

UNIVERSITY EXAMINATION REGULATIONS

INTRODUCTION

The examination regulations presented in this handbook provide the criteria and other conditions relating to examinations leading to Degree/Diploma awards at Ardhi University. “Examination” in these regulations refers to a formal and supervised assessment activity which contributes to the overall mark that used to grade student learning outcomes such as knowledge, skills and competence.

The regulations have been synthesized into a single document in an attempt to keep the students, their supervisors, the academic community at the University and the public at large better informed of the university education which is offered at Ardhi University.

The handbook contains General University Examination Regulations (GUERs), Undergraduate General Examination Regulations (UGERs), Postgraduate General Examination Regulations (PGERs) and Schools/Institute Examination Regulations. The General University Examination Regulations cater for both undergraduate and postgraduate students. Undergraduate General Examination Regulations cater for undergraduate students while Postgraduate General Examination Regulations cater for postgraduate students only. Additionally, Schools/Institute Examinations Regulations cater for the specific Schools’/Institute’s requirements. Postgraduate Examination Regulations must be read together with the General Regulations and Guidelines for Postgraduate Study Programmes.

All enquiries concerning these examinations regulations should be addressed to:

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GENERAL UNIVERSITY EXAMINATION REGULATIONS (GUERs)

1.0 Registration for Programmes/Courses

- 1.1 At the beginning of the semester, each student is required to consult his/her Head of Department for the purpose of charting out courses for the semester. Approval of the courses by the Head of Department and the School Dean/Institute Director shall constitute formal enrolment for all the courses listed in the programme. For the purpose of charting out courses for the year, the Department shall appoint an academic advisor for each student. Each student shall confer with academic advisor in charting out courses for the semester.
- 1.2 Each department may prescribe core and elective courses. Students may be allowed to select relevant elective courses from other programmes offered in the University subject to approval by the School. The elective course(s) shall also count towards the degree classification as prescribed in the respective programme curriculum. Additionally, a student may take at most three optional courses which will not count to final GPA.
- 1.3 A student who has registered for elective course but wishes to withdraw from that course must apply to the Dean/Director, as the case may be, of the unit hosting the course through the Head of the course offering Department for permission to do so.
- 1.4 No student will be permitted to commence or withdraw from any elective course three weeks after the beginning of the Semester.
- 1.5 Students may transfer from one academic programme to another in Year I only. No first year student shall be allowed to transfer to another programme after four weeks from the start of the first semester. Transfer shall be subject to availability of places in the preferred programme, admission points and approval by the Senate.
- 1.6 After approval of student's transfer from one programme to another, the respective student will not be allowed to retransfer/return to the programme he/she was previously admitted or transfer to another programme.

2.0 Registration for Examinations

- 2.1 Registration for examinations will depend on the payment made for all required or prescribed fees within the prescribed registration period. The registration for studies shall be deemed as adequate registration for the requisite examinations in the particular programme of study.
- 2.2 Subject to approval by Senate, the Board of each School and academic Institute shall make such internal examination regulations as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree, diploma, certificate or other award programmes of the University.

3.0 Eligibility for Examinations

- 3.1 Students are required to complete coursework before they can be allowed to sit for the University Examination.
- 3.2 The Dean of a School or the Director of academic Institute may bar any candidate from being admitted to any examination in any subject or course where the Dean or Director is satisfied that the candidate has not completed satisfactorily by attendance and the requirements of the course.
- 3.3 Where a candidate who has been either barred or not allowed to sit for examination in accordance with paragraph 3.1 and 3.2 enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
- 3.4 A candidate whose work or progress is considered unsatisfactory shall be required by Senate on recommendations from the Senate Undergraduate Studies Committee or the Senate Higher degree Research and Publications Committee, to repeat any part of the course before admission to an examination.
- 3.5 For the purpose of regulation 3.4, unsatisfactory shall mean:
- i) Non-attendance in a course for a total of 20% hours of lectures, practical/seminars and/or tutorials in any one semester.
 - ii) Less than 5 consultation stages (e.g. topic formulation, literature, methodology, data analysis and discussion and concluding the subjects) with supervisor during the dissertation period.
 - iii) No progress reports of dissertation(s)/thesis for postgraduate students.
- 3.6 A student is required to register semester courses before sitting for examinations. Where a student has not registered for a course sits for an examination, the examination results shall be nullified.
- 3.7 The general conduct of Double Degree and Joint Degrees shall be guided by specific agreement between the involved parties.

4.0 Absence from Examinations

- 4.1 A candidate who absents himself/herself from an examination(s) without compelling reason shall be considered to have absconded examination(s) and shall be discontinued from studies.
- 4.2 A student who has:
- a) Postponed examination for compelling reasons shall be required to sit for a Special examination and shall be assigned a “PEX” grade (postponed exam);
 - b) Incomplete in coursework(s) for compelling reason shall be required to sit for a special test/assignment/ presentation/practical before Departmental Examiners Board for deliberating UE results.
 - c) Incomplete in both coursework and University examination for compelling reason shall be assigned an “I” grade (Incomplete).
 - d) Been barred shall be indicated ‘BAR’ in the respective course(s).
 - e) Passed away shall be indicated as ‘DCD’ in the missed courses
 - f) To repeat courses shall be indicated ‘RPT’ in the respective course(s).

- g) To resubmit dissertation/Seminar paper shall be indicated 'RES' in the respective course(s).
- h) Absconded studies/examinations shall be indicated as "ABS"
- i) Deregistered from studies shall be indicated as "DER"

4.3 Compelling reasons shall mean sickness and/or serious social problems supported with valid evidences (each case to be considered on its own merit).

4.4 A student who has a "PEX" or "I" grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective school/institute Board, a student who will not clear any "PEX" or "I" grade at the time of special examination will be considered to have absconded and shall be discontinued from studies.

4.5 A student who fails to clear PEX or I within the academic year with compelling reasons shall have incomplete results and shall be required to clear it in the subsequent year before proceeding to next academic year of study.

5.0 Form of Examinations and Assessment

5.1 Examinations shall include continuous assessment (tests, assignments, quizzes, seminar/project/dissertation/studio presentations, workshop/laboratory practical(s) or any other form of assessment specified in the curriculum or School/Department specific examination regulations) and University examinations including written, practical, oral examinations where appropriate.

