator, and not leave his or her desk until the Invigilator has collected all answer scripts.

(20) A student shall not leave an examination room with any unused examination materials such as answer booklet(s), graph books, maps, photographs, etc.

(21) A student shall report to the invigilator or the Chief Internal Invigilator any cases of suspected examination malpractice.

(22) A student shall observe all rules and regulations during examination and on-performance or dereliction of any of the specified responsibilities by the student shall attract administrative or disciplinary sanctions, as provided under these regulations.

20. Eligibility for examinations

(1) A student shall not be permitted to sit for any examination in a course unit unless both the Internal Examiner and Chief Internal Examiner are satisfied that the student has fulfilled the course participation requirements unless formally exempted by the Senate Examination Committee on recommendation from the Faculty/School/Institute/Directorate Board.

(2) A student shall attend at least seventy-five percent (75%) (Certificate of Due Performance) of lectures, tutorials, seminars, or practicals for each registered course in the semester.

(3) The Internal Examiner shall maintain accurate records of attendance for all contact sessions, and shall submit copies of the attendance records to the Chief Internal Examiner.

(4) Every student shall register and enroll for each course he/she intends to undertake at the beginning of each semester, including any

course(s) to be retaken bearing in mind that the semester load must not be exceeded.

- (5) The semester course load for a student shall be a minimum of 18 credit units and a maximum of 36 credit units, unless Senate approves otherwise on a case-by-case basis.
- (6) A student shall only qualify to sit for end-of-semester examinations upon successful completion of coursework and continuous assessment activities for the relevant course.
- (7) No student shall be permitted to sit for any end-of-semester examination unless they have fulfilled all financial obligations to the University, including payment of tuition fees, functional fees, and National Council for Higher Education (NCHE) fees, as may apply to undergraduate and postgraduate students.
- (8) For postgraduate students, eligibility to sit examinations shall be subject to compliance with the additional academic requirements as set out in the NCHE Benchmarks for Postgraduate Studies and the Research and Graduate Training Guidelines of the University.

21. Abandonment and Abscondment

- (1) A student who has abandoned his/her studies in the course of the semester shall not be allowed to proceed with the subsequent semester and shall be required to repeat the entire semester.
- (2) A student shall not be allowed to skip a semester and proceed to the next semester.
- (3) Any candidate who has been absent from the University for more than 1/4 of a semester for any reason or whose attendance at prescribed lectures, classes, practical classes, seminars or tutorials has been unsatisfactory or

has failed to submit essays or exercise or take tests or class examination set by the candidate's lecturer shall be denied a Certificate of Due Performance and shall be barred from sitting any University examinations he/she registered for;

- (4) A student who has absconded from the University in the semester without permission for 12 weeks (75% of the semester) shall not be eligible to sit for that semester's examination. Such a student shall not qualify for a Certificate of Due Performance.

22. Inability to sit for scheduled examinations

- (1) A student unable to sit for an examination(s) due to unavoidable circumstances shall be required to inform the Academic Registrar in writing through the Dean/ Director and Head of Department at least seven (7) days before the commencement of the examination(s) stating reasons supported by evidence why he or she will not be able to sit for the scheduled examination(s).
- (2) The student shall be allowed to sit for the examination(s) when next offered.
- (3) The student shall pay a retake fee for the examination(s) before sitting for the examination(s).
- (4) In this case, the Retake (RT) shall not be reflected on the Transcript since the student will be sitting for the first time that examination(s).

23. Academic Progression

- (1) **Normal Progress:** Normal progress shall occur when a student has passed the assessment in all the courses he/she registered for in a particular semester.

- (2) **Probationary Progress:** A student who has obtained the Grade Point Average (GPA) of less than 2.0 in one or more courses he/she has registered for in a particular semester shall be placed on probation. Such a student shall be allowed to progress to the next semester/academic year but shall still retake the course (s) he/she failed when next offered.
- (3) A student who fails more than fifty percent (50%) of the courses he/she offered in a given semester shall not progress to another semester. Such a student shall repeat the Academic Year in accordance with these Regulations.
- (4) For postgraduate students, progression shall be further subject to:
- (a) Attainment of a minimum GPA of 3.0 in each semester; and
 - (b) Satisfactory completion of all coursework and continuous assessment components, in accordance with the Research and Graduate Training Guidelines.
- (5) The relevant Faculty/School/Institute/Directorate Board shall review progression reports at the end of each semester and recommend appropriate academic action to the Senate.

24. Re-taking Courses

- (1) The pass mark for each course shall be—
- (a) Fifty percent (50%) for undergraduate students; and
 - (b) Sixty percent (60%) for postgraduate students, including Master's and Doctoral candidates,
- (2) A student shall be allowed to retake a course or courses when next offered again in order to obtain at least the pass mark (50%) if he/she had failed it.

- (3) A student retaking any course(s) shall:
- (a) Formally register for the course within the designated period;
 - (b) Attend all prescribed lectures, tutorials, practicals, fieldwork, assignments and tests for the course (s);
 - (c) Complete and satisfy all coursework and continuous assessment requirements;
 - (d) Sit for the end-of-semester University examination;
 - (e) Pay the approved retake fee for each course being retaken; and
 - (f) Provide clearance from the Academic Registrar (for finalists) or Faculty/School/Institute/Directorate Dean (for continuing students), supported by proof of payment for re-take fees.
- (4) The Dean or Director of the relevant Faculty/School/Institute/Directorate shall issue a written warning to any student who fail to obtain at least the Pass mark (50%) during the second assessment in the same course or courses, he/she has retaken.
- (5) In the case of students enrolled in Affiliated Institutions, the Academic Registrar shall be responsible for issuing written warnings to such students.
- (6) A continuing student shall not be permitted to retake more than three (3) courses in addition to the normal semester course load.
- (7) All retaken courses shall be clearly marked "RT" on the student's Academic Transcript.
- (8) A student (s) shall be allowed to retake any course after paying a fee determined by the University Council. A student who has completed the programme requirements but is required to retake one or more courses shall

pay, in addition to the retake fees, all other applicable charges including registration fees, examination fees, and National Council for Higher Education (NCHE) fees.

