

FOREWORD

Dear student,

You are welcome to The University of Bamenda, the University of the Future.

This students' guide has been prepared specially for you. It answers all general questions that you may have on orientation, regulation, end of semester examinations, medical examination, health insurance, library and the award of degrees at the University of Bamenda.

For specific information about particular diploma and degree programmes, you should consult the brochures, flyers or contact directly the relevant schools, faculties and colleges or visit the website of the University of Bamenda www.uniba.cm. You should also contact MINESUP at www.minesup.gov.cm in case you are seeking information on the competitive entrance examination calendar.

Kindly read all the relevant literature very carefully to ensure that you are, at all times, in conformity with University regulations.

You are also advised to contact your Head of Department, course coordinators or the Faculty Guidance Counselor services for specific information or enquiry. We hope that in providing this general information on the University of Bamenda, this guide will enhance your quest for academic excellence and facilitate your study in the University of Bamenda to be full of fun memories.

The University of Bamenda is a nurturing environment that promotes academic excellence and the students' welfare service will give you the comfort you deserve during your life cycle in this citadel of learning.

THE REGISTRAR

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SECTION I: THE UNIVERSITY OF BAMENDA

Article 1. Presentation of The University of Bamenda

The University of Bamenda was created in 2010 by presidential decree No 2010/371 of 14th December 2010, and organized in 2011 by presidential decree No 2011/045 of 08th March 2011. UBa is one of the eight State Universities in Cameroon located in the North West Region.

Article 2. Mission of the University of Bamenda

The mission of the University of Bamenda is to equip students with universal knowledge through teaching and research. It strives to imbue in the students an overt spirit reflective of critical and constructive thinking, spontaneous to initiatives and enterprise. Conceived in the English-speaking tradition, the University of Bamenda seeks to foster the essence of that system, while situating itself within the larger Bilingual and multicultural context of Cameroon.

Article 3. Orientation

Orientation shall be done at two levels;

- General Orientation
- Academic Orientation in the Faculties/Schools/colleges and Departments

General orientation will involve exposition on the following:

- Code of conduct of all students
- Students rights, privileges and obligations
- Academic good standing
- Sports and recreation
- Registration procedures
- Regulations governing the award of degrees
- Suspension of studies
- Health Insurance Benefits
- Medical Examination
- The Library

Academic orientation will involve explanation to students (new/returning) about courses offered in the respective programmes and the details of courses they need to register for. This orientation will be carried out by the Faculties/Departments/schools during the registration process. General orientation for all students, particularly new students, will take place at the end of the registration process before classes begin. This process will take place at the school, faculties, and colleges in collaboration with the Directorate of Students' Affairs.

Article 4. Admissions

There are two types of admission into the University

- i) Direct entry admissions through the study of files. See conditions for admissions into different schools and faculties on the flyers. Admitted candidates will be issued admission letters after the publication of the final admission list of students for the different faculties. There is also special admission for private candidates based on the study of files.

- ii) Admission through a competitive entrance examination and the names are published by the Minister of Higher Education. Candidate admitted on the published list are eligible to proceed to registration.

A) Step by step Procedure for Online Registration

B) Registration Procedure For Freshmen And Returning Students at The University Of Bamenda

a) For Freshmen: UBa 2018 / 2019 Online Registration

1. Go to the University Website (www.uniba.cm)
2. Get your registration number from the admission list under the ADMISSIONS tab or www.ubastudent.online / admission list.
3. Create a student account at www.ubastudent.online using your registration number
4. Log into your student account
5. Click on the pay fee tab
6. Pay your online fee charge with MTN Momo
7. Select to pay your registration fee and Medical fee
8. Select your fee payment channel
9. Make payment to University's Account (Registration and Caution fees = 60,000FCFA and Medical Examination and Insurance fees = 8,700 FCFA)
10. Click on your profile picture (or icon) to go to the Drop-down Menu
11. Click on the transaction details link to view, download and print receipts
12. Go to your Department and present originals of your Certificates to be validated online
13. Go for your Medicals and validation online
14. Log into your student account and register for your courses
15. You can print your form B for your records. However you will not be required to submit or present it.

a) For Returning Students: UBa 2018 / 2019 Online Registration

1. Create a student account at www.ubastudent.online using your registration number if you do not have one
2. Log into your student account and submit your information online for verification
3. Click on the pay fee tab
4. Pay your online service charge with MTN MoMo
5. Select to pay your registration fee and Medical fee
6. Select your fee payment channel
7. Make payment to University's Account (Registration and Caution fees = 50,000FCFA and Medical and Insurance fees = 6,700 FCFA)
8. Click on your profile picture (or icon) to go to the Drop-down Menu
9. Click on the transaction details link to view, download and print receipts

10. Go to your Department with evidence of the information submitted (in step 2) to be validated online (for those whose bio-data are not online)
11. Go for your Medicals at the Health Unit and Validation online
12. Log into your student account and register for your courses
13. You can print your form B for your records. However you will not be required to submit or present it.