5.2 For the purpose of continuous coursework assessment in each semester, there shall be at least two written tests, and two homeworks or practical/fieldwork exercises, assignments, quiz, presentations for seminar/project/dissertation/studio, workshop/laboratory practical(s) reports or a combination thereof for each course.

5.3 Candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written/practical examinations.

5.4 The percentages of the total marks awarded for written, practical and oral examinations in any subject or course shall be determined by Senate, on the recommendations of the appropriate School, or academic Institute Board.

5.5 Assessment of the student's progress shall be based on the following grading system:

Marks (%)	Grade	Points	Undergraduate	Postgraduate
70-100	A	4.4-5.0	Pass	Pass
60-69	B+	4.0-4.3	Pass	Pass
50-59	B	3.0-3.9	Pass	Pass
40-49	C	2.0-2.9	Pass	Supplement
35-39	D	1.0-1.9	Supplement	Supplement
0-34	E	0-0.9	Repeat	Repeat

The above range of marks being a result of rounding of all decimals of the marks.

- 5.6 The minimum pass mark in first sitting shall be “40%” for Undergraduate and “50%” for Postgraduate. Maximum pass grade for supplementary examination is “C” for undergraduate and “B” for postgraduate.

6.0 Dates of Examination

- 6.1 Examinations in Schools and academic Institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by Senate Undergraduate Studies Committee (SUSC) or Senate Higher Degrees, Research and Publications Committee (SHDRPC) as the case may be.

- 6.2 Candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred subjects at a time to be determined by Senate which shall not be less than one month after the approval of the examination results at the end of the second semester in the academic year.

- 6.3 A candidate who, for compelling reason, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate present himself/herself for examination at a time fixed for any Supplementary examination.

- 6.4 A candidate who, for compelling reason, was unable to present himself/herself in the Supplementary/Special examinations may, with the special permission of Senate, present himself/herself for examination at a time fixed for any “Special” Supplementary examination.

- 6.5 A candidate who failed to present himself/herself for examination should officially inform Head of Department in writing on the same date of examination.

7.0 Conduct of Examinations

- 7.1 University examinations shall be conducted under the control of the Deputy Vice Chancellor–Academic Affairs (DVC-AA) or such other officer of the University as the Deputy Vice Chancellor may appoint.

- 7.2 The Independent Internal Examiners and External Examiners for University examinations shall be appointed by Senate, in the manner it shall prescribe.

- 7.3 The Deputy Vice Chancellor – Academic Affairs shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

- 7.4 The instruction notes or guidelines issued by the Deputy Vice Chancellor – Academic Affairs in line with examination regulations shall form part of and be as binding as

these regulations.

- 7.5 For the efficient functioning of examination conduct, assessment and processing of results thereof, the Head of Department shall appoint such coordinator/s from among academic staffs in his/her department as necessary to perform the functions related to examinations of the different courses hosted by his/her department.
- 7.6 There shall be examination monitoring of examination conduct by Quality Assurance Bureau.

8.0 Departmental Examiners Meetings

- 8.1 Examination results shall be discussed and endorsed by Departmental Examiners meetings which will comprise of all members of academic staff in the Department. Then the Department shall submit the examination results with major observations and recommendations to School/Institute Board for further endorsement.
- 8.2 The provisional results of such examinations shall be published by the School/Institute after being endorsed by the School/Institute Board. The published results shall be provisional subject to approval by the Senate.
- 8.3 Results endorsed by School/Institute Boards shall be submitted to the Senate for approval and publication.
- 8.4 University examinations shall be moderated and evaluated by Independent Internal Examiners and External Examiners. However, University examinations conducted during the end of the First Semester shall be moderated and evaluated by internal examiners only, provided that the relevant examination papers and answer scripts by candidates shall be submitted to external examiners together with the papers and scripts of the Second Semester for moderation.
- 8.5 Examination moderators, Independent Internal Examiners and External Examiners shall be entitled to such honoraria as the Council shall prescribe.

9.0 Examination Irregularities

- 9.1 No unauthorized material shall be allowed into the examination room.
- 9.2 Examination irregularities include; alleged unauthorized absence from University Examination room, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination.
- 9.3 Case of any irregularity conducted during university examination:
 - a) Shall be reported by Invigilator(s) in writings with the confiscated evidence(s) (if any) to the Head of Department on the same day. Student shall be required to submit a written statement on the alleged irregularity incident to the Head of Department immediately after the examination on the same day of examination or upon discovery of the irregularity. The Head of Department shall then report to the School Dean or Director of Institute. School Dean or Director of Institute will

- subsequently report to the DVC-AA.
- b) The DVC-AA shall convene Senate Undergraduate Studies Committee or Senate Higher Degrees Research and Publications Committee meetings at the earliest possible time to process the irregularity cases.
 - c) Senate Undergraduate Studies Committee or Senate Higher Degrees Research and Publications Committee shall have power to summon the students and members of staff of the University, as it deems necessary and make recommendations to the Senate.
 - d) Once a student is found with unauthorized materials, he/she should sign on the materials to confirm they are his or hers.
 - e) If the alleged student refuses to sign and/or provide written on the unauthorized materials or whereas it is practically difficult to sign on the material, it does not falsify the evidence.
 - f) A student found with unauthorized material shall be allowed to continue doing examination.
 - g) All confiscated unauthorized materials shall be kept in the office of Academic Affairs.
- 9.4 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 9.5 Any candidate attempted cheating in relation to any part of the examination process and found guilty by Senate, shall be deemed to have committed an examination irregularity and shall be discontinued from studies in the University.
- 9.6 Any candidate causing disturbance in any examination room and found guilty by Senate shall be deemed to have committed an examination irregularity and shall be discontinued from studies in the University.
- 9.7 Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to Senate in accordance with the provisions of appeal regulation of these Regulations.
- 9.8 In this regulation:
- a) Materials specified on the examination paper shall not be regarded as unauthorized materials;
 - b) “Unauthorized material” includes any relevant or irrelevant written or printed material that is generally or specifically prohibited from being brought into the examination room, expired and/or forged identity card, cellular or mobile phones, smart watch, radios, radio cassette or other types of cassette players, computers, information written on any part of the body, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Vice Chancellor – Academic Affairs, Dean of a School, Director of an academic Institute or a Head of an academic department;
 - c) “Unauthorized absence from examination” includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an

unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;

d) Cheating in Examination” includes any form or kind of dishonesty, peeping, forging credentials or destruction or falsification of any evidence of irregularity.