- (9) A student shall be granted a maximum of two (2) additional academic years beyond the normal programme duration to complete the requirements of their academic programme, inclusive of any retakes.
- (10) There shall be a compensatory pass for students in their final year of study. This shall be given to a student who has exhausted his/her retake chances, has a mark of 45% or better and a CGPA of 3.0 or better. This shall apply to only one course unit.

25. Missed Examinations and Deferred Assessments

- (1) A student who misses a scheduled examination due to documented and approved unavoidable circumstances such as illness, bereavement, or fee-related challenges shall be allowed to sit the missed examination when next offered. Such a student shall pay fees equivalent to retake fees determined by the University Council.
- (2) The Retake sign (R) shall not be reflected on the Transcript because the candidate is sitting the examination for the first time.
- (3) **Deferred Assessment:** Such cases shall be officially recorded as Deferred Assessments, provided that:
 - (a) The absence was not due to academic failure;
 - (b) The student submitted valid justification supported by certified documentation (e.g., medical reports, death certificates, or financial clearance statements);
 - (c) The application was submitted within the prescribed timelines as issued by the Academic Registrar.
- (4) Deferred assessments shall:
 - (a) Not be marked as "RT" (Retake) on the student's academic transcript;
 - (b) Be subject to payment of a fee equivalent to the standard retake fee;

- (5) The approval and documentation of all deferred assessment requests shall be reviewed by the Faculty/School/Institute/Directorate Dean/Director and approved by the Academic Registrar.
- (6) Records for all cases of missed examinations or deferred assessment must be retained by the Faculty/School/Institute/Directorate Dean/Director for audit by the Quality Assurance Directorate.

26. Appeals against examination results

- (1) A student who is dissatisfied with the outcome of an examination may appeal for a review or re-mark of the course examination results.
- (2) All appeals shall be submitted in writing to the Academic Registrar through the Head of Department and Dean or Director of the Faculty/School/Institute/Directorate.
- (3) Appeal against discontinuation shall be lodged one month effective from the date of approval of examination results by Senate.
- (4) Appeals for re-marking of course examination(s) shall be lodged within one month after Faculty/School had approved the examination results. Remarking of such a course (s) shall be done upon payment of a fee that shall be determined by the University Council from time to time.
- (5) An appeal shall only be accepted if it is supported by substantive grounds, including but not limited to: suspected marking error, miscalculation of marks, or non-adherence to the approved assessment procedure.
- (6) All appeals shall be accompanied by proof of payment of the approved re-marking fee, as determined by the University Council from time to time.
- (7) The re-marking shall be conducted by an Internal Examiner who was not involved in the original marking of the course. Where necessary, the Senate Examinations Committee may appoint an External Examiner for this

purpose.

- (8) The results of the re-mark shall be final for purposes of academic reassessment and shall be communicated in writing by the Academic Registrar within ten (10) working days from the conclusion of the re-marking process, without prejudice to any internal review process established under these Regulations.
- (9) For postgraduate students, appeals related to research assessment (e.g., dissertation, thesis, or viva voce examination) shall be governed by the procedures outlined in the Kyambogo University Research and Graduate Training Guidelines, subject to the approval of Senate.

27. Appeal against a class of degree, diploma, or certificate

- (1) A student who is dissatisfied with the class of degree, diploma, or certificate awarded may lodge an appeal in writing to the Academic Registrar within one month effective the date of approval of examination results.
- (2) The appeal shall be submitted through the respective Head of Department and Dean or Director of the Faculty/School/Institute/Directorate.
- (3) The appeal must clearly state the grounds for dissatisfaction and shall be submitted within one month from the date of release of examination results.
- (4) The Academic Registrar shall cause the matter to be reviewed by the appropriate examinations committee and shall communicate the outcome of the review to the student in writing within fifteen (15) working days from the date of receipt of the appeal.
- (5) The decision of Senate on the appeal shall be final subject only to the internal review mechanism established under these Regulations.

28. Discontinuation from a Programme

- (1) A student shall be discontinued from the University programme if they:
 - (a) Fail a retake in the same course on two (2) separate attempts and do not qualify for a compensatory pass as prescribed by the applicable regulations;
 - (b) Accumulate three (3) consecutive academic probations based on Cumulative Grade Point Average (CGPA) below 2.0 in at least three consecutive semesters;
 - (c) Overstay the maximum permissible duration of the programme as follows:
 - (i) For a one-year Certificate programme: maximum of three (3) academic years;
 - (ii) For a two-year Diploma programme: maximum of four (4) academic years;
 - (iii) For a three-year Degree programme: maximum of five (5) academic years;
 - (iv) For a four-year Degree programme: maximum of six (6) academic years.
 - (d) Fail all registered courses he/she offered in any given semester.
- (2) A student who has been discontinued shall be eligible to receive a partial academic transcript indicating the courses attempted and the results attained.
- (3) A student discontinued on academic grounds may request a review of the decision by submitting a written application to the Academic Registrar

within thirty days from the date of notification of the Senate decision. The request shall be considered in accordance with the Senate-approved internal review procedure under these Regulations.

- (4) The decision of Senate on matters of academic progression and discontinuation shall be final subject to the internal review procedure provided under these Regulations.
- (5) In the case of graduate students, discontinuation shall be referred to as de-registration and shall be governed by the procedures outlined in the *Kyambogo University Research and Graduate Training Guidelines*. The Faculty/School/Institute/Directorate shall be responsible for initiating such action and recommending to Senate.