Article 5. The University Health Unit

Services offered

24 hour hospital care at subsidized rates; Routine systematic medical visit; General consultation; Specialized consultation; Hospitalization; Minor surgeries; Wound care and management ;Diabetic clinic; Hypertensive clinic; Antenatal services; Laboratory services; Pharmacy services 24/7; Adolescence health / Counseling ;Listening service; Family Planning; Welfare of physically challenged ;Health education and sensitization

Subsequently:

Dental care services; Anti-retroviral drug refill/management; Vaccination services
X-ray, ECG, Echography services

Insurance Health Coverage

Comprehensive Insurance Cover

- Premium = 3,700 FCFA
- Covers severe condition of common illnesses plus accidents
- Benefit package = has been widened to include other ill health conditions apart from accidents
- Cover hospital bills up to 300,000frs
- 50,000frs for lense and 20,000frs for frame
- 50,000frs for dental care
- 500,000frs in case of death of student
- 300,000frs for funeral expenses
- **Exceptions to the Insurance Coverage**
- **No reimbursement for;**
- Self medication
- Alternative treatment option (traditional food supplements)
- Preventive treatments / cares
- Prosthesis except dental prosthesis
- Products, drugs, or tests not prescribed by licensed physician
- Check ups and analysis not prescribed
- Hospitalization not prescribed by physician except proven emergency
- Suicide, murder, self injury
- Riots or civil commotion or detention injuries
- Insanity, intoxication or delirium
- Any claim already settled by another policy or cover
- **Systematic Medical Visit**
- Yearly consultation of all the systems of the body

- Laboratory tests
- Insurance of a yearly medical certificate

According to the Ministerial Circular 16/00017/MINESUP/SG/DAOU/DAJ/CR/of February 2016, payments are as follows;

- New students = 5,000 FCFA
- Old students = 3,000 FCFA

Doctors phone numbers in case of emergencies

- Dr Babila Fogam; 6764115378
- Dr Takang William ; 676076320
- Dr. Langsi Raymond ; 677557788

Health Insurance Benefits

Each student of The University of Bamenda is required to undergo a medical examination at the beginning of each academic year before registration. The examination is compulsory.

The University provides health insurance for all registered students with the following benefits:

To benefit from the insurance policy

- Each student must have paid his/her insurance dues to the University for the current academic year;
- Each student must have undergone the annual systematic medical examination
- All medical conditions must have been reported to the University Health Centre or referred by the University Health Centre to another medical Centre (except in the case of accident).

Students are also informed that those who will not do the medical examination cannot register online.

The period for the medical examination goes concomitantly with the payment of fees and registration.

It is better for Students to do the medical examination early so as to avoid congestion during the registration period. The procedure to be followed is specified in the notice to students on registration procedures.

Article 6. Registration in the Faculties

For fresh students Go to your Department and present originals of your Certificates to be validated online and for returning students go to your Department with evidence of the information submitted (in step 2) of the online process to be validated online (for those whose bio-data are not online)

Article 7. University Identity Cards

During the registration exercise for freshmen, they are expected to report to the Admission and Records Office or Registration Booth with their signed Form “B”, proof of payment of fees

and signed health clearance for their identity cards to be issued. The identity card is valid for one academic year. Each registered student in The University of Bamenda is expected to renew his/her school Identity Card for the current school year. It is imperative that students keep their cards in good condition and carry them at all times for the current academic year

Students whose ID cards have expired will be required to report to the Receipts Control Service with their expired cards, their copy of signed Form “B”, the original stamped “student’s copy” or bank receipt showing full payment of registration fees.

For those who have lost their ID cards, they should present their Form “B”, the original stamped “student’s copy” of bank receipt showing full payment of registration fees and a receipt of payment of 5.000frs from the Accounting Office for replacement.

Payment of Registration Fees for returning students

Students should pay their fees online by any of the mobile money accreditors online. Registration fee for students of Cameroonian Nationality is 50.000FCFA per academic year. This can be in one installment or in two installments of 25.000FCFA each.

The deadline for payment of registration fees by students who wish to register for the academic year (first installment or full pay) will be specified by the Vice Chancellor. However, the deadline for payment of balance of registration fees for those who opt to pay in two installments will not exceed January of each year.

➤ The fees for post graduate courses

Post graduate courses have some specificity in fees. The fees remain 50,000 FRS for students of Cameroonian nationality per academic year in Faculties. For professional post graduate courses, the fees is fixed by the institution then submitted to the senate and council for approval.

➤ Step 2: Verification and Validation of Receipts

Go to your departments for online verification and validation as in Article 4a nd B. Your name will not be on course lists if you are not validated and registered with the department.

➤ Step 3: Compulsory Medical Examination

Test results and reports expected at the Health Centre at the time of registration of freshmen are:

- a) Weight and height
- b) Blood sugar level
- c) Blood pressure
- d) Vision
- e) Hearing
- f) Tuberculosis
- g) Urine analysis

All the above tests must be done at the Health Centre of The University of Bamenda. Fresh students will pay 5,000 FCFA while returning students who do the tests in the University Health Center will pay a fee of 3.000FCFA. The Health unit must validate you online for you to proceed with online registration of courses.