- 9.9 Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as Senate may deem appropriate.
- 9.10 Unauthorized materials caught in the examination room shall be confiscated and kept in all times of processing and handling irregularity cases as evidence until the fate of the irregularities being concluded by Senate.
- 9.11 The unauthorized materials may be returned to the owner if requested in writing after expiration of one year from the date of Senate verdict on the irregularity case.
- 9.12 Unauthorized materials may be disposed if not requested by the owner after three (3) years from the date of Senate verdict on the irregularity case.

10.0 Publication of Results

- 10.1 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the relevant School approved by Senate and not in conflict with these Regulations, shall be published by the Dean of the relevant School or Director of Institute soon after the School/Institute Board meeting. These published results shall not be regarded as final until they have been approved by Senate.
- 10.2 The results may be published on notice boards, newspapers, information systems or websites at the discretion of the relevant School/Institute. The anonymity of the student must be protected in publishing results e.g. using students' registration numbers rather than names.
- 10.3 Provisional examination results having been recommended by the School or an academic Institute Board to the Senate Undergraduate Studies Committee or the Higher Degrees Research and Publications Committee, the Committee shall endorse the results and such endorsement shall have to be approved by Senate.
- 10.4 Senate shall approve the results of examinations for both Semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester except the following prerequisite courses which the Senate shall approve their results at the end of Semester One:
 - i) Studio results
 - ii) Industrial Training results
 - iv) Pre-Dissertation/Dissertation I results
 - v) Project and Seminar Paper results
- 10.5 If it can be established, during the time of noting Semester One UE results that a student cannot attain a minimum GPA of 2.0 for undergraduate, 2.7 for postgraduate

or 1.8 for finalist, the Senate shall have powers to approve the discontinuation of such student(s).

10.6 Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students' on or before Friday of the last week of the start of Semester University Examinations. A copy of the students' CA marks must be submitted to the Head of the Department before the start of University Examinations.

11.0 Classification of Degrees

11.1 For purposes of the final classification of degrees and where applicable, a five point system shall be used in averaging the final grades.

11.2 The letter grades will be assigned points as follows:

A	B+	B	C	D	E
4.4-5.0	4.0-4.3	3.0-3.9	2.0-2.9	1.0-1.9	0-0.9

11.3 Approved courses given for each degree shall be appropriately weighted in terms of credits.

11.4 To get the grade points (GP) score for each course, shall be calculated from raw marks with Equation as prescribed in the Table below:

Grade	Range of marks	Equation	Grade Point
A	70-100%	$Y=0.02X+3$	4.4-5.0
B+	60-69.9%	$Y=0.04X+1.6$	4.0-4.3
B	50-59.9%	$Y=0.1X-2$	3.0-3.9
C	40-49.9%	$Y=0.1X-2$	2-2.9
D	35-39.9	$Y=0.2X-6$	1.0-1.9
E	0-34.9	$Y=(1/35)X$	0-0.9

Y= Grade Points

X= Raw marks (%)

11.5 Points for a particular course are obtained through multiplying the grade points (GP) by corresponding number of credits. The total score for the degree shall be the total score for all countable courses taken by the candidate for the degree.

11.6 The overall Grade Point Average (GPA) score for the degree shall be computed by dividing the Total Score (Reg. 11.5) by the Total credits of the particular course.

11.7 The final degree classification shall be as follows:

GPA	Classification
5.0 - 4.4	First Class
4.3 - 3.5	Upper Second Class
3.4 - 2.7	Lower Second Class
2.6 – 2.0	Pass

The above range of GPA being a result of truncating of all decimals of the GPA

12.0 Classification of Diplomas

Diploma of the University shall be awarded GPA and classified by Senate as follows:

GPA	Classification
4.0 - 5.0	First Class (Distinction)
3.0-3.9	Second Class (Credit)
2.0 – 2.9	Pass

The above range of GPA being a result of truncating of all decimals of the GPA

13.0 Classification of Certificates

Certificate of the University shall be awarded GPA and classified by Senate as follows:

GPA	Classification
4.0 - 5.0	First Class (Distinction)
3.0-3.9	Second Class (Credit)
2.0 – 2.9	Pass

The above range of GPA being a result of truncating of all decimals of the GPA

14.0 Award

- 14.1 The Board of a School, or academic Institute, upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate through the relevant Board of a School/Institute and Senate Undergraduate Studies Committee or the Senate Higher Degrees Research and Publication Committee, that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.
- 14.2 The final year overall results approved by the Senate shall make a candidate eligible to the award of degrees, diplomas or certificates offered at ARU.
- 14.3 Senate may confer degrees and grant diplomas, certificates or other awards of the University on or to candidates who fulfilled all prerequisite requirements and recommended in accordance with regulation 14.1 for such conferment or grant by the Board of a School or academic Institute.
- 14.4 There may be award of a double/joint degree from the programme jointly offered in

mutual agreements in two collaborative universities.

- 14.5 The award of joint degree shall be represented by a single certificate which shall be designed in line with the agreement between Ardhi University and partner Universities
- 14.6 The award of double degree shall abide to the mutual agreement between the two universities.

15.0 Aegrotat Degrees

- 15.1 The University may award aegrotat degree/diploma/certificate (as the case may be) to a student who had left the University on established medical reasons when close to completion of a programme after the University having being satisfied that the student's prior performance shows balance of probabilities that he/she would have passed respective examinations but the illness which occurred prevented him/her to sit for final examinations.
- 15.2 Candidates eligible to apply for an aegrotat degree/diploma/certificate (as the case may be) must have completed successfully the whole of their coursework and at least 80% of the final written examination.
- 15.3 The eligible candidate shall submit a request in writing with evidence justifying her/his request of aegrotat degree award.
- 15.4 Candidates who have completed such portion of the examination as shall be determined by the School or academic Institute/Board are eligible to apply for an aegrotat degree.
- 15.5 Applications from, or on behalf of, candidates must reach the Deputy Vice Chancellor – Academic Affairs, through the Dean of the School or Director of an academic Institute within the period of the examination, and should be accompanied by medical report with relevant documents obtained, from the hospital and endorsed by University Medical Officer.
- 15.6 An aegrotat degree will not be awarded unless the examiners consider that, in the work he/she attended, the candidate reached a standard which if also reached in the remainder of the examination should have qualified him/her for the award of the degree. PROVIDED that only candidates who completed successfully the whole of their course work and at least 80% of the final written examination are eligible to apply for an aegrotat degree.
- 15.7 An aegrotat award shall be considered as a terminal award which does not entitle the holder to practice a profession or to pursue postgraduate study although it may be used for non professional related employment.
- 15.8 An aegrotat degree/diploma/ certificate (as the case may be) shall be unclassified and in all other respects, ungraded.