29. Withdrawal from an Academic Programme

- (1) A student may apply to withdraw from an academic programme for valid reasons, including medical, financial, personal, or professional considerations.
- (2) The application for withdrawal shall be submitted in writing to the Academic Registrar through the Head of Department and the Dean or Director of the Faculty/School/Institute/Directorate.
- (3) For a student to qualify for withdrawal, he/she shall be a registered student and shall have completed at least one semester in the Academic Year.
- (4) The application shall be submitted within the first eight (8) weeks of the semester in which the student intends to withdraw.
- (5) The Academic Registrar shall approve a student's withdrawal only if the student is duly enrolled, fully registered, and has paid all required fees for that semester.

- (6) The student shall receive an acceptance letter from the Academic Registrar granting him/her official permission to withdraw.
- (7) A student shall be permitted to withdraw from an academic programme for a maximum of two (2) times during the entire duration of the programme and each withdrawal shall not exceed one Academic Year.
- (8) For postgraduate students, a voluntary withdrawal shall be reported to the Directorate of Research and Graduate Training and recorded as a formal academic action.
- (9) A student who withdraws shall not attend classes, sit for examinations, or access academic services until officially re-admitted or reinstated, subject to Senate approval.
- (10) A student who had withdrawn from studies shall apply to his/her respective Faculty/School/Institute Board to resume studies and shall indicate that the circumstances that made him/her withdraw can no longer affect his/her studies.
- (11) A student who has overstayed on an Academic Programme by more than 2 (two) years beyond the period of candidature stipulated in the Programme shall be discontinued from his/her studies at the University.
- (12) Students should take note that the above regulations do not cover the period of sponsorship. The period of sponsorship is governed by the regulations and policy of the sponsor. In the case of Kyambogo University sponsorship, the period is that stipulated in a given Academic Programme.

30. – De-registration

- (1) A registered student shall be de-registered from the University when he/she absconds from their academic programme for one (1) or more consecutive semesters without approved withdrawal or deferral. Such a student can

obtain his/her examination results, academic transcripts, or any certification from the University.

- (2) For postgraduate students, de-registration shall be effected in accordance with the *Kyambogo University Research and Graduate Training Guidelines*, and the Directorate of Research and Graduate Training shall be notified accordingly.

31. Cancellation of examination results

- (1) The University Senate shall recall and cancel examination results previously released to a student where it is proved and established that the student was involved in examination malpractice or obtained results through fraudulent means.
- (2) The affected student shall be notified in writing of the decision, and the cancellation shall be formally recorded in the student's academic file and the central results management system.
- (3) For postgraduate students, the cancellation of results related to coursework, dissertation, thesis, or viva voce shall follow the procedure outlined in the *Kyambogo University Research and Graduate Training Guidelines*, and the matter shall be referred to the Directorate of Research and Graduate Training.

32. Award of Degrees, Diplomas, and Certificates

- (1) The students who shall have satisfied their examiners and qualify for graduation shall be eligible for the award of a degree, diploma, or certificate of Kyambogo University only upon successful completion of the minimum graduation requirements as approved by Senate and documented in the respective programme curricula.
- (2) The minimum academic duration for each award shall be as follows:

- (a) Bachelor's Degree – not less than three (3) or four (4) or five (5) academic years as defined by the programme structure;
 - (b) Diploma – not less than two (2) academic years;
 - (c) Certificate – not less than one (1) academic year;
 - (d) Postgraduate Certificate – one semester; and
 - (e) Postgraduate Diploma – one academic year.
- (3) A student who transfers from another recognized institution may be eligible for a Kyambogo University award if:
- (a) They meet the admission requirements applicable to the academic programme applied for in the year of intended entry;
 - (b) They complete at least two (2) academic years of study at Kyambogo University (for undergraduate and diploma awards).
 - (c) Must obtain and submit an official academic Transcript (s) Certificate from a recognized University/institution of Higher learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/taken, the credit units completed and the grades obtained in each course.
 - (d) Must have obtained the equivalent of Cumulative Grade Point Average of at least 3.0
 - (e) Will be permitted to transfer to Kyambogo University the University Credits earned but the maximum of Credits should not exceeding 60% of the minimum graduation load of the academic programme applied for.
 - (f) If permitted to transfer she/he should not be allowed to transfer the equivalent of credit units in a course in which she/he obtained a Grade point which was lower than 2.0
 - (g) An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.
- (4) The effective date of the award shall be the date of Senate approval of the final results.

- (5) The conferment of the award shall be under the Seal of the University and signed by the Vice-Chancellor and Academic Registrar, following Senate approval.

33. Classification of Awards

- (1) Bachelor's Degrees shall be classified as follows:
- (a) First Class with Honours: CGPA of 4.40 – 5.00
 - (b) Second Class Honours (Upper Division): CGPA of 3.60 – 4.39
 - (c) Second Class Honours (Lower Division): CGPA of 2.80 – 3.59
 - (d) Pass: CGPA of 2.00 – 2.79
 - (e) Fail: CGPA below 2.00
- (2) Diplomas shall be classified as:
- (a) First Class: CGPA of 4.40 – 5.00
 - (b) Second Class (Upper Division): CGPA of 3.60 – 4.39
 - (c) Second Class (Lower Division): CGPA of 2.80 – 3.59
 - (d) Pass: CGPA of 2.00 – 2.79
 - (e) Fail: CGPA below 2.00
- (3) Certificates shall be graded as:
- (a) Distinction: CGPA of 4.40 – 5.00
 - (b) Credit: CGPA of 2.80 – 4.39
 - (c) Pass: CGPA of 2.00 – 2.79
 - (d) Fail: CGPA below 2.00
- (4) A student who qualifies for a degree, diploma, or certificate by way of retaking one or more courses shall still be eligible for classification, except that no award shall indicate distinction if any course was retaken.