➤ **Step 4: Course Registration at Faculties/School**

Students who have been validated online by the Health Unit and the Department as indicated in the online procedure can then register for courses online and form Bs printed after all the course have been registered.

Note:

Students who suspend their studies or are suspended by the University are required to obtain authorization for resumption of studies from the Registrar.

Students who have lost their university identity cards will have to pay the sum of 5.000F for a new card. Those who show evidence that they were never issued identity cards or whose cards have expired will be issued one at no cost.

Students are called upon to observe these procedures to enable them to start off with effective lectures on the dates indicated in the academic calendar, so that the academic year shall run smoothly for them as well as the academic and administrative staff of the University.

Article 8. Code of Conduct of All Students

As a corporate institution, The University of Bamenda accepts the responsibility of providing/ensuring the most conducive atmosphere for the academic, physical and moral development of its students. The following guidelines are set out for this purpose:

- a. The University expects students to conduct themselves decently and responsibly at all times, whether on or off campus.
- b. No student shall engage his/her fellow student or any member of the University or public in physical scuffles.
- c. While it is not required that students appear in suits and ties or expensive clothes, they should be neat and presentable at all times. This applies especially to their appearance in class and in the restaurant.
- d. All students should contribute to the cleanliness of the facilities put at their disposal. They should avoid littering and should make maximum use of the trash cans provided
- e. No item of furniture should be moved out of the Common Rooms, Restaurant, Classrooms, or Library without permission.
- f. The full cost of lost or damaged property will be borne by the student responsible for such loss or damage.
- g. The junior staff of the University (messengers, drivers, security men, yardmen, etc) is responsible officers of the University: Students should not, on any account, insult or assault them. Any student aggrieved by any employee of the University shall make a report of such grievance to the Director of Students' Affairs who shall take the matter up with the appropriate quarters of the University:
- h. No student may be absent from class without prior authorization, except for reasons of health which should be justified. Students are to be punctual in class, show due respect to their teachers and maintain order and tranquility in the class.

- i. Students are advised not to smoke as this is dangerous to their health. Under no circumstances will smoking be allowed in the Administrative building, Restaurant, Classrooms, Lecture halls, Laboratories and Library.
- j. No liquor may be sold or consumed on the University Campus. Any student found drunk or misbehaving under the influence of alcohol on campus shall be severely disciplined.
- k. The possession and /or consumption of any dangerous drug is prohibited on campus. Any student found contravening this regulation shall be summarily dismissed from the University.
- l. Any student found stealing shall be severely disciplined in accordance with the University Regulations. Those found stealing outside the University premises may be handed over to the law enforcement officers.
- m. Indecent dressing is not allowed on campus. Students who are indecently dressed shall not be allowed to enter the University Campus by the campus police

Article 9. Rights, Privileges and Obligations of Students

For students to achieve their goals in the University they are entitled to some undeniable rights. For the University Community at large to facilitate the attainment of these goals, students owe the University some obligations in exchange for the privileges which the institution offers.

A. Rights

1. The right of membership to the University Community
2. The right to receive tuition in the course for which they have been duly registered.
3. The right to be examined in accordance with the approved rules and regulations governing the award of degrees and diplomas.
4. The right to be heard in accordance with the rules governing the fundamental rights of freedom of speech and natural justice.
- 5.

B. Privileges

1. The privilege of using the name of the University to protect themselves in all honest and lawful transactions.
2. The privilege of using university facilities to enhance the attainment of their ultimate objectives in the University.
3. The privilege to be certified at the end of their degree programme at the University upon satisfaction of the requirements.
4. The privilege of receiving medical care on campus within the limits of the available resources provided they have been duly registered at the University Health Centre.
5. The privilege of living in the University Halls of Residence on the payment of the prescribed accommodation fees.
6. Privileges to eat in the University restaurant upon payment of the prescribed charge.

C. Obligations

Consequent upon the rights and privileges the University confers on students as members, they are obliged to:

1. Observe the rules and regulations governing academic programmes such as registering for courses as well as sitting for examinations at the appropriate times (see general regulations governing first degrees and regulations on examinations).
2. Respect and obey constituted authorities of the University.
3. Show consideration for other students and for staff of the University.
4. Treat all University property with care.
5. Observe rules and regulations of the University Halls of Residence if they live in one or when visiting the same.

6. Treat premises which they may rent off-campus in a responsible manner and observe the rules and regulations governing such premises.
7. Abstain from doing anything whatsoever that can bring the name of the University into disrepute or embarrass its authorities.
8. Pay fees at rates as determined from time to time by the University authorities.