16.0 Posthumous degree

- 16.1 The University shall award a posthumous qualification to a student who had died when close to completion of a programme and the Head of the academic department in which the deceased student was registered shall formally make a request to the relevant School or Institute board a recommendation to the Senate for award of a posthumous degree to the student in question.
- 16.2 The University may award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate.
- 16.3 The awarding of a posthumous award shall ensure that the word “posthumous” is endorsed on all official documents associated with the award of a posthumous qualification, which shall include transcripts, testimonial statements and other student academic records.
- 16.4 Posthumous degrees shall be awarded in the name of the deceased student and shall be announced at the next relevant graduation ceremony, if so desired by legally authorized person.

17.0 Certificates, Certification and Transcripts

- 17.1 Senate shall issue certificates for degrees, diplomas, certificates or other award to such candidates as shall be declared to have fulfilled requirements for awarding the degrees, diplomas, certificates and be approved by Senate for the conferment or grant of such degree, diploma, certificate or other award.
- 17.2 A fee as Senate may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.
- 17.3 Upon application for a Transcript, a student or former student shall be given a Transcript of his/her academic performance record and charged a fee as Senate may from time to time prescribe. Any finalist student desirous of obtaining a Transcript(s) shall submit an application for a Transcript(s), a clearance form and one passport size photograph for the preparation of Transcript(s).

18.0 Loss of Certificate

In case of loss or total or partial destruction of the original certificate or a copy thereof, the University office of the Deputy Vice Chancellor – Academic Affairs, may issue a copy or another copy on condition that:

- a) The applicant produces a sworn affidavit.
- b) The certificate so issued shall be marked “COPY” across it.
- c) The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in

- the applicant's home country or where the loss is believed to have taken place.
- e) A fee as may be prescribed from time to time by Senate shall be charged for the copy of certificate issued.

19.0 Appeals

- 19.1 Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.
- 19.2 No remarking of Design Studio Projects, Pre-dissertations, Dissertations, Theses, Industrial Training (IT), Engineering Drawing, Project courses and any other course for which assessment mode entails a lengthy and elaborate process involving a number of internal and external examiners shall be allowed.
- 19.3 Any student or candidate aggrieved by a decision of the Senate in terms of the provisions of regulation 9.0 may appeal to Senate for reversal or moderation of the previous decision made.
- 19.4 Any appeals made under regulation 19.1 shall be lodged with the Board of the appellant's School, or academic Institute, which shall forward the appeal with observations to Senate Undergraduate Studies Committee or the Senate Higher Degrees, Research and Publications Committee, whose observations and recommendations will be forwarded to Senate for approval.
- 19.5 Any member of the appellant's School, or academic Institute Board who participated in the making of the decision against which the appeal is lodged shall not have a voting right in Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's School, or academic Institute Board or answering queries, as the case may be, and shall otherwise be absent from Senate session considering any such appeal.
- 19.6 Appeals shall be lodged directly to the Deputy Vice Chancellor for Academic Affairs who shall forward them to Senate with observations and recommendations of SUSC or SHDRPC thereon.
- 19.7 Any person who has been involved at any stage in the processing of a case of alleged commission of an examination irregularity, whether at first instance or in preparation for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from Senate session considering any such appeal.
- 19.8 No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of Senate.

20.0 Appeal Fee

- 20.1 All appeals shall be charged an appeal fee per course or decision made as prescribed from time to time by the Senate. The same rates shall be charged for any further appeal decisions.
- 20.2 The appeal fee once paid shall not be refunded.

21.0 Disposal of Examination Answer Booklets and other Scripts

- 21.1 All used examination answer booklets shall be destroyed after the expiry of 13 months following final decision of Senate on the examination concerned.
- 21.2 Heads of Departments concerned shall, with respect to examination answer booklets falling under their departments:
 - a) Create and maintain adequate records of actions and transactions affecting examination answer booklets, ensure that those records are properly maintained while waiting for any appeal or final disposal;
 - b) Initiate the disposal procedures of those examination answer booklets for which there are no further needs;
 - c) Initiate immediate disposal of used examination answer booklets that have been stored by their departments for more than 13 months following respective Senate decision;
 - d) Designate a place or room as storage area for examination answer booklets awaiting appeals or final disposal;
 - e) Witness and keep close control over final disposal of examination answer booklets to ensure the confidential nature of contents of answer booklets remain inviolate.
- 21.3 The report of Heads of Departments to the Deputy Vice Chancellor – Academic Affairs through respective Deans or Director of Academic Unit on disposal of examination answer booklets shall be accompanied with copies of appropriate mark sheets and list of students who sat for the examination concerned.
- 21.4 Pending final disposal, Heads of Departments shall ensure all information contained in examination answer booklets remain inviolate and is protected from misuse or abuse.
- 21.5 The Deputy Vice Chancellor – Academic Affairs shall prepare a disposal and storage budget as well as storage devices of various sizes or descriptions which shall be used by Heads of Departments for storage of examination answer booklets for 13 months pending final disposal.
- 21.6 The storage devices prescribed under sub-paragraph (21.5) above shall be so marked or labeled as to facilitate identification of the course code and name, examination date, date of Senate decision, course instructor and date when final disposal shall be due.
- 21.7 The Deputy Vice Chancellor – Academic Affairs shall select and announce the best available practice in disposing off the examination answer booklets due for disposal.
- 21.8 Depending on such pertaining circumstances as privacy of information contained, cost

involved and environmental considerations, the Deputy Vice Chancellor – Academic Affairs may with respect to any batch due for disposal, direct:

- a) The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
- b) Used examination papers be entirely burnt to completion.

21.9 The Vice Chancellor on recommendation of the Deputy Vice Chancellor – Academic Affairs shall be responsible to order final disposal of any batch of examination answer booklets at the University.