34. Aegrotat Awards

- (1) An *Aegrotat degree or diploma* may be awarded by the Senate upon application by a student who, due to documented medical incapacity, is

unable to complete final assessments, provided the following conditions are met:

- (a) The student has successfully completed all required coursework and a substantial portion of the final semester examinations;
 - (b) The student applies in writing to the Academic Registrar within one (1) month of the examination period;
 - (c) The application is accompanied by:
 - (i) A certified medical report from the University Health Officer or a registered medical practitioner;
 - (ii) A recommendation from at least one course lecturer and Head of Department.
- (2) Specific completion thresholds shall apply as follows:
- (a) *Two-year programmes*: Completion of at least three (3) semesters and half of the fourth;
 - (b) *Three-year programmes*: Completion of at least five (5) semesters and half of the sixth;
 - (c) *Four-year programmes*: Completion of at least seven (7) semesters and half of the eighth;
 - (d) *Diplomas with split finals*: Completion of Part I and more than half of Part II.
- (3) The decision to award an Aegrotat degree or diploma shall be made only if both Internal and External Examiners confirm that the student's performance in the completed assessments meets the minimum standard required for an award.
- (4) An Aegrotat award shall not:
- (a) Be classified or graded;
 - (b) Confer eligibility for admission to a higher academic qualification; and
 - (c) Be repeated or re-examined for purposes of improving the result.

- (5) An Aegrotat award shall be recorded distinctly on the academic transcript as “Aegrotat Degree” or “Aegrotat Diploma”.

PART IV: OFFENCES AND SANCTIONS

35. Powers of the University Senate in Disciplinary Matters Related to Examination Malpractice

- (1) The University Senate shall have the authority to impose academic sanctions on any student found guilty of examination malpractice, including:
- (a) Cancellation of an examination paper or course results;
 - (b) Suspension from the University for a specified period; or
 - (c) Expulsion/Dismissal/Disqualify from the University in cases of gross misconduct.
- (2) The nature of the sanction shall correspond to the gravity of the offence, whether categorized as *minor*, *major*, or *gross* malpractice, in accordance with the guidelines provided in these Regulations and the Kyambogo University Research and Graduate Training Guidelines.
- (3) The decision of Senate shall be final, subject to a structured internal review process as provided under the Review Schedule to these Regulations.

36. Malpractices relating to coursework, assignments, tests, or practical examinations.

- (1) A student commits an offence of coursework assignments, tests, or practical examinations malpractice if he/she engage in any of the following acts:
- (a) Submitting another student’s or person’s assignment, test, or practical as their own;

- (b) Allowing another person to submit their coursework, assignment, test, or practical on their behalf;
 - (c) Plagiarising the work of another student or person and presenting it as their own;
 - (d) Procuring or paying another person to complete coursework, assignment, test, or practical on their behalf;
 - (e) Delivering coursework, assignment, test, or practical outside the scheduled time without written authorization;
 - (f) Altering or fabricating marks awarded for any assessment;
 - (g) Cheating in a test or unauthorized communication during a test;
 - (h) Signing on behalf of another student on the coursework, assignment, practical, test submission sheet;
 - (i) Entering a test or practical room more than thirty (30) minutes after the test or practical has commenced without valid justification; or
 - (j) Leaving the test or practical room more than thirty (30) minutes before the test or practical ends, except in emergencies and with permission of the Invigilator.
- (2) A student found guilty of any of the offences listed under this clause shall be subject to cancellation of the affected coursework, assignment, test, or practical.
- (3) If the student has not yet sat for the end-of-semester examination for that course, they shall not be allowed to do so.
- (4) If the student has already sat for the end-of-semester examination for that course, such examination shall be cancelled.

- (5) A student who commits any offence under sub-clause (1) for a second time shall be suspended from the University for two (2) consecutive semesters.
- (6) After serving the suspension, the student may re-sit the cancelled course or examination when next offered, subject to registration and payment of applicable fees.
- (7) In the case of postgraduate students, any coursework-related malpractice shall be reported to the Directorate of Research and Graduate Training (DRGT) and handled in accordance with the *Kyambogo University Research and Graduate Training and Research Guidelines*.
- (8) A record of any coursework, assignment, test or practical malpractice and the resulting sanction shall be placed in the student's academic file.

37. Minor offenses of examination malpractice leading to cancellation of an examination

- (1) A student commits a minor offense relating to examination malpractice when he or she:
 - (a) Enters or sits an examination without a valid identification card;
 - (b) Enters a hall/room during an examination later than half an hour after the examination has commenced;
 - (c) Leaves the examination hall/room half an hour before the examination is scheduled to end except in emergencies with the express permission of the Invigilator;
 - (d) Engages in a conversation with another student during the examination;
 - (e) Refuses and/or neglects to follow lawful instructions or orders issued by the Invigilator;

- (f) Copies or giraffes from another student's answer script;
 - (g) Allows another student to copy or giraffe from their answer script;
 - (h) Omits to register his or her registration number on either the attendance sheet or answer script;
 - (i) Writes answers on the examination question paper;
 - (j) Knowingly sits or attempts to sit an examination without having fulfilled the approved examination eligibility requirements, including financial clearance, through misrepresentation, fraud or unauthorized access.; or
 - (k) Possesses and or uses an examination answer booklet not issued during the examination.
- (2) Any student who is found guilty of contravening any of the offenses mentioned in this clause above shall be liable to:
- (a) Cancellation of that particular examination; and
 - (b) Sit for that canceled examination(s) when it is next offered.
- (3) Any student who is found guilty of contravening the offenses mentioned in the *Clause* above shall be liable to caution or cancellation of the examination depending on the gravity of the offense.
- (4) Where the Examination Committee finds that a student has committed any of the offenses mentioned in the *Clause* above for the second time, such a student shall be suspended for two consecutive semesters.