Article 10. The ICT Centre

The information Technology Centre (IT Centre) of the University of Bamenda is the nerve centre of computing power in the University of Bamenda, and serves also as a gateway to the external world. The center has an added advantage over similar center's around the country in that it simultaneously runs a fully equipped ultra-modern Cyber Centre where Internet and office automation services are available for use in teaching, research and training purpose,.

a) Aims of the IT Centre

- Promote and upgrade individual knowledge in Information and Communication Technology
- Reflects the dynamic and well-kept image of UBa both nationally and internationally
- Make Internet services affordable to students and the entire University community; and
- Facilitate the teaching and learning process
- Facilitate research for both lecturers and students
- Assure the development and maintenance of the IT infrastructure of the University
- Ease communication with the outside world
- Show ample proof of UBa's involvement in the electronic media, technological know-how and a reliable infrastructure for Information and communication Technology.
- Facilitate E-learning and E-Conferencing
- Training in CISCO/Microsoft certification

Article 11. Regulations Governing the Award Of Degrees In The Faculties/Schools

The present general regulations apply to all students of the University, however, students of the Faculty of Health Sciences and other specialized Schools and Institutions have additional provisions that are specific to their disciplines.

a) General Provisions

1. Instruction at The University of Bamenda shall be organized on the Semester Course Credit System, students shall be required to take approved combinations of courses as the Senate, on the recommendation of the appropriate Faculty Board, may from time to time determine.
2. Courses shall be evaluated in terms of course credits. One credit shall be the equivalent of ten hours of student's effort or 15 hours of student's effort in Engineering corresponding to 60 contact hours.
3. Each course shall be assigned 6 credits, except as otherwise approved by Senate on the recommendation of the Faculty Board.
4. A session at The University of Bamenda shall consists of 2 semesters of 15 weeks each.
5. Each student shall be expected to register for all courses in the programme which he/she intends to pursue in an academic year at the beginning of the first semester. Such courses shall be entered on the prescribed Registration forms and shall be lodged with the Faculty Officer.
6. Registration for a course shall not be deemed complete until a student has personally handed over all the completed registration forms to the Faculty Officer who shall duly acknowledge receipt of them.

7. Registration of courses should be completed by the deadline prescribed by Senate on the University Calendar. Students shall not write examinations in courses for which they are not duly registered.
8. In accordance with the philosophy of the University which aims, among other things, at providing a broad-based and balanced education, the University requires that the student be knowledgeable in the science and humanities, as well as in Cameroon's two languages. Each student shall consequently be required to pass in a General Study's course (Civics and Ethics) as well as courses in the Use of English, Functional French, Sports and Information Technology skills.

b) Additional Provisions Governing the Award of Degrees in the Faculty of Health Sciences of The University of Bamenda at the Bachelors, Masters and Ph.D. Levels

9. Teaching shall be organized and structured to conform to the three tier degree programme structure characterizing the *BMP/ LMD* system.
10. Instruction shall be organized on the Semester Course Credit System (lectures, tutorials and practical); students shall be required to take approved combinations of courses as the Senate, on the recommendation of the Faculty of Health Sciences Board, may determine.
11. Courses shall be evaluated in terms of course credits. One credit shall be the equivalent of 10 hours of student's effort. The semester shall last for 15 weeks.
12. Each course shall be assigned 6 credits except as otherwise approved by Senate on the recommendation of the Faculty of Health Sciences Board. In any case, a 6 credit comprise 60 hours of learning.
13. A sessions shall consist of 2 semesters of 15 weeks each.
14. Each student shall be expected to register for all courses in the programme, which he/she intends to pursue in the academic year, at the beginning of the first semester. Such courses shall be entered on the prescribed registration forms online.
15. Registration for a course shall not be deemed complete until a student has personally handed over the completed online registration form to the officer in charge of the registration who shall duly acknowledge receipt of them.
16. Registration shall be completed by the deadline prescribed by Senate on the University calendar. Students shall not write examinations in courses in which they are not duly registered for.
17. Each student shall be required to take and pass the University courses in Civics and Ethics, Use of English, Functional French, Sports and Physical Education and Basic Information Technology Skills.

Article 12. Course Terminology and Definition of Terms

18. The following terminology shall be used for the different categories of courses:
 - a) **Compulsory:** A course specified for a degree/ programme which a student must take and pass before graduation.
 - b) **Required:** A course specified by a Department which students must take. The minimum standard to be attained by students offering such a course is "D" to earn credit.
 - c) **Elective:** A course so designated in a programme and chosen freely by the students. An elective is the opposite of the compulsory course. A student may choose an elective course in order to make up a required additional credit for the award of a degree.

- d) **Prerequisite:** A course that a student must take and pass prior to taking another course. The two courses must be studied concurrently. The knowledge in the pre-requisite course must be essential for the understanding of the course for which it is a pre-requisite.
A prerequisite requirement shall be fulfilled by attaining a pass in the course. However, a student who fails the course but scores a minimum of “D” in it shall be deemed to have met the prerequisite requirement, but will not earn any credit for the course if it is compulsory for his/her programme.
- e) **Concurrent:** A specified course at the same level which must be taken during the same semester.
- f) **Major:** The main area of specialization for which a degree is awarded.
- g) **Professional Programme:** A programme of study geared towards a specific profession where strategies emphasize on the acquisition of practical skills. They must be a mandatory period of immersion in industry corresponding to a specific number of credits.
- h) **Short Courses:** A brief training for period shorter than a degree programme. A short course shall be aligned with a specified professional field or experience.
- i) **Internship:** Immersion in industry or professional body with specified guidelines and outcomes. The internship shall be a course by itself rather than a proportion of a course which makes it different from placement.
- j) **Placement:** A practical component for a certain length of time that gives students, now placed in Government and non-governmental institutions, opportunities to learn and also apply classroom knowledge in solving practical field problems and make useful contribution to affairs of management of the institutions. A placement shall be a part of course.