21.10 The Vice Chancellor shall signify his order in the following way:

“It is hereby ordered that the following storage device marked LM Development Perspectives I 2001/2002 Semester I UE taught by Prof XYZ”

Being EXAMINATION ANSWER **BOOKLETS** of the DEPARTMENT OF LAND MANAGEMENT & VALUATION, at ARU be disposed of in the manner provided for in the ARU Examination Answer Books (Disposal) Regulations.

.....

Vice Chancellor

(Designation and Signature of person making the order)

21.11 Heads of Departments shall witness final disposal of itemized examination answer **booklets** and signify the disposal in the following way:

I, Prof. XYZ being the Head of DEPARTMENT OF LAND MANAGEMENT AND VALUATION, ARU do hereby certify that on the **date** day of **month year** the records described in the Scheduled here to were destroyed in my presence by (**e.g. burning/shredding**).

.....

Head of Department

(Designation and Signature of person certifying the disposal)

22.0 Instructions to Candidates before and during examinations

22.1 These instructions should be read together with the above University Examinations regulations.

22.2 All candidates should ensure that they possess valid student identification cards before entering into examination rooms. In the examination room, student identification cards should be visibly placed on top of the desk throughout the examination for Invigilators to check.

22.3 Candidates are responsible to acquaint themselves with the date, time and venue for their respective examinations in advance.

22.4 Students without valid student identification cards shall not be permitted entry to the

examination room and shall not be eligible to sit for examinations.

- 22.5 Candidates are advised to be at the examination room at least fifteen minutes before commencement of the examination.
- 22.6 Candidates will be admitted by the invigilator to the examination room ten (10) minutes before the time the examination is due to begin. They must not begin writing the examination before they are told to do so by the invigilator. Where large numbers of candidates are affected, invigilators may admit candidates to the examination room fifteen (15) minutes in advance. During these ten minutes the invigilator will:
- a) Make an announcement to remind the candidates that unauthorized materials are not allowed into the examination room and that they should be removed from the examination room;
 - b) Display the sealed envelope containing examination papers before opening it;
 - c) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct examination paper;
 - d) Call attention to any rubric at the head of the paper which seems to require attention;
 - e) Announce that both sides of the paper must be used.
 - f) Candidates will be given five minutes to read the paper. The invigilator will then tell candidates when they may begin writing.
- 22.7 Candidates are permitted to do rough work beginning the last page of the booklet. This should be crossed through at the end of the examination.
- 22.8 No books, bags, cell phones, smart watches, laptops, drinks or any other material may be taken by candidates into the examination room. Candidates are not allowed to use materials that are not permitted to a particular examination.
- 22.9 Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during the examination. Should such a need arise the candidate should request the assistance of the invigilator.
- 22.10 Once a student is found with unauthorized material during examinations, regulation 9.3 shall apply.
- 22.11 No candidate will be permitted to enter the examination room after the lapse of thirty (30) minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
- 22.12 At the end of the examination period, and on instructions from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand them to the invigilator unless instructed otherwise.
- 22.13 Candidates are not allowed to take any examination papers or materials out of the examination room.

23.0 Directives to Invigilators

23.1 Before the Examination:

- i) Invigilators should be present in the examination room at least twenty minutes before the commencement of the examination.
- ii) Invigilators should be provided with the following items by the School Examinations Officer:
 - a) Sealed envelopes containing question papers, code and name of examination to be attempted by candidates and room number where examination will be held,
 - b) The sealed examination envelopes must be personally collected by each invigilator from the said Examinations Officer at least twenty (20) minutes before the examination. All invigilators who have reported to the Examinations Officer within this period should immediately go to their respective examination rooms.
- iii) Invigilators must ensure that **ONLY ONE** answer booklet is provided for each candidate unless the rubric on the question paper requires otherwise. The answer booklet must be filled before any additional answer booklet is provided.
- iv) Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilator with the help of the Internal Examiner.
- v) Bags, books, cell phone (dully switched off), smart watches, laptops, drinks, attach cases, papers and other related items shall not be brought into the examination room.
- vi) The University assumes no responsibility for personal property lost in or near any examination room.
- vii) Invigilators should ensure that they admit candidates with valid student identification cards into examination rooms. Student identification cards should be visibly placed on the top the desk throughout the examination for Invigilators to check.
- viii) Invigilators should admit candidates to the examination room ten (10) minutes before the commencement of the examination and they should arrange sitting of candidates at right places. Where big numbers of candidates are involved, invigilators may admit candidates to the examination room fifteen (15) minutes in advance. During these ten/fifteen minutes the invigilator should:
 - a) Make an announcement to remind candidates that unauthorized materials are not allowed in the examination room.
 - b) Display the sealed envelope containing examination papers before opening it;
 - c) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct examination paper;
 - d) Call attention to any rubric at the head of the paper which seems to require attention;
 - e) Announce that, where this is practicable, both sides of the paper must be used.
 - f) Candidates will be given five minutes to read the paper. The invigilator will then inform candidates when they may begin writing the examination and time for finishing the examination.

- ix) Invigilators should not admit candidates to the examination room after thirty (30) minutes from the commencement of the examination and should not permit them to leave the room until thirty (30) minutes have expired.

23.2 During the Examination

- i) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.
- ii) At the end of the first thirty minutes the invigilator should take record of candidates present in the examination room. Invigilators should then collect blank answer-books (if any) from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Internal Examiner.
- iii) During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). Candidates may be permitted to do rough work on the left hand pages of the script on the understanding that this is crossed out after the end of the examination. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- iv) Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.
- v) Once a student is found with unauthorized material during examination, regulation 9.3 shall apply.
- vi) The candidate shall be informed that he/she has contravened the examination regulation 9 and that he/she will be reported, but shall not be prevented from continuing with his/her examination paper. A written report on the irregularity incident with all evidences and details must be sent to the DVC-AA by the School Dean. It is the invigilator's duty to move around the examination room as quietly as possible at frequent intervals.

23.3 At the End of the Examination

- i) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room.
- ii) No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency.
- iii) At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- iv) Candidates are not allowed to take any examination papers or materials out of the examination room.
- v) Invigilators shall enter the number of examination scripts collected from the candidate on the attendance sheet provided by the Head of Department at the time of collecting the examination papers.
Invigilators shall sign the said attendance sheet before they hand over all the scripts to

the Head of Department who shall check correctness of received number of scripts against list of attendance. On receipt of the examination booklets from Head of Department, Internal Examiners will check them.

