



JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY

COMMON EXAMINATION REGULATIONS (2nd REVISION)

1. REQUIREMENTS TO BE CREDITED WITH A UNIT

This regulation is applicable for both Face to Face and Online Examinations

In order to be credited with a unit, subject or course, a candidate shall have:

- (a) Enrolled in accordance with the Faculty/Institute/School enrolment regulations;
- (b) Attended classes and other courses of instruction to the satisfaction of Senate;
- (c) Completed to the satisfaction of the examiners and Senate such oral, practical, written or other tests or assignments as have been prescribed for completion during the course.
- (d) Completed to the satisfaction of the examiners and in accordance with those regulations any final examination prescribed by Senate.

Note: i. Candidates shall be informed by each department of the specific requirements for courses in the department, and the extent to which the year's work shall be taken into consideration in assessing the final results. No candidate shall be permitted to sit the final examination unless he/she has complied with the requirements set out in this regulation
ii. A credit unit shall constitute a minimum of 45 contact hours.

2. EXAMINABLE ASSIGNMENTS (COURSE WORK) OTHER THAN THE FINAL EXAMINATION

This regulation is applicable for both Face to Face and Online Examinations

- (a) The candidate shall ascertain the nature of the requirements for each paper, unit or course from the Faculty/Institute/School concerned.
- (b) The candidate shall meet the deadline(s) set for assignment(s).

- (c) Unacknowledged copying or plagiarism in completing this work shall be treated as an examination offence.
- (d) Impersonation or copying from fellow student(s) during this work shall be treated as an examination offence.

Note: In this context, work other than final examination includes, Continuous Assessment Tests (CATs), term papers, theses, practical reports, projects and project reports, practical attachments and any other form of academic assessment approved by the University Senate.

3. EXAMINATION TIMETABLE

This regulation is applicable for both Face to Face and Online Examinations

- (a) The examinations shall be held at the times specified in the timetable for each semester.
- (b) Misreading of the examination timetable shall not be an admissible cause for missing an examination.
- (c) In case the examination timetable is altered, approval from the Registrar (AA) shall be sought, and such changes shall be communicated to the candidate(s).

4. EXAMINATION VENUE

4.1 Face to Face Examinations

- (a) Candidates shall sit their examinations at such centers/venues as specified by Senate from time to time in the examination timetables.
- (b) Candidates shall be admitted into the examination room at least fifteen minutes before the examination starts, and shall not turn over the examination paper(s) until the invigilator announces so.
- (c) It shall be the duty of each candidate to ascertain the time and the venue specified for examination and present himself or herself for such examinations.
- (d) A candidate who is physically or medically challenged, shall, subject to the approval of Senate, be examined under conditions taking account of his/her particular challenge(s).
- (e) Smoking shall not be allowed in the examination venue.

- (f) Wilful disruption of examination by any candidate shall constitute an examination offence. Such disruption may include the disarrangement of furniture in the examination room.
- (g) Candidates shall not be allowed to carry chairs into or out of the examination rooms unless authorized by the invigilator(s).

4.2 Online Examinations

- (a) The environment in which a candidate chooses to do online examinations must be quiet and calm. There shall be no noises from television, music or any other distractive sources.
- (b) The room in which the candidate is taking the online examinations shall be well lit and ventilated during the examinations.
- (c) The candidate shall be required to have a good internet connection with sufficient bandwidth capacity and a device plugged into a stable power source that can last the duration of the exam.
- (d) The Candidate shall be allowed to use only one device (computer/smartphone/tablet) suitable for taking online examinations and no other equipment or access materials (with the exception of Open Book examinations). The device shall be equipped with a webcam, microphone, and be convenient for typing. The candidate shall be required to scan the desk with the webcam to verify that this is the case before beginning exams.
- (e) Where the University specifies a particular internet browser to be used to access the exams, a candidate shall only use the specified browser (which shall be availed in advance) to take the online exams. No other browser windows or programs shall be open during the examination.
- (f) There shall not be other computers or similar devices running concurrently during the timed online examination.
- (g) There shall not be any other people in the room. Impersonation and/or outsourcing individuals to attempt the exam on your behalf is disallowed. The University shall investigate suspicious cases.
- (h) Where the exam questions require the student to work out and write the answers on a clean piece of paper, scan and upload to the examinations portal, the candidate shall only bring to the room / desk a clean sheet of paper without any annotations or writings.