SECTION II. CHANGE OF FACULTY/DEPARTMENT AND SANCTION

Article 13. Change of Faculty/Department Procedure for Dropping/Adding Courses and Suspension of Studies

- 19. Students are not permitted to change major for which admission was offered. Exceptionally, changes may be approved as prescribed below.
- 20. Students who wish to change any course for which they registered may do so upon completion of the form designed for the purpose during the prescribed period.
- 21. The time limit within which students shall be allowed to drop or add course on their list of registered courses shall be two weeks from the start of classes.
- 22. Students who wish to change Department within the same faculty or to transfer to another Faculty shall be required to fulfill the requirements for entry into the new Department, except as otherwise recommended by the Faculty Board and approved by Senate.
- 23. A student authorized to transfer from one Faculty or Department to another shall be credited with those course where a pass mark was obtained which are within the curriculum of the new programme as the Department or Faculty may consider acceptable, but shall not carry forward failed grades obtained hitherto.
- 24. Application for change of programmes shall be considered at the end of the academic year and shall take effect from the beginning of the next academic year after approval by Senate.
- 25. A student who wishes to suspend studies must apply before the end of the semester(s) which the student wishes to suspend.

Article 14. Sanctions for Violation of Registration and Course Related Requirements

- 26. A student who abandons his/her studies for four consecutive weeks without just cause shall be suspended. Such a student shall have to apply to Senate for re-admission.

27. A student who is absent for two consecutive sessions without just cause shall automatically forfeit his/her status as a student.
28. Any student who registered for courses but fails to sit the corresponding examinations for no just cause shall score zero (0) in the course(s) for which he/she registered. Students who for justifiable reasons, such as ill-health, do not sit for end of-course examination shall be given “I” grade (incomplete). They will be allowed to re-sit the examination at the next opportunity.
29. For a candidate to qualify to sit for an examination in a course, he/she must have attained at least seventy percent (70%) attendance at lectures, tutorials and practical in that course.

SECTION III: CERTIFICATES OFFERED

Article 15. Diplomas/Degrees Offered

1. A programme of study in Schools/Faculties/colleges of The University of Bamenda shall lead to the award of Diplomas, Degrees and professional Degrees.

The following diplomas and Degrees are awarded at The University in Bamenda in the following schools/faculties/colleges at the end of the course programme:

School/Faculties	Diploma Awarded
Higher Technical Teacher Training College	Higher National Diploma (HND)
	Bachelor of Technology (B-TECH)
	Technical School Teacher’s Diploma I (DIPET I)
	Technical School Teacher’s Diploma II (DIPET II)
	Professional School Teacher’s Diploma II (DIPEN II)
	Guidance and Counselling Diploma II (DIPCO)
Higher Teacher Training College	Department of Forestry Degree
	Secondary School Teacher’s Diploma I (DIPES I)
	Secondary School Teacher’s Diploma II (DIPES II)
	Professional School Teacher’s Diploma II (DIPEN II)
Higher Institute of Commerce and management	Guidance and Counselling Diploma II (DIPCO)
	Bachelor of Business Administration (BBA)
	Bachelor of Technology (B-TECH)
Faculty of Science	Masters of Business Administration (MBA)
	Bachelor’s Degree (BSc)

Faculty of Health Sciences	Bachelor's Degree (BSc)
	Doctor of Medicine (MD)
Higher Institute of Transport and Logistics	Higher National Diploma (HND)
	Professional Bachelor's Degree (BSc)
College of Technology	Bachelor of Technology (B-TECH)
	Master's Degree (M.Sc.)
	Professional Master's Degree (P M.Sc.)
	Doctorate Degree (PhD)
Faculty of Arts	Bachelor Degree (BA)
	Master of Arts (MA)
	Doctor of Philosophy Degree (PhD)
Faculty of Economics and Management Sciences	Bachelor of Science (BSc.)
	Master's Degree (MSc.)
	Doctor of Philosophy Degree (PhD)
Faculty of Law and Political Sciences	Bachelor of Law (LL.B.)
	Master of Law (LL.M.)
	Doctor of Law (LL.D.)