- vi) Invigilators shall hand over all extra examination booklets to the respective Head of Department.

24.0 General Notes and Instructions

- 24.1 Internal Examiners (or their assistants) are required to attend in the examination rooms within thirty (30) minutes from the commencement of each examination.
- 24.2 Examination instructions, which the examiners (or their assistants) may wish to be given to candidates, should be announced by the invigilators.
- 24.3 Cases of illness should be reported in writing to the Head of Department by the student or class representative on or before the day of examination.
- 24.4 Chief Examinations Officer is the Deputy Vice Chancellor for Academic Affairs.
- 24.5 A candidate required to carry over courses shall find his/her own time to do so while following regular courses in the on-going semester.

25.0 Dissertation Assessment

Dissertation assessment shall comprise of continuous assessment and university examination. Continuous assessment shall account for 30% while the university examination shall account for 70% (49 % for written report and 21% for oral presentation).

UNDERGRADUATE GENERAL EXAMINATION REGULATIONS (UGER)

In addition to the General University Examination Regulations, the following Regulations shall also apply to all undergraduate programmes

1. Academic Programmes in Schools are organized under a credit system, currently based on two semesters per academic year with each semester examined independently. Each course is assigned a credit weight that reflects time devoted to it on the timetable or work plan. One credit of the theoretical subjects is equivalent to 10 notional-hours. Notional hours mean total hours for lectures, tutorials, seminars, practical, independent study and assignment.
2. Students shall take a minimum of 60 credits in each semester. A minimum of 360, 480 and 600 credits must be taken and passed in a three, four and five-year programme of study, respectively for the award of Bachelor degree.
3. Full time students shall register at the beginning of each semester for a total minimum of 60 credits.
4. Part-time students may register as per respective Short term and Occasional Students regulations.
5. A student shall be allowed to continue with his/her degree programme from one academic year to the next if he/she has scored an annual average GPA of 2.0 or higher.
6. Continuous coursework assessment and university examinations shall be 30% for CA and 70% for UE except those specified by respective School/Institute curriculum and regulations.
7. Assessment of practical, dissertation, studio, projects and oral presentation shall be as per respective School examination regulations.
8. For the purpose of continuous assessment in theoretical courses, tests shall carry weight 2 against weight 1 for assignments
9. A student shall be allowed to sit for supplementary examinations s/he has obtained a minimum GPA of 2.0.
10. A student who fails in more than three supplemented courses shall be discontinued from studies

11. The highest grade awarded in a supplemented subject shall be “C”
12. A student who obtains a minimum GPA of 2.0 but failed Semester Project, Studio, Pre-Dissertation, Dissertation(s), Engineering Drawings or Industrial Training (IT) cannot sit for supplementary examinations.
13. A student who fails Studio, Pre-dissertation/Dissertation I, In-Semester Project courses shall repeat (and clear) the said course(s) in the subsequent academic year of study prior to proceeding to the next academic year.
14. Any student who qualifies to sit for supplementary examinations shall be required to do so in all the courses in which he/she had failed before proceeding to the next academic year.
15. A final-year student:
 - a) Who does not qualify to supplement on the basis of average annual GPA of at least 2.0 shall be evaluated on the basis of the overall average of the three year or four-year or five-year GPA for the purpose of qualifying to supplement a failed course or re-submit a dissertation.
 - b) Whose overall average GPA for all academic years is less than 2.0 shall be regarded to have failed studies and shall be discontinued.
16. No course shall be carried over for more than once, except for courses offered in final year which may be carried over twice within the maximum registration period of the programme
17. A student who fails in a supplementary examination but is qualified to continue with studies shall repeat the course(s) which she/he has failed in the subsequent year.
18. A student may be allowed to carry over a maximum of three failed courses from one academic year to another.
19. A candidate who fails in a supplementary examination may be allowed to proceed to the next semester and carry over the courses he/she failed to the next academic year.
20. Carry over course assessment shall follow assessment of the first examination sitting.
21. It shall not be mandatory for supplementary examinations to be examined by External Examiners
22. A candidate who fails in a repeated course that is assessed by continuous coursework assessment only shall be discontinued from studies
23. The maximum time for which a student may register for studies for the Bachelor degree in five consecutive years for a three year program, six consecutive years for a four year

program and seven consecutive years for a five year program

- 24 It shall be the responsibility of the respective Heads of Departments in the School to appraise students at the beginning of an academic year on the methods of assessment
- 25 It shall be a responsibility of the student to acquaint himself/herself regularly with all the necessary University by-laws, regulations, guidelines, procedures and any other instruments governing their academic and social life at the University

26.0 Semester Projects

Semester projects shall be governed and assessed by respective School Regulations

27.0 Dissertations

- 27.1 Where there is a dissertation in final year of study, their conduct will be governed by respective School Regulations
- 27.2 A student who fails in dissertation shall be given a maximum of three months from the date the Senate approved the results to re-submit the dissertation.
- 27.3 Re-submission of a dissertation shall be regarded as a supplementary examination and a maximum score shall be “C” grade.
- 27.4 Dissertations shall be assessed as per respective school regulations

28.0 In-semester Fieldwork

In-semester fieldwork shall be governed and assessed by respective School Regulations.

29.0 Industrial Training

- 29.1 There shall be Industrial Training at the end of semester university examinations session in each academic year as prescribed in each curriculum
- 29.2 Review of Industrial Training reports by External Examiners shall be governed by School Regulations.
- 29.3 Each IT session shall be treated as a course of the succeeding academic year and shall contribute to GPA of that year.
- 29.4 The School shall be responsible for making arrangements for students' IT placement.
- 29.5 Each student on IT shall be visited and assessed by an examiner from the School at least once during the IT period.
- 29.6 Students shall hand in his/her logbook to the Head of Department not later than two weeks after the commencement of the immediate academic year
- 29.7 Any loss of IT logbook should be reported to respective Heads of Departments not later than two weeks after the commencement of the immediate academic year. If proved true with all relevant evidence, such an IT shall be cleared prior to continuing with succeeding IT of the next academic year