38. Gross offenses of Examination malpractices leading to suspension

- (1) A student commits a gross offense relating to examination malpractice when he or she;

- (a) Enters or sits an examination without authorization;
- (b) Enters or sits an examination with a previous semester's examination permit;
- (c) Enters or sits an examination for him or herself with another student's examination permit;
- (d) Smuggles or enters an examination room with unauthorised material.
- (e) Enters an examination room with writings on any part of the body, clothes, shoes, handkerchiefs, examination permit, or any other material.
- (f) Writes another person's registration number on either the attendance sheet or answer script.
- (g) Destroys evidence after being caught committing a prohibited examination malpractice.
- (h) Obtains prior knowledge of the contents of an examination.
- (i) Pays or induces another person to illegally procure or make available examination questions or papers.
- (j) Pays or induces a member of staff to falsify or alter his or her awarded examination marks.
- (k) Procures external assistance from another student, invigilator, or any other person before, during, or after an examination.
- (l) Falsifies an examination permit, registration card, payment slip, identity card, or any other document that may be required to sit an examination.
- (m) Utters false documents such as an examination permit, registration card, payment slip, identity card, or any other document that may be required to sit an examination.

- (n) Makes false statements to an invigilator or the security when recording a statement relating to examination malpractice.
 - (o) Writes false information on the answer booklet/script to hide his/her identity.
 - (p) Falsifies his or her registration number on either the attendance sheet or answer booklet/script.
 - (q) Takes an answer booklet(s), used or unused out of the examination room/hall.
 - (r) Fails or refuses to submit an answer script and/or an unused booklet after an examination.
 - (s) Obtains another student's answer booklet and/or question paper without their consent.
- (2) Any student who is found guilty of contravening any of the offenses mentioned in this clause shall be subject to one or more of the following sanctions:
- (a) Cancellation of that particular examination; or
 - (b) Suspension for two (2) consecutive semesters; and
 - (c) Sit for the canceled examination when it is next offered after serving their suspension.
- (3) A Government-sponsored student found guilty of contravening the clause above, shall have the Government sponsorship suspended for the semesters they served the penalty.
- (4) A student who commits any of the offenses in the *clause* above for the second time, shall be suspended for four consecutive semesters.

39. Gross examination malpractice leading to expulsion/dismissal/disqualification.

(1) A student commits a gross offense leading to expulsion/dismissal/disqualification when he or she:

(a) Impersonates another student and sits an examination on his or her behalf;

(b) Allows another student or other person to sit their examination;

(c) Acts violently and disruptively during examinations;

(d) Enters an examination with a firearm or lethal weapon; or

(e) Physically assaults or insults a fellow student, an invigilator, or any member of staff involved in the conduct of the examination.

(2) Any student who is found guilty of contravening any of the offenses mentioned in this clause shall be subject to one or more of the following sanctions:

(a) Cancellation of that particular examination; or

(b) Expulsion/dismissal/disqualification from the University.

(3) A Government-sponsored student found guilty of contravening this clause above, shall have the Government sponsorship cancelled.

(4) A student who has been expelled/dismissed/disqualified shall not be re-admitted to any programme at the University.

(5) A student who has been expelled/dismissed/disqualified may apply for a testimonial covering the period before expulsion/dismissal/disqualification.

40. Malpractices Relating to Research, Internship, School Practice, and

Project Work

- (1) A student shall be deemed to have committed research Internship, School Practice, and Project Work-related malpractice if he/she:
 - (a) Submit a research, internship, school practice or project report containing the findings or written work of another student or person as their own;
 - (b) Submit a replicated version of previously assessed research, Internship, School Practice or project work, including self-plagiarism;
 - (c) Allow another person to conduct research, internship, school practice or develop a project on their behalf; or
 - (d) Fabricate data or alter research, internship, school practice or project outcomes dishonestly.
- (2) A student shall be deemed to have committed malpractice during internship if he/she:
 - (a) Allow another person to complete internship training on their behalf;
 - (b) Fail to attend and participate regularly in internship activities without written authorization;
 - (c) Submit a report authored by another student or person; or
 - (d) Attempt to unduly influence a supervisor or field assessor in awarding marks.
- (3) A student shall be deemed to have committed malpractice during school or community-based practice if he/she:
 - (a) Allow another person to carry out the practice on their behalf;

- (b) Fail to report regularly to the designated practice location without written permission from the University; or
 - (c) Attempt to unduly influence a supervisor in awarding marks.
- (4) A student found guilty of any offence under this clause shall be subject to one or more of the following sanctions:
- (a) Cancellation of the research, internship, school practice or project report or results;
 - (b) Suspension from the University for two (2) consecutive semesters;
 - (c) Repeating the cancelled research, internship, school practice or project work after completing the suspension period.
- (5) A government-sponsored student found guilty of any offence under this clause shall forfeit the Government sponsorship and any research, internship, school practice or project facilitation related to the misconduct.
- (6) A student who commits any offence under this clause for a second time shall be suspended for four (4) consecutive semesters.
- (7) Malpractice involving a dissertation, thesis, or viva voce shall be reported to the Directorate of Research and Graduate Training and handled in accordance with the *Kyambogo University Research and Graduate Training Guidelines* and the University's anti Plagiarism Policy.