A) BACHELOR'S DEGREE

2. The duration for a programme of study for the Bachelor's degree shall be 6 semesters or 8 semesters or such other number of semesters as may be prescribed by Senate.
3. The number of course credits required for the award of a Bachelor's Degree shall be as approved by Senate on the recommendations of the Faculty Board, but shall not in any case be less than 180 credits for a six semester degree programme or 240 credits for an eight semester degree programme, in addition to general University requirements. He/she must have at least a Grade Point Average (GPA) of 2.00 on a scale of 4.0.
4. The required number of credits to qualify for the major in a discipline shall be 120 in a single honour degree. Students enrolled in double major degree programme must earn at least 130 credits in each major discipline. The required number of credits to qualify for a minor in a discipline shall be at least 36 and at most 48.

i- COURSE EVALUATION

- 1- Performance in courses for Bachelor's Degree programmes shall be recorded according to the following schedule:

MARK/100	LETTER GRADE	GRADE POINTS	EVALUATION
80-100	A	4.00	EXCELLENT
70-79	B+	3.50	VERY GOOD
60-69	B	3.00	GOOD
55-59	C+	2.50	FAIR
50-54	C	2.00	AVERAGE
45-49	D+	1.50	BELOW AVERAGE
40-44	D	1.00	POOR
0-39	F	0	FAIL

- 2- The final aggregate mark for a course shall be a whole number. Letter grades and grade points shall be awarded on the basis of the final aggregate mark.
- 3- In order to determine the Grade Point Average of a candidate, the appropriate grade points assigned to the corresponding letter grade is multiplied by the credit value of the course. The products are added for all courses registered for and the sum divided by the total number of credits registered for. The quotient so obtained is the GPA.

COURSE	GRADE	GRADE POINTS	CREDIT VALUE	WEIGHTED POINT
CHM 201	A	6	4.0	24.0
CHM203	B+	6	3.5	21.5
MAT 201	B	6	3.0	18.0
CSC 201	C	6	2.0	12.0
CPT 205	B+	6	3.5	21.0
ENG 101	C+	2	2.5	5.0
	TOTAL	32		101.0

GPA=101/32=3.16

- 4- To earn credit for a course the student must score a minimum, of 50 % (C) in that course if this is compulsory. Students may gain credit in the case of an elective/required course if they score 40 % (D). In any event, the total number of D grades for which credit is earned may not exceed 10% of the credits required for the degree programme.
- 5- All courses shall be examined by continuous assessment through assignments and/or tests and examination. The grades obtained through such continuous assessment shall constitute 30 % of the total marks of the course while examination shall constitute 70 %. However, Faculties may propose different proportions for particular courses, subject to the approval of Senate. In any case, the proportions may not exceed a 50.50 ratio for contiguous assessment and final examinations.
- 6- If a student obtains a pass mark in a course after re-sitting the course once or any subsequent number of times, the final mark given shall be the average of the marks obtained in the different sittings if this average is higher than 50 percent or 50 percent if the average obtained is less than 50 percent. Only this average mark shall be used to calculate the student's cumulative grade point average (GPA). The fail mark shall no longer enter into the calculation of the cumulative grade point average (GPA).
- 7- For a student to remain in academic good standing, that is not be asked to withdraw from the degree programme in his/her Faculty, the following conditions must be satisfied:

In each semester, the student shall register for courses totaling not less than 24 credits and not more than 32 credits. In exceptional cases and with the approval of the Dean of the Faculty, a student in good standing may be allowed to register for courses totaling up to, but not exceeding 38 credits. The only exception to the minimum credit load shall be for students who have completed the normal period of study for a particular number only for those course required for the obtention of their respective degrees.

- 8- A student who fails to obtain 32 credits at the first session (2 semesters), 64 credits by the end of the second session (4 semesters), 96 credits by the end of the third session (6 semesters) or 128 credits by the end of the fourth session (8 semesters) may be asked to withdraw from the University.
- 9- At the end of each semester, any student with GPA of less than 2.0 shall be put on probation and shall be warned in writing by the Dean of the Faculty. Any student with a GPA of less than 1.0 in two consecutive semesters shall be required to withdraw from the University.
- 10- A student with GPA of 3.25 or more at the end of any semester shall qualify to be placed on the Dean's List of excellence while any student with a GPA of 3.5 and above shall qualify to be placed on the Vice Chancellor's list of excellence on condition that the student carried a full load and was not subject to any sanction.
- 11- A student who has taken more than two semesters in excess of the approved period of study to complete a Bachelor's Degree programme shall not be eligible for an honors classification.
- 12- The authorization of Senate shall be obtained in all cases of consideration for a pass degree for any student who has spent more than four semesters in excess of the number approval above.
- 13- A student who is duly registered at the University may seek deferment of studies on condition that such deferment does not exceed four semesters; after that, registration will lapse and the candidate wishing would be expected to re-apply.
- 14- All courses taught during each semester shall be examined at the end of that semester. Students shall earn the number of credits assigned to the course for which they have passed the examination following the scheduled provided above.
- 15- Re-sit examinations in selected courses shall be offered to regularly registered students at the end of the examination sessions according to a schedule approved by Senate.