5. CONDUCTING OF EXAMINATIONS

5.1 Face to Face Examinations

- (a) The examinations shall comprise written, oral and practical examinations as approved by the senate.
- (b) In respect of any examination, no candidate shall be allowed into the examination room thirty minutes after the commencement.
- (c) In respect of any examination, no candidate, unless under special conditions such as sickness, will be allowed to leave the examination room until the examination period is over.
- (d) Invigilators shall have powers to confiscate any unauthorized material or aid brought to the examination room, and to expel from the examination room any candidate(s) who create(s) any disturbance(s).
- (e) There shall be at least two invigilators in an examination venue. The total number of invigilators shall be determined by the total number of candidates.

5.2 Online Examinations

- (a) The timed online examination shall be completed in one sitting. The examination shall be accessible only once.
- (b) Online examinations shall be invigilated through video conferencing tools such as Kenet Big Blue Button platform, Zoom, Microsoft Teams, Google Meet or any other tools recommended by the University from time to time. The candidate shall ensure that the relevant tool is available on their device and that it is turned on during the examinations.

6. CONDUCT OF THE CANDIDATE

6.1 Face to Face Examinations

- (a) A candidate may be allowed to bring into the examination venue such electronic gadgets as may be specified by the senate.

- (b) Mobile phones, iPads, iPods, Tablets, MP3 players, programmable watches, Blue Tooth facilities, and such other related gadgets shall NOT be allowed in the examination room.
- (c) No candidate shall, whatsoever, communicate with another candidate in the examination room.
- (d) Only bonafide candidates as per the examination policy shall be allowed into the examination room during which they shall be required to display valid student's identification card.
- (e) The Chief Invigilator shall announce the time allowed for the paper and when the candidates should start and stop writing.
- (f) Candidates shall abide by the instructions on the front page of the answer booklets, and such other instructions that may be given by the invigilator.
- (g) On turning over the question paper, candidates must check to ensure they are in possession of the right question paper and any other material as authorized. All rough work shall be written in the answer booklet and crossed through. No candidate shall be allowed to write on the question paper whatsoever.
- (h) No candidate shall continue writing after the invigilator has announced the expiration of the time specified for the writing of the examination.
- (i) In no circumstances shall any extra time, over and above the time allotted to any paper, be allowed to any candidate for reading over his/her scripts(s) or making any amendment or addition to the script(s).
- (j) No candidate shall be allowed into the examination room if he/she is deemed to be under the influence of alcohol or substance abuse.
- (k) Candidates seeking to be exempted from examination(s) on medical grounds, must seek authorization from the Chief Medical Officer ahead of the examination(s) in question. Cases occurring during the sitting of an examination shall be referred to the Chief Medical Officer. Cases of sickness shall not be considered in retrospect.
- (l) All candidates shall be required to observe a descent dressing code during examinations. No hats, caps, overcoats, heavy jackets, will be allowed in the examination room unless approved by the Chief Medical Officer.

6.2 Online Examinations

- (a) The candidate shall not use, or attempt to use, unauthorized sources and tools such as the internet, mobile phones, or other devices during the examinations.
- (b) The candidate shall remain within the vision of the webcam, and keep the microphone on during the entire exam session. The candidate shall not be outside the range of vision of the webcam and are not allowed to turn off the microphone during the examination.
- (c) The candidate shall not carry out, or attempt to carry out, technical alterations that undermine the online examination / assessment system; and shall not try to disconnect from the exam portal before completing and submitting the online exams.
- (d) The candidate shall ensure that there is no coming in and going out of the examination room by other persons during the exams.
- (e) The candidate shall not communicate with anyone (or talk loudly to themselves) during the examination. If there are any technical challenges, the student shall communicate with the given University online examination support contacts.
- (f) The candidate shall not leave the desk during the online examination
- (g) There shall be no books, summaries, problem solutions, notes on or near the desk
- (h) The use of headphones, headsets or advanced earplugs is not allowed during the examinations.
- (i) The candidates shall not open or use any programs such as Instant messaging, chat rooms, email, etc. or "Web Surfing" while taking the exam.
- (j) The candidate shall not take screen shots, pictures or video during the exams. The candidate shall not make or try to make an electronic copy of the examination questions from the examination platform.
- (k) Any cases of plagiarism shall be subjected to disciplinary action by the University.
- (l) No form of collaboration through screen sharing or mirroring is allowed during online examinations
- (m) Once the candidate starts the exam, they shall not refresh the browser, use browser buttons, or navigate away from the exam screen until the exam has been submitted.
- (n) Where the exams require writing the answers on a clean sheet of paper, the candidate shall ensure that all the papers are scanned and uploaded before the submit process during the examinations. No uploads shall be accepted after the exam session ends.
- (o) The Candidate shall be dressed and behave decently at all times. The deliberate use of head or face coverings that conceal the identity of the candidate are not allowed.
- (p) Once the candidate completes the exams, they shall submit the examinations by clicking the Submit button.