- 29.8 Any Student who does not hand in IT logbook to the Head of Department within two weeks since the commencement of a new academic year without compelling reasons, shall be regarded to have absconded the IT and shall be discontinued from studies.
- 29.9 Any Student who does not hand in IT logbook to the Head of Department with compelling reasons, shall repeat/clear the IT prior to continuing with succeeding IT of the next academic year.
- 29.10 A student who does not report at IT allocated place without compelling reasons shall be regarded to have absconded the IT and shall be discontinued from studies
- 29.11 A student who does not report at IT allocated place with compelling reasons, shall repeat/clear the IT prior to continuing with succeeding IT of the next academic year
- 29.12 A student who goes to the allocated IT place but does not follow the training programme without compelling reasons shall be regarded to have failed the IT.
- 29.13 A student who does not follow the IT program with compelling reasons, shall be allowed to repeat the IT when next offered and clear it prior to proceeding to the IT of the following year of study.
- 29.14 A student who fails in IT shall be required to repeat the IT when next offered and clear it prior to proceeding to the IT of the following academic year of study.
- 29.15 A student who fails a repeated IT shall be discontinued from studies.
- 29.16 A student who fails to complete part of the IT with compelling reasons shall be allowed to complete the missing part during the vacation prior to proceeding to the next academic year.
- 29.17 A student who conducts himself/herself at his place of IT attachment in a manner that disgraces the University shall be subject to disciplinary action
- 29.18 Assessment of Industrial Training shall be prescribed by Schools regulations

30.0 Progress from Year to Year

- 30.1 Candidates who are full time students are required to pass a total minimum of 120 course credits in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- 30.2 A candidate may be allowed to carry over failed courses in a Supplementary Examinations if he or she has attained an overall GPA of 2.0 or above in the First Sitting calculated in accordance with the credit weighting of individual courses.
- 30.3 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of the Senate Undergraduate Studies Committee.
- 30.4 Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are counted for the annual GPA

- 30.5 To qualify for a degree award, the cumulative total minimum number of course credits shall be a multiple of the minimum number of course credits required per academic year for the duration of each degree programme. That is:
- a) For a three-year degree programme, it shall be a minimum of 360 credits
 - b) For a four-year degree programme, it shall be a minimum of 480 credits, and
 - c) For a five-year degree programme, it shall be a minimum of 600 credits
- 30.6 Subject to approval by Senate, the internal examination regulations of a School, academic Institute, shall provide for cumulative maximum number of course credits for which a candidate may register

**EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN
THE SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND
MANAGEMENT (SACEM)**

In addition to the University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the Undergraduate programmes in the School of Architecture, Construction Economics and Management.

School regulations for the programmes of Bachelor of Architecture, Bachelor of Science in Interior Design and Bachelor of Science in Landscape Architecture

1.0 Design Studio Project

- 1.1 Design Studio Project is the core course of Architecture. Any student who fails one of any semester design studio project shall not proceed with the next semester courses and shall repeat the failed Design Studio in the semester the studio is offered regardless the attainment of annual GPA of at least 2.0¹. Such a student shall be allowed to proceed with the next semester only when the failed design studio is cleared.
- 1.2 A student shall not be allowed to repeat the same design studio project more than once.
- 1.3 Assessment for design studio project will be based on 30% coursework, 10% timed studio examination and 60% final design studio project presentation for year one and year two. For years three, four and five, assessment for design studio project shall be based on 40% coursework, and 60% final design studio project presentation.
- 1.4 **Marking Criteria for Design Studio Projects for the B. Arch**

Design Studio Project I

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
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¹This change takes an assumption that the Senate will deliberate on examinations results for each semester and not only once in a year. The change will abolish the backlogs and associated challenges including collision of lessons for students repeating studios and other subjects.

Ability to understand physical form and lines	30		
Ability to understand proportions and scaling of objects	10		
Ability to compose orthographic projections	15		
Ability to compose three dimensional drawings (axonometric and Perspectives)	15		
Architectural graphics	30		
Total 100	100		

Design Studio Project II

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ergonomics of Space Anthropometrics	30		
Special requirements of human body at different postures	10		
Human circulation and movement pattern	20		
Awareness of simple domestic functions	10		
Response to climatic elements on design	10		
Architectural graphics	20		
Total 100	100		

Design Studio Project III

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Programming of multifunctional project	10		
Applicable data collection and programming	5		
Site analysis, design options and alternatives	5		
Synthesis and arrival at design concept	20		
Degree of utility	15		
Creativity in form	15		
Attempt of possible design alternatives	15		
Integration with the context	5		
Perspective drawing and rendering 5	5		

Model making and presentation			
Model Making presentation	5		
Total 100	100		

Design Studio Project IV

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Analysis and application of the chosen structural system	20		
Attempt of possible design alternatives	20		
Co-ordination of architectural and specialist drawings	20		
Contents of working drawing and detailing	40		
Total	100		

Design Studio Project V

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal	10		
Decision making in concept development based on design objectives, principles (criteria) and philosophies	35		
Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials and application of various systems of building services 3	30		
Environmental consciousness in - Climatic design - Environmental protection etc. - Use of natural forces ventilation, lighting etc.	10		
Design methodology and presentation techniques.	15		
Total	100		

Design Studio Project VI

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal	7		
Ability to do an independent research and	20		

observations of architectural related issues			
Decision making in concept development based on design objectives, principles (criteria) and philosophies	30		
Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials, details and application of various systems of building services	25		
Environmental consciousness in Climatic design - Environmental protection etc. Use of natural forces ventilation, lighting etc.	10		
Design methodology and presentation techniques	8		
Total	100		

Design Studio Project VII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Identification and analysis of urban, physical and social problems necessary for consideration in design of an urban block	30		
Application of architectural, urban design and planning concepts in design	25		
Development and application of design/planning guidelines and their relevance in the block design	20		
The use of three-dimensional models in design process	15		
Presentation quality, coordination and relevance of contents to the project theme	10		
Total	100		

Design Studio VIII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Examination of a wide range of architectural and urban design factors and	30		

considerations at advanced level			
Correspondence between ideas and constraints at all stages of design development of a complex building	25		
Exploration of ideas and creativity in architecture as related to the immediate and extended physical development context	20		
The use of three-dimensional models in design process	15		
Application of materials, construction methods, and integration of services	5		
Consideration to site co-ordination	5		
Total	100		

Design Studio Project IX

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Evidence of build ability by a well-articulated structural system.	30		
Creativity and innovative in running the project work as a consultant on his/her own.	20		
Evidence of applied advanced technologies and innovative building systems in the totality of project evolution through proper architectural detailing.	50		
Total	100		