41. Malpractices discovered after examination

- (1) A student shall be deemed to have committed a gross academic offence after the conduct of examinations if they engage in any of the following acts:
- (a) Procure a staff member or any other person to alter examination marks or records in their favour;

- (b) Gain unauthorized access to, or interfere with, the University's Examination Results Management System or any official database for the purpose of altering results;
 - (c) Illegally access or tamper with examination answer scripts after the examination has been conducted; or
 - (d) Engage in any other act of examination malpractice committed after the conduct of the examination, whether physical, electronic, or procedural.
- (2) A student found guilty of an offence under sub-clause (1) shall, depending on the gravity of the offence, be subject to one or more of the following sanctions:
- (a) Cancellation of the affected examination results;
 - (b) Suspension from the University for two (2) consecutive semesters; or
 - (c) Dismissal from the University, in cases of aggravated or repeated misconduct.
- (3) In some cases, the term "aggravated" shall be interpreted to mean the severity of the misconduct and may warrant more severe penalties, such as institution of criminal proceedings against the student.
- (6) A Government-sponsored student found guilty of contravening this clause above, shall have the Government sponsorship cancelled or suspended.
- (4) A student who commits any offence under this clause above for a second time shall be suspended for four (4) consecutive semesters.
- (5) In the case of graduate students, all such misconduct shall be reported to the Directorate of Research and Graduate Training (DRGT) and shall be handled in accordance with the *Kyambogo University Research and Graduate Training Guidelines* and the University's Code of Conduct.

42. Prohibition against Cybercrime and Digital Examination Malpractice

(1) The following acts constitute gross academic misconduct and are strictly prohibited:

(a) *Unauthorized Access (Hacking)*: Gaining access to University computer systems, networks, or databases without permission, including the use of stolen credentials, password cracking, or bypassing security protocols;

(b) *Software Piracy*: Using, reproducing, or distributing copyrighted software or digital tools without a valid license or approval from the University;

(c) *Malware Deployment*: Creating, distributing, or installing malicious software (e.g., viruses, worms, Trojan horses) on any University-owned or affiliated systems;

(d) *Phishing and Identity Deception*: Using fake emails, websites, or digital communications to deceive others and obtain confidential information such as login credentials or examination data;

(e) *Digital Fraud and Misrepresentation*: Engaging in internet-based fraudulent activity, including impersonation, manipulation of digital records, or submission of forged academic documents;

(f) *Tampering with Examination Platforms*: Altering, disabling, or interfering with the operation or integrity of any digital examination platform or results management system used by the University.

(2) A student found guilty of any offence listed under this clause shall be subject to disciplinary action based on the severity and nature of the violation, including:

(a) Cancellation of the affected examination or academic record;

(b) Suspension from the University for two (2) consecutive semesters; or

(c) Dismissal from the University in cases involving repeated or aggravated digital misconduct.

(7) A Government-sponsored student found guilty of contravening this clause above shall have the Government sponsorship cancelled or suspended.

43. Repeat Examination Malpractice Offences

(1) Any student who accumulates three or more separate instances of examination malpractice shall be subject to dismissal from the University, notwithstanding the classification of such offenses as minor misconduct pursuant to these regulations.

(2) For the purpose of this Regulation, "three or more occasions" shall mean that the student has been:

(a) Formally found guilty of at least three distinct offences,

(b) On three different dates or incidents, and

(c) Arising from separate investigations or disciplinary proceedings.

(3) The dismissal shall be effected by resolution of the University Senate following a recommendation from the Senate Examinations Committee.

(4) The dismissed student shall not be eligible for reinstatement or re-admission to any other academic programme of the University.

PART V: ADMINISTRATIVE HEARINGS OF EXAMINATION MALPRACTICE CASES

44. Hearing of Examination Malpractice Cases

(1) The Senate Examinations Committee shall conduct administrative hearings for all cases of alleged examination malpractice submitted to it under these Regulations.

- (2) Upon receipt of a report of examination malpractice, the Committee shall appoint a date for the hearing of the matter and ensure that the student involved is accorded fair notice and opportunity to respond.
- (3) The Academic Registrar shall cause to be served upon the student the following documents at least fourteen (14) days before the scheduled hearing date:
 - (a) A written notice of hearing specifying the date, time, and venue;
 - (b) A charge sheet outlining the nature of the allegations; and
 - (c) Any documentary evidence that the Committee intends to rely on during the hearing.
- (4) The student shall file a written response to the charges within fourteen (14) days from the date of receiving the charge sheet.
- (5) The Senate Examinations Committee may summon any witness or person whom it considers necessary to assist in the inquiry.
- (6) A person served with a summons under these Regulations shall acknowledge receipt in writing and return the signed summons to the Academic Registrar for record.

45. Notice of Hearing and Conduct of Proceedings

- (1) A student shall be notified of the following in writing, by telephone, or by official University email:
 - (a) The date, time, and place of the hearing;
 - (b) The alleged offence(s);
 - (c) The date and context of the alleged misconduct;

- (d) Their right to present evidence or witnesses in their defence; and
 - (e) The evidence or witnesses against them, where applicable.
- (2) Where a student fails to appear on the first scheduled hearing date, the Committee shall grant two additional opportunities to appear.
 - (3) If a student fails to appear after three duly scheduled hearings, and the Committee is satisfied that proper notice was served (including substituted service via newspaper or University website), the Committee shall proceed in the student's absence and render a recommendation.
 - (4) During the hearing, a student may be accompanied by an advisor or advocate for guidance and advice but the advisor or advocate shall not directly address the Committee or participate in the proceedings.

46. Adjournment of Hearings

- (1) The Senate Examinations Committee may adjourn a hearing for sufficient cause, including:
 - (a) The absence of material witnesses or the accused;
 - (b) Illness or emergency; or
 - (c) Request by the student with valid justification.
- (2) Upon adjournment, the Committee shall:
 - (a) Fix a date for further hearing, or
 - (b) Adjourn generally with justification entered into the record.