7. EXAMINATION MATERIAL

7.1 Face to Face Examinations

No candidate shall bring to an examination room any written material except those approved by the senate. However;

- (a) i. Where an examination is designated "Open Book" candidates may take into the examination room any written or printed materials including books, Acts etc. However, no material taken into the examination room may be attached to the examination script and submitted for marking as part of the examination. The designation "Open Book" must be approved by Senate.
- ii. In cases where an examination is designated "Restricted Book", candidates shall take into the examination room only materials specified by the examiner, and that material shall not be annotated, written or typed upon or otherwise marked. Where an examination is designated "Restricted Book - may be written upon", candidates shall take into the examination room only materials specified by the examiner; and the material annotated, written or typed upon or otherwise marked in a relevant or contextual manner. However, no (pre-prepared) material taken into the examination room may be attached to the examination script and submitted for marking as part of that examination. The designation "Restricted Book" must be approved by Senate.
- iii. All books, papers and instruments not approved for use in the examination and personal belongings brought to the examination (venue) must be left in such part of the room as the invigilator shall direct. All papers used during the examination must be handed to the invigilator before the candidate leaves the examination room.
- iv. Where materials permitted under items (i) and (ii) above, the internal examiner(s) shall be required to be present at the commencement of the examination to check the materials brought into the examination room.

- (b). Mathematical tables and other data books shall be allowed into examination venues under conditions prescribed by the Senate. No annotation shall be allowed on such mathematical tables and data books.

7.2 Online Examinations

- (a) For technical courses such as Engineering, Physics and Maths that may require working out, candidates shall be allowed to carry plain material to work on.
- (b) Such material in (a) above shall be scanned and uploaded together with the examination.

8. EXAMINATION IRREGULARITY

This regulation is applicable for both Face to Face and Online Examinations

- (a) Any complaint that a candidate has committed an examination offence shall be referred to the Examination Disciplinary Committee of Senate (to which Senate has delegated the power to deal with all matters related to examination irregularities). For the purposes of these regulations, an examination offence shall include any breach of any rules relating to the conduct of examinations and any dishonest practice occurring in the preparation or submission of any work, whether in the course of an examination or not, which counts towards the attainment of a pass in any unit otherwise occurring in connection with an examination. The complaint to be launched by the invigilator through the departmental head shall constitute but not limited to:
- i. A written and signed statement of the candidate. For online examinations, the candidates will be required to beforehand fill out and sign a statement committing to comply with all examination regulations.
 - ii. Invigilation form
 - iii. Exam attendance list
 - iv. Invigilator's statement
 - v. Evidence of the committed offence. For online examinations, requisite technology shall be employed to collect evidence of the offence committed.
 - vi. A forwarding letter from the head of the department
- (b) The Examinations Disciplinary Committee of Senate, (in the exercise of the appropriate powers delegated by Senate, shall hear and determine any complaint on examination irregularities. The candidate concerned shall be notified in writing

by the Registrar (Academic Affairs) of the subject matter of the irregularities and the time and place of hearing. He or she shall be invited to submit his or her written response to the charges and may attend the hearing. Failure to attend the hearing shall not deter the Committee from determining the case against the candidate.

(c) Senate shall have power, which it may delegate to its Examinations Disciplinary Committee, to take all or any of the following actions in the case of a candidate found guilty of an examination offence:

- (i). Impose upon him/her any of the penalties prescribed in the disciplinary regulations.
- (ii). Disqualify him/her from sitting for any examination for such a period as may be prescribed.
- (iii). Nullify any pass with which he/she may have been credited in the subject or examination in respect of which the offence has occurred.
- (iv). Withdraw any academic award(s) by the University.

(d). Where Senate or any Committee of Senate is satisfied that a candidate has not complied with any regulations of the University whether in respect of any examination or any other matter including fees, having given the candidate such opportunity as it considers reasonable of remedying noncompliance with the regulation(s), then Senate shall have power, which it may delegate to its disciplinary committee, to suspend for such time as may be prescribed the release to the candidate of the results of any examination or to decline to credit to his/her course any subjects, or to impose both those penalties.