16- Examination results shall be released to students at the end of each examination session. Transcripts shall be issued to students at the end of each session.

ii- CLASSIFICATION OF BACHELOR’S DEGREES

Bachelor’s Degrees shall be classified as follows:

- First Class Honors
- Second Class (Upper Division) Honors
- Second Class (Lower Division) Honors
- Third Class Honors
- Pass

The class of degree awarded shall be based on the final cumulative Grade Point Average as follows:

1	First Class Honors	3.60 – 4.00
2	Second Class (Upper Division) Honors	3.00 – 3.59
3	Second Class (Lower Division) Honors	2.50 – 2.99
4	Third Class Honors	2.25– 2.49
5	Passed	2.00 – 2.24

B- MASTER’S DEGREES

17- The Master’s Degree programme is a postgraduate programme designed for specialization in a particular domain.

18- The duration of the Master’s Degree shall be 4 semesters but shall not exceed 6 semesters.

19- To be admitted for the Master’s Degree, candidates must have at least a Bachelor’s Degree with Second Class Honors or any other equivalent diploma.

20- The Master’s Degree shall be awarded after successful completion of course work based on the course credit system and research work.

21- The Master’s Degree shall be awarded to candidates who have earned 120 credits including those resulting from research work which shall be defended before a panel. He/she must have a GPA of at least 2.00.

22- The programme of study leading to award of a Master’s Degree in the Faculties/Schools shall be approved by the Senate. Such a programme shall lead either to the award of a Professional or a Research Master’s Degree. The two degrees are differentiated based on the weighting of research and internship as shown in the table below:

YEAR	ACTIVITY	Distribution of credits by type of Master programme	
		Research Masters	Professional Masters
Year 1	Course Work	60	60
Subtotal for Year I		60	60

Year 2	Research leading to Thesis	42	24
	Research Methodology and Writing Skills	06	06
	Seminars/Entrepreneurship/Production/Internship /Industrial Attachment	12	30
Subtotal for Year II		60	60
TOTAL		120	120

23- Performance in course for the Master's Degree shall be recorded as follows:

MARK/100	LETTER GRADE	GRADE POINTS	EVALUATION
80-100	A	4.00	EXCELLENT
70-79	B+	3.50	VERY GOOD
60-69	B	3.00	GOOD
55-59	C+	2.50	FAIR
50-54	C	2.00	AVERAGE
45-49	D+	1.50	BELOW AVERAGE
40-44	D	1.00	POOR
0-39	F	0	FAIL

24- To earn credit for a course at the Master's Degree level, the student must score at least a "C" grade. The panel for the defense of the Master's thesis shall be composed of at least three persons chosen amongst academic staff in the ranks of lecturers, Associate or full Professor, designed by the Vice Chancellor on the recommendation of the Dean of the Faculty, after consultation with the Heads of Department and the Post-graduate Coordinator.

C- DOCTORATE

The Doctor of Philosophy (PhD) programme shall be selective and open to holder of a Master's Degree or an equivalent qualification

25- The degree of Doctor of Philosophy shall be conferred upon the successful completion of the approved programme of study which shall include the successful defense of thesis written by the candidate.

26- After the successful completion of two to four semesters of course work based on the course credit system and on passing the Comprehensive Examination, a candidate may be issued an attestation to that effect.

27- Performance in course for the Doctor of Philosophy degree programmes shall be recorded as follows:

80-100	A	4.0	EXCELLENT
70-79	B+	3.5	VERY GOOD
60-69	B	3.0	GOOD

55-59	C+	2.5	FAIR
50-54	C	2.0	AVERAGE
45-49	D+	1.5	BELOW AVERAGE
40-44	D	1.00	POOR
0-39	F	0	FAIL

- 28- The duration of studies for the Doctor of Philosophy Degree shall be 3 years and a maximum of 5 years. This period may be extended by one to two years (2 to 4 semesters) by Senate on the recommendation of the Faculty Board.
- 29- The first year of the Doctorate programme shall be devoted to course work and acquisition of research techniques.
- 30- A student shall be considered as having successfully completed the first year after obtaining 72 credits. Such a student would then be eligible to take the Comprehensive Examination.
- 31- After successfully completing the Comprehensive Examination the candidate shall be expected to deposit the research proposal to the department.
- 32- On the recommendation of the Department, the Dean of the Faculty shall appoint supervisor/supervisors to guide the candidate's research.
- 33- The duties of these supervisors may be assigned to academic staff of the following grades:
Professors
Associate Professors
Lecturers with terminal qualification (PhD, "Doctorate" or equivalent)
- 34- The thesis submitted for a defense shall constitute an original contribution to knowledge and shall be defended before a duly appointed panel. Such a panel shall comprise a chairperson/president, an external examiner, an internal examiner and the supervisor.