47. Decision-Making, Recommendations and Communication

- (1) After reviewing the evidence and hearing the parties, the Senate

Examinations Committee shall prepare a written report containing:

- (a) The facts of the case;
 - (b) The evidence presented and evaluated;
 - (c) The Committee's findings; and
 - (d) A recommendation for sanction, if any.
- (2) The Committee's report shall be submitted to the University Senate for final decision.
- (3) The decision of the Senate shall state:
- (a) The nature of the charges;
 - (b) The reasons for the decision; and
 - (c) The penalty imposed, if any, under these Regulations.
- (4) The Academic Registrar shall, within (10) working days from the date the Senate renders its decision, communicate the outcome in writing to the affected student.
- (5) The communication shall:
- (a) Include a copy or summary of the Senate's decision;
 - (b) Advise the student of their right to apply for a review under the procedure set out in Schedule I – Internal Review of Senate Examination Decisions, where applicable; and
 - (c) Specify the timeframe within which such an application must be lodged.
- (6) Communication shall be made to the students through their respective

Department or through any other verifiable and documented means.

48. Consideration of Students with Disabilities in Examination Malpractice Proceedings

- (1) In all cases involving students with disabilities accused of examination malpractice, the Senate Examinations Committee shall take into account:
 - (a) The nature of the student's disability;
 - (b) Any reasonable accommodation that was or should have been provided during examinations or assessments; and
 - (c) Whether the alleged malpractice may be linked to a lack of support, miscommunication, or failure to provide disability-related adjustments.
- (2) The Committee shall consult the Disability Support Centre or the Disability and Special Needs Assessment Committee prior to determining any case involving a student with a declared disability.
- (3) Students with disabilities shall be entitled to:
 - (a) Access proceedings in a format that accommodates their disability (e.g., sign language interpretation, assistive technology, Braille notices);
 - (b) Be assisted by a support person or aide where applicable, provided such support does not interfere with or influence the hearing;
 - (c) Participate in all investigative and hearing processes on an equal basis with other students, with appropriate support.
- (4) The Academic Registrar shall ensure that:
 - (a) Charges, notices, and decisions are communicated to students with disabilities in accessible formats;

- (b) Support services are arranged where needed to facilitate student participation;
 - (c) Any sanction considers the totality of circumstances including possible institutional or procedural lapses in accommodating the student's disability.
- (5) No adverse finding shall be made against a student with a disability unless it is established that:
- (a) The student had full and fair access to the examination process with appropriate accommodations; and
 - (b) The act of malpractice was willful and unrelated to the disability.
- (6) Any student with a disability who is dissatisfied with the conduct or outcome of an examination malpractice case shall have the right to request a review in accordance with the Review Schedule to these Regulations.

49. Obstruction or Interference with Proceedings of the Senate Examinations Committee

- (1) A student commits an offence under these Regulations where he or she obstructs, interferes with, or otherwise undermines the proceedings or lawful processes of the Senate Examinations Committee.
- (2) Without prejudice to the generality of sub-clause (1), such conduct shall include:
- (a) Interfering with or obstructing investigations or hearings conducted by the Senate Examinations Committee;
 - (a) Insulting, threatening, assaulting, or disrespecting a Committee member, witness, or participant during proceedings;
 - (b) Interrupting or disrupting the Committee proceedings;

- (c) Disobeying a lawful order or directive of the Committee;
 - (d) Making false or misleading public statements about the Committee's proceedings;
 - (e) Recording, photographing, or broadcasting proceedings without express written permission from the Chairperson;
 - (f) Refusing to answer questions lawfully put during the hearing;
 - (g) Intimidating or harassing University staff, Committee members, students, or witnesses involved in the proceedings.
- (3) A student found guilty of an offence under this clause shall be subject to disciplinary sanctions in accordance with these Regulations and any other applicable University policies.
- (4) Where the Senate Examinations Committee finds that a student has obstructed, interfered with, or otherwise undermined its proceedings or lawful processes, the Committee may take one or more of the following procedural measures:
- (a) Issue a formal warning or caution;
 - (b) Direct the student to comply with lawful procedural requirements or directions of the Committee;
 - (c) Exclude the student from further participation in the proceedings where continued participation would disrupt or prejudice the hearing, provided that such exclusion shall not deny the student a reasonable opportunity to be heard; or
 - (d) Refer the matter to the appropriate University disciplinary organ for further action.

- (5) Where the conduct under this clause is grave, repeated, or involves intimidation, violence, interference with evidence, or deliberate obstruction of the disciplinary process, the Committee may recommend enhanced disciplinary action in accordance with these Regulations and relevant University policies.

50. Protection of Witnesses

- (1) Every witness who appears before the Senate Examinations Committee shall be accorded respect, dignity, and protection from harassment or intimidation.
- (2) No person shall:
 - (a) Threaten, coerce, or attempt to unduly influence a witness before, during, or after the proceedings;
 - (b) Disclose the identity of a witness without their consent, except where disclosure is necessary for the fair conduct of the hearing; or
 - (c) Retaliate against a witness for giving evidence.
- (3) Where it is shown that a person has engaged in acts that compromise the safety or integrity of any witness, the Committee shall:
 - (a) Record the misconduct in the hearing report;
 - (b) Recommend disciplinary action to the appropriate authority; and
 - (c) Take steps to protect the witness by use of anonymized witness statements where necessary.
- (4) Students or staff members who feel threatened or unsafe due to their participation as witnesses may report such concerns to the Academic

Registrar or the Chairperson of the Senate Examinations Committee for immediate action.