(e). A candidate may appeal to the Vice-Chancellor against any decision of Senate or its Disciplinary Committee under paragraph (b) and (c) of these regulations by writing to the Vice Chancellor within **fourteen (14) days** of being notified of the decision. A candidate so appealing shall be entitled to make submissions in writing and may, with the consent of the Vice Chancellor, appear when the appeal is determined. The Vice Chancellor shall dismiss, allow the appeal or vary the penalty. The decision of the Vice Chancellor on any appeal under these regulations shall be **FINAL**.

NOTE: All the enquiries and reports relating to University Examinations shall be directed to the Registrar (Academic Affairs).

9. PUNISHABLE OFFENCES AND PENALTIES

This regulation is applicable for both Face to Face and Online Examinations

A. GENERAL CONDITIONS FOR THE CANDIDATES TO OBSERVE

The following is a schedule of some of the probable offences and the subsequent penalties to be meted out. As candidates familiarize themselves with the schedule, specific note of the following conditions must be taken into account: -

- (i) The schedule is not exhaustive, and the University shall not be constrained from penalizing candidates for any other conduct that it may deem punishable, or imposing any penalties other than those appearing on this guide.
- (ii) Candidates shall be deemed to have registered for University examinations upon registering for units in the relevant Faculty/Institute/School. Such registration shall be construed to mean readiness to comply with all examination regulations in force at the time of registration.
- (iii) The interpretation of examination regulations, and the offences and penalties thereof, shall rest with Senate.
- (iv) The University shall have the right to amend or vary the examination regulations without prior consultation with the candidates. Such amendments/variations shall, however, be brought to the candidates' attention before sitting for the examinations in which the amendments/variations shall be in force.
- (v) All candidates found guilty of an examination offence shall be required to undergo mandatory counseling.

B. SCHEDULE OF PUNISHABLE EXAMINATION OFFENCES AND APPLICABLE PENALTIES

1.	Possession of and/or copying from unauthorized material brought to the examination venue by the candidate himself/herself or by other person(s).	(i) Cancellation of the candidate's examination results in the unit Concerned. (ii) Suspension from the University for one academic year/stage ^{W1-2-60-1-1} and on readmission repeat the unit in which the offence was committed as a supplementary. (iii) A written warning.
2.	Copying from other candidates' examination work in the examination room/ displaying written answers in a way to aid another student to copy.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension from the University for one academic year/stage and on readmission repeat the unit in which the offence was committed as a supplementary. (iii) A written warning.
3.	Circulating/exchanging/issuing unauthorized written, electronic, or any other material to other candidates during an examination and/or examination period.	(i) Cancellation of the candidates' examination results. (ii) Expulsion from the University of the candidates involved.
4.	Communicating orally or through gestures with other candidates during the examination.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) The candidate will be deemed to have failed the unit and will resit the examination as a supplementary. (iii) A written warning.
5.	Possession of electronic gadgets such as mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other such unauthorized equipment/ gadgets in the examination venue.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension from the University for one academic year/stage and on readmission repeat the unit in which the offence was committed as a supplementary. (iii) A written warning.
6.	Possession of used or unused examination answer booklet(s) in the examination venue during an examination other than the material issued by the invigilator.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University of the candidate(s) involved.
7.	Continuing writing even after the invigilator has announced the expiry of time allocated for the examination.	(i) Cancellation of the candidate's examination results in the unit(s) concerned. (ii) The candidate to sit supplementary examination in the unit(s). (iii) A written warning.
8.	Carrying one's answer booklet(s) out of the examination room.	(i) Cancellation of the candidates' examination results. (ii) Expulsion from the University.
9.	Carrying another candidate's answer booklet(s) out of the examination room.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
10.	Candidate whose answer booklet(s) has/have been taken out of the examination room without his/her knowledge or consent.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Re-sit the unit as a Special examination if absolved from any Complicity or conspiracy.
11.	Destroying evidence which may	(i) Cancellation of the examination results for the candidate(s)