1.5 Marking Criteria for Design Studio Projects for the BSc.ID.

Interior Design Studio I

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to understand physical form and lines	30		
Ability to understand proportions and scaling of objects	20		
Ability to compose orthographic projections	20		

Design Graphics	30		
Total	100		

Interior Design Studio II

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Anthropometrics, Ergonomics of Space and Human body requirements in interior spaces	30		
Understanding of basic interior design process	20		
Basic understanding of material choice and use for interior spaces	30		
Architectural & Interior Design Graphics	20		
Total	100		

Interior Design Studio III

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Understanding of interior requirements, conceptualizing, analysis, synthesis and providing alternative solutions	30		
Composition of various aspects of interior space – plans, elevations, color scheme	30		
Creativity in functional, aesthetic, structural, environmental and artistic achievement	20		
Interior graphics and Model Making presentation	20		
Total	100		

Interior Design Studio IV

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Interior composition, Spatial layout, construction and material detailing and specification	30		
Specification of surface finishes and	30		

fixtures– floor, walls, ceiling, cabinets, fixtures, ironmongery			
Co-ordination of interior design, services and specialist drawings	20		
Working drawing and detailing graphic presentation	20		
Total	100		

Interior Design Studio V

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and ability to develop design brief	20		
Decision making in concept development based on diverse interior design factors – art, aesthetic, visual, comfort, functional, environmental, technical, physical and others	35		
Integration, application and the art of utilizing building services and technology in interior spaces	30		
Interior presentation graphics and techniques.	15		
Total	100		

Interior Design Studio VI

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and ability to develop design brief	20		
Ability to do an independent project analysis and formulating design solutions	30		
Decision making in concept development basing on design objectives, principles (criteria) and philosophies	30		
Design methodology and presentation techniques	20		
Total	100		

Interior Design Studio VII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Identification and analysis of interior design problems, synthesis and developing of alternative solutions. Developing of comprehensive design brief	30		
Critical analysis of site context and development of context based design tools	25		
Compliance of design to social, economic, safety and environmental requirements (Coordination of building services, codes requirements, etc.)	15		
Development of working drawings to include material specification, Schedules (furniture, windows, doors, partitioning systems, accessories including lighting, plumbing, and decorative elements) and	20		
Presentation quality, graphics precision	10		
Total	100		

1.6 Marking Criteria for Design Studio Projects for the BSc.LA

Studio Design Project I

Marking Considerations	Maximum Marks	Marks Awarded	Remarks
Ability to understand Landscape Architectural Graphics and Language	30		
Show understanding in proportions and scales of objects	25		
Show understanding of landscape modeling and the use of tools	15		
Express different landscape ideas through	15		

the landscape language			
Model making, presentation and communication skills	15		
Total	100		

Studio Design Project II

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Awareness of problem solving through landscape design considering human requirements and space anthropometrics and ergonomics.	30		
Human circulation and movement pattern within the landscape.	20		
Response to climatic conditions and sustainability	15		
Awareness of integration of landscape elements to create human functional spaces.	20		
Landscape graphics, model making, presentation and communication skills	15		
Total	100		

Studio Design Project III

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to understand, observe and analyse the project using design principles to integrate architectural and landscape architectural concepts in design.	30		
Awareness of integration of architectural and landscape elements to create proportioned and scaled human functional spaces within given context.	25		
Response to climatic conditions, sustainability, maintenance and environmental protection.	15		
Creativity in project approach and design	15		

alternatives.			
Landscape graphics, model making, presentation and communication skills	15		
Total	100		

Studio Design Project IV

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Observation and analysis techniques of the site.	30		
Exploitation and diversity in a variety of landscape approaches and ideas as expressed by concept development, requirements, objectives and the setting of real community environmental issues.	20		
Consideration to site coordination of integrated services such as storm water management, utilities, site fittings and furniture etc.	20		
Working drawing contents and detailing of construction methods, planting techniques and fitting and furniture specifications.	15		
Landscape graphics, presentation and communication skills	15		
Total	100		

Studio Design Project V

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to recognise theories, paradigms, concepts and principles of design and applying them to the design.	30		
Exploitation and diversity in landscape approaches and ideas as expressed by concept development, requirements, objectives and the setting of real community environmental issues.	25		
Consideration in material schedules i.e. planting palettes, material palettes, planting methods and techniques, constructions	15		

methods and techniques and details of planting and construction.			
Consideration to site coordination of integrated services such as storm water management, utilities, site fittings and furniture etc.	15		
Landscape graphics, presentation and communication skills	15		
Total	100		

Studio Design Project VI

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to recognise theories, paradigms, concepts and principles of design and applying them to the design.	30		
Ability to showcase an independent research and observations to landscape architectural related issues in the real world.	20		
Consideration in material schedules i.e. planting palettes, material palettes, planting methods and techniques, constructions methods and techniques and details of planting and construction.	20		
Environmental Consciousness e.g environmental protection, project maintenance and sustainability, climatic design, the use of natural forces such as air ventilation and lighting to reduce energy consumption etc	15		
Landscape Graphics, presentation and communication skills	15		
Total	100		

Studio Design Project VII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
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		d	
The level of understanding comprehensive landscape urbanism schemes such landscape master plans and land-use plans in design project.	30		
Correspondence between ideas and constraints at all stages of the design development.	20		
Environmental Consciousness e.g. environmental protection, project maintenance and sustainability, climatic design, the use of natural forces such as ventilation and lighting to reduce energy consumption etc	20		
Integration of systems on large scale such as waste management, storm water management, clean water, sewage systems etc in the design.	20		
Landscape graphics, presentation and communication skills	10		
Total	100		

2.0 Pre-Design Dissertation and Design Dissertation

- 2.1 A student shall be required to present and submit pre-design dissertation research proposal on the 10th week of the second semester of the year preceding the final year, and obtain approval before the last week of the same semester for the four and five years degree programmes respectively.
- 2.2 Pre- design dissertation shall be assessed at least three times as the Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written pre- design dissertation report shall be presented and submitted for assessment during the University Examinations sessions. The final Pre-dissertation presentation shall be marked in accordance with the following criteria:

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Clarity in problem statement and comprehension and ability to define architectural problems	20		

Evidence and quality of literature review	20		
Display by researched material the ability to formulate an architectural project towards solving realistic community problems	40		
Validity and relevance of conclusions and recommendations	10		
Report presentation quality	10