51. Interference with Disciplinary Process and Related Offences

- (1) A student shall be deemed to have committed a gross disciplinary offence if they engage in any conduct intended to undermine, obstruct, or interfere with the investigation or hearing of an alleged case of examination malpractice.
- (2) Without limiting the generality of sub-clause (1), such conduct shall include:
 - (a) Interfering with or obstructing investigations or hearings conducted by the Senate Examinations Committee;
 - (b) Intimidating, threatening, or attempting to influence members of the Senate Examinations Committee, University staff, or witnesses;
 - (c) Concealing, destroying, tampering with, or falsifying evidence relevant to an alleged examination malpractice;
 - (d) Forging or uttering false documents in connection with an examination malpractice investigation;
 - (e) Offering, promising, or attempting to bribe any University staff member, witness, or participant involved in the disciplinary process; or
 - (f) Harassing or directing others to harass, on their behalf, any person involved in the investigation or hearing, including through repeated phone calls, visits, or messages.
- (3) A student found guilty of committing any offence under this clause shall be subject to disciplinary sanctions, including:
 - (a) Suspension for two (2) or more consecutive semesters;

- (b) Dismissal from the University, in the case of repeated or aggravated misconduct; and
 - (c) Referral to the University Disciplinary Committee for further action where appropriate.
- (4) A Government-sponsored student found guilty of contravening this clause above, shall have the Government sponsorship cancelled or suspended.
- (5) Any attempt or conspiracy to commit an offence under this clause shall be treated as if the offence were actually committed.

PART VI: GENERAL PROVISIONS

52. Amendment

- (1) These Kyambogo University Examinations Regulations may be amended from time to time to:
- (e) Align with evolving National laws.
 - (f) International Conventions that Uganda has ratified.
 - (g) Reflect National Council for Higher Education (NCHE) requirements.
 - (h) Incorporate changes in the University policy.
 - (i) Adopt a generally acceptable University practice.
- (2) Consideration will be given to whether any proposed change should apply to all students or a specific cohort, and students will normally be informed of the change, depending on its nature.

53. Review

The University Secretary may provide administrative or legal guidance on

the interpretation of these Regulations. Questions relating to academic interpretation or implementation shall be referred to Senate or its delegated committee for determination.

54. Interpretation

The University Secretary shall have the power to give interpretation or guidance on any matter, paragraph, clause, or terminology in these Regulations.

55. Monitoring and Evaluation

- (1) The Directorate Quality Assurance shall in collaboration with the Academic Registrar monitor enforcement and effectiveness of these Regulations and submit annual reports to Senate.
- (2) The Directorate of Quality Assurance and the Academic Registrar shall use the findings from monitoring and evaluation exercise to ensure mitigation measures against institutional risk related to academic integrity are taken.

56. Waiver of Regulations

- (1) Senate may, on exceptional and recorded grounds, waive the procedural application of any provision of these Regulations where strict application would occasion manifest injustice or administrative impracticability, provided that such waiver shall not compromise academic standards, examination integrity, or mandatory statutory requirements.
- (2) In urgent circumstances, the Vice Chancellor may authorize an interim procedural waiver subject to written justification and ratification by Senate at its next sitting.
- (3) Every waiver granted under this clause shall be recorded together with the reasons supporting it.

57. Commencement Date

The commencement date shall be the date of approval by the University Council

58. Approval

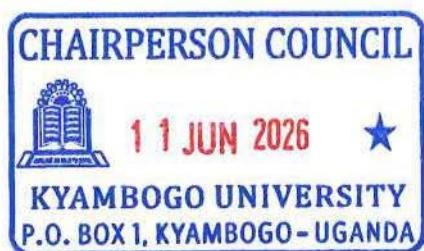
This document of the Student's Examination Regulations for the award of Degrees, Diplomas and Certificates was approved during the 114th Meeting of Council held on the 19th day of December, 2025.



Assoc. Prof. Fred Wabwire Mangen
CHAIRPERSON UNIVERSITY COUNCIL



Arthur Katongole
UNIVERSITY SECRETARY



SCHEDULE 1: INTERNAL REVIEW OF SENATE DECISIONS

This Schedule will be referenced from the main Examination Regulations whenever a student is informed of their right to apply for review (rather than appeal).

Internal Review of Senate Decisions on Examination Malpractice

1. Scope and Applicability

(1) This Schedule shall apply to all requests for review of decisions made by the University Senate relating to examination malpractice, academic sanctions, or progression under these Regulations.

(2) A request for review shall not constitute an appeal and shall not involve a re-hearing of the original case but shall be limited to the grounds and procedures set out in this Schedule.

2. Grounds for Review

A student may request a review of a decision of the Senate only on the following grounds:

- (a) Procedural irregularity:* Where there is evidence that the Senate or its Committee failed to follow proper procedure in reaching its decision;
- (b) Administrative error:* Where a clerical or factual error occurred in the presentation or recording of the student's case;
- (c) New material evidence:* Which was not reasonably available at the time of the hearing and which could have materially affected the outcome.

3. Filing a Request for Review

(1) A student who wishes to request a review shall submit a formal written application to the Academic Registrar within *fourteen (14) working days* from the date of receiving the decision of Senate.

(2) The application shall clearly:

- (a) Identify the decision being reviewed;
- (b) State the specific ground(s) for the review; and
- (c) Attach any supporting documentation, where applicable.

4. Administrative Handling

(1) The Academic Registrar shall acknowledge receipt of the request for review within *five (5) working days* and forward it to the Internal Review Subcommittee of the Senate Examinations Committee.

(2) The Internal Review Subcommittee shall review the application, consider the merits of the request, and make a recommendation to the full Senate.

5. Decision on Review

(1) The Senate may:

- (a) Uphold its original decision;
- (b) Vary the decision; or
- (c) Set aside the decision and substitute an alternative remedy permitted under these Regulations.

(2) The decision of the Senate on review shall be final.

6. Time-Barred Requests

(1) Where a student files a request for review after the lapse of *the fourteen (14) working day* period, the application shall be time-barred and rejected, unless the student demonstrates:

- (a) A justifiable cause for the delay; and

- (b) That the delay did not prejudice the integrity or finality of the decision.
- (2) Any decision to allow a late review shall be made at the discretion of the Senate.

7. Communication of Outcome

The Academic Registrar shall communicate the outcome of the review in writing to the student within *ten (10) working days* from the date the Senate renders its decision.