	be used as a proof of an examination irregularity.	involved. (ii) Expulsion from the University.
12.	Obstructing the invigilator while he/she is performing his/her duties, and/or use of personal violence and/or threats against the invigilator on matters relating to the sitting of an examination.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
13.	Willful disruption of examinations attributable to a candidate's behavior during university examinations.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
14.	Presenting oneself in the examination venue under the influence of alcohol and/or substance abuse.	(i) Expulsion from the examination room. (ii) Mandatory counseling and/or medical treatment until declared fit to resume studies. (iii) To re-sit the examination in the unit(s) concerned as a supplementary examination upon resumption of studies. (iv) A written warning.
15.	Smoking/drinking alcohol or use of any other drugs in the examination room.	(i) Expulsion from the examination room. (ii) Cancellation of the examination results in the unit(s) for the candidate(s) involved. (iii) To re-sit the examination in the unit concerned as a supplementary examination when next offered. (iv) A written warning.
16.	Conspiracy to impersonate (an)other candidate(s) during an examination.	(i) Cancellation of the candidate(s) examination results (ii) Expulsion from the University for the candidates involved in the conspiracy.
17.	Presenting oneself for an examination in a unit he/she has not duly registered.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) The student to register and re-sit the examination in the unit(s) as a supplementary examination when next offered. (iii) A written warning.
18.	Sitting examinations without payment of requisite fee.	(i) Cancellation of the candidate's examination results in the unit(s) concerned. (ii) The student to pay fees and sit supplementary examination in the units(s) concerned when next offered. (ii) A written warning.
19.	Plagiarism/Unacknowledged copying.	(i) Cancellation of the candidate(s) examination results (ii) Expulsion from the University for the candidate (continuing student), or withdrawal of award (graduate).
20.	Falsification of student registration number on examination booklet and/or attendance list	(i) Cancellation of the candidate(s) examination results (ii) Expulsion from the University for the candidates involved in the conspiracy.
21.	Possession and/or use of another candidate's identity card	(i) Cancellation of the candidate(s) examination results in the unit concerned.

		(ii) Suspension from the University for one academic year/stage and on readmission repeat the unit in which the offence was committed as a supplementary. (iii) A written warning.
22.	Presenting forged documents during an examination	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
23.	Proven commission of examination offence(s) more than once either during the same exam session or diverse sessions.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
24.	Unauthorized collaboration through screen sharing and mirroring	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Expulsion from the University.
25.	Use of auto coding software during an examination	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Expulsion from the University.
26.	Opening or using any programs such as instant messaging, chat rooms, email, web surfing, etc, while taking the examination.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension from the University for one academic year/stage and on readmission repeat the unit in which the offence was committed as a supplementary. (iii) A written warning.
27.	Using other computers or similar devices running concurrently during the timed online examination	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension from the University for one academic year/stage and on readmission repeat the unit in which the offence was committed as a supplementary. (iii) A written warning.
28.	Failure to face the computer screen/smartphone/tablet during the examination to confirm the candidate's identity at all times.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Expulsion from the University.
29.	Taking screen shots during the examination	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Expulsion from the University.
30.	Refreshing a browser, use of browser buttons, navigating away	(i) Cancellation of the candidate's examination results in the unit concerned.

	from the exam screen before submitting the examination or copying the exam questions or answers	(ii) Suspension from the University for one academic year/stage and on readmission repeat the unit in which the offence was committed as a supplementary. (iii) A written warning.
31	Attempting to carry out technical alterations that undermine the proctoring system or assessment system	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Expulsion from the University.
32	Presence of unauthorized material on or near the desk, Use of headphones, headsets or advanced earplugs during the exam or leaving the desk/room during an online exam.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension from the University for one academic year/stage and on readmission repeat the unit in which the offence was committed as a supplementary. (iii) A written warning.

10. ORDINARY EXAMINATIONS

This regulation is applicable for both Face to Face and Online Examinations

- (a) All the units shall be examined during the period for which they are taken and such examinations shall be named ordinary examinations.
- (b) The examinations shall constitute continuous Assessment and University examinations

11. PROGRESSION TO SUBSEQUENT YEAR OF STUDY

This regulation is applicable for both Face to Face and Online Examinations

In order to proceed to the subsequent year of study, students must satisfy the respective faculty/school requirements for progression.