SECTION IV: PROGRAMMES OFFERED

- 35- Current programmes and duration of studies in the various Faculties, Schools and Institutes lead to the following degrees; Faculty of Science, the degree awarded is a BSc in all departments; Faculty of Health Science; degrees awarded include, MD, BMLS, BSN, BSM; Higher Institute of Commerce and Management; degrees awarded are, BBA, B-Tech and MBA; Higher Institute of Transport and Logistics; degrees awarded are HND, P.BSc; College of Technology; degrees awarded are, B-TECH, MSc and PMSc; Higher Teacher Training College; degrees awarded include, DIPES I and DIPES II; Higher Technical Teacher Training College; degrees awarded are DIPET I and DIPET II; Faculty of Arts; degrees awarded include; BA, MA, BSc, MSc and PhD; Faculty of Economics and Management Sciences; degrees awarded are; BSc, MSc and PhD; Faculty of Law and Political Sciences; degrees awarded include; LLB and LLM; National Higher Polytechnique Institute; degrees awarded include; Faculty of Education; degrees awarded include;
- 36- Other degrees may be awarded as the need arises on the recommendation of Senate.

SECTION V: THE DOCTOR OF MEDICINE (MD)

Article 16: The Doctor of Medicine (MD) degree

(a): Degree Requirements

Candidates admitted to the MD degree course must:

- Follow the approved course of study for a minimum of seven academic sessions (14 semesters);

All candidates are normally required to attend a minimum of 80 % of each prescribed course.

(b) Examination Arrangements

All end of course examinations shall take place at the end of the semester. In addition to written examinations, course examinations may involve orals and/or practical.

(c) Continuous Assessment

Continuous assessment during the semester forms part of the end-of-course grading. Its overall contribution shall not exceed 40 %.

(d) Minimum Pass Mark

The minimum pass mark in all courses at 100 to 700 levels shall be 50 %.

(e) Progress throughout the Programme

In order to proceed to the next level, students must accumulate 80 % of the credits as stated and may carry the failed courses over to the next level. Students would under no circumstance be authorized to proceed to the third level of studies with failed credits in a previous level, even if they have passed in all courses in their current level.

Final year (level 700) students are required to repeat all failed courses as a pass in all the courses of the MD degree programme is mandatory before a student can graduate. Normally, however, no student shall be allowed to make more than eight academic sessions to complete the MD degree programme.

(f) Probation/Withdraw

Students who fail to accumulate the minimum number of credits required to move to the next level but have at least 50 % of the stipulated minimum number of credits will be placed on probation for one year. Alternatively, they may opt for Inter-Faculty transfer. A student on probation is required to repeat the level and register for failed courses. A student is required to go on probation once during the programme. Where he/she fails at any other time during the programme to accumulate the minimum number of credits required to pass to the next level, such a student shall be advised to change faculty or withdraw from the University.

Students who are unable to accumulate 50 % of the minimum number of credits required to move to the next level shall be advised to change faculty or withdraw from the University. A student shall normally in any academic year (of two semesters) register for and take all of the credits offered. A student who is on probation may register for failed courses only.

(i) Clinical Examination and Composition of Examination Panel

During the clinical years, end of semester evaluation will be effected by juries in the different clinical specialties. The examination panel of each clinical specialty shall comprise of at least three members

with clinical specialisation one of whom must be of the rank of lecturer including a specialist in the area of evaluation. Clinical evaluation shall be done at the end of each clinical posting (end of semester) and shall comprise of practical and written examinations (continuous assessment) in the different clinical specialities. At the end of the year, examination in all the clinical specialities will be organised and a student must pass this examination to proceed to a superior clinical year. Students who fail the examination will be given another opportunity to immediately re-sit the examination.

Article 17. Examination Guidelines

1. All students who are duly registered for courses in a given semester are eligible to sit for examinations in those courses except students in the following categories:
 - a) A student who absents himself from the University for upwards of six weeks without official permission;
 - b) A student who fails to attend up to 70% of any tutorials or practical's in a course.

(g) Students' Results

Students shall be given their results in terms of the following grades:

MARK/100	LETTER GRADE	GRADE POINTS	EVALUATION
80-100	A	4.0	Excellent
70-79	B+	3.5	Very good
60-69	B	3.0	Good
55-59	C+	2.5	Fair
50-54	C	2.0	Average
45-49	D+	1.5	Below average
40-44	D	1.0	Poor
0-39	F	0	Fail

SECTION VI: THE LIBRARY

Article 23: General Regulations

- i. The Bamenda University Library shall comprise such premises and library collections and resources as may be designated from time to time including:
 - The Main Library
 - Faculty/ School/ Libraries
 - Departmental Libraries
 - University Archives
 - University Bookshop
 - University Press
- ii. The library is open for the purpose of study and research to :
 - a. Members of the University of Bamenda Council, current members of staff, registered students, graduate and retired staff and other members of affiliated institutions are viable to use the services.

Article 24: Opening Hours

- i. Main Library facilities are available as follows:

Semester period

Mondays through Fridays	8 a.m. – 9 p.m.
Saturdays	8 a.m. – 3.p.m.

Article 25: Library Services

Charges may be levied on services provided by the library such as inter-library loans, photocopying, binding, lamination, access to information technology on Online database, telecommunication, (e – mail, facsimile or telephone) when and where these facilities exist. The charge will be set by the Librarian in consultation with the Senate Library and Publications Committee. Rates may be applied according to the category of users.