12. SUPPLEMENTARY EXAMINATIONS

This regulation is applicable for both Face to Face and Online Examinations

- (a) Any examination in a unit taken by a candidate as a result of failing the unit at the first attempt shall be supplementary examination.
- (b) Supplementary examination(s) shall be administered in accordance with the faculty/school regulations approved by the senate

13. REPEATING STATUS

This regulation is applicable for both Face to Face and Online Examinations

Students will be allowed to repeat in accordance with faculty/school regulations approved by the senate

14. SPECIAL EXAMINATIONS

This regulation is applicable for both Face to Face and Online Examinations

- (a) If for some good cause other than financial grounds, a candidate is unable to sit for one or more examination papers or is unable to undertake essential parts of the work for continuous assessment, he/she may, on the recommendation of the school/faculty/institute board of examiners and with the approval of the senate, be permitted to take special examinations or undertake extra work for continuous assessment.
- (b) No candidate shall be allowed sit for more than 50% of the total units offered during the academic year of study during a special examinations period

15. CHECKING EXAMINATION RESULTS

This regulation is applicable for both Face to Face and Online Examinations

- (a) Schools/faculty/Institutes shall release provisional results immediately after the College/Faculty/Institute examiners boards.
- (b) Every candidate shall be responsible for checking the results of the examination (whether ordinary, special or supplementary) within two (2) weeks after the results of the examination have been released by Senate Board of Examiners.
- (c) The University shall not bear liability for claims by candidates of missing results, if such claim is not submitted by the candidate within 30 working days from the date Senate Board of Examiners approves the results.

16. APPEAL FOR RE-ASSESSMENT

This regulation is applicable for both Face to Face and Online Examinations

- (a) Any candidate who is not satisfied with the examination results, may appeal to the Registrar (AA) for a remark of the written examination paper(s) within **thirty days** after the release of the examinations results by the senate, and on payment of requisite fee, which shall be determined by Senate from time to time.
- (b) The final mark recommended by the appointed examiners shall be the final grade awarded to the candidate for the unit. No appeal for remarking of any examination paper shall be considered in a case where the appeal is

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submitted later than 30 working days from the date the Senate approved the examination results.

17. DEFERMENT/ACADEMIC LEAVE

This regulation is applicable for both Face to Face and Online Examinations

- (a) Subject to approval by Senate, a newly admitted student, for some valid reason, may be allowed to defer his/her admission for one year, renewable for one year.
- (b) A continuing student who for some valid reason (medical, financial, compassionate, or any other ground approved by senate) may be allowed to proceed on academic leave for a period of one year renewable for one year.
- (a) Any student(s) wishing to shorten earlier approved deferment/academic leave period shall be required to do so by applying to the Registrar (AA).

18. DISCONTINUATION

This regulation is applicable for both Face to Face and Online Examinations

A candidate shall be liable for discontinuation from studies in line with the Faculty/School examination regulations approved by Senate.

19. TRANSCRIPTS

This regulation is applicable for both Face to Face and Online Examinations

- (a). A candidate shall be provided with a transcript in the form of literal grades for the units taken during the year by the school and reflecting the academic status.
- (b) Any candidate who is not satisfied with the grades shown in his/her transcript may appeal to the Registrar (AA) for the transcript to be corrected within 30 days after receiving the transcript. No appeals will be accepted after 30 days.

20. DEREGISTRATION

This regulation is applicable for both Face to Face and Online Examinations

- (a) Any student who has qualified to register for any year of study and fails to register by the **fourth week** of the semester shall be deemed to have deserted the course and shall be deregistered.
- (b) Any student who registers for a particular semester but fails to attend two-thirds of the lectures and practicals shall have his/her examination results nullified in all the units he/she registered, shall be assumed to have deserted the course and shall be deregistered.
- (c) Any candidate who absents himself/herself from any university (ordinary, special or supplementary) examinations in any semester without valid reason,

shall be assumed to have deserted the course and shall be deregistered forthwith except where Faculty/School regulations, as approved by Senate, vary.

21. REINSTATEMENT/READMISSION

This regulation is applicable for both Face to Face and Online Examinations

- (a) A deregistered student who appeals against the verdict and provides good cause why deregistration status should be lifted, may, with the approval of Senate, be readmitted for studies.
- (b) Any student discontinued during ordinary examinations and appeals against the verdict and provides good cause why the discontinuation status should be lifted may, with the approval of Senate, be readmitted for studies. Such a student will repeat the failed units. The student shall be required to pay the relevant tuition fee.
- (c) Notwithstanding the above, no student shall be considered for readmission more than once under this regulation.

22. NULLIFICATION OF RESULTS

This regulation is applicable for both Face to Face and Online Examinations

- (a) Any repeating, discontinued or deregistered student who promotes himself/herself illegally to the subsequent year of study shall have the results of that particular year of study nullified.
- (c) Any student who presents himself/herself without permission for an examination in a Centre other than the Centre in which the student is registered, the results of the examination shall be nullified and necessary disciplinary action taken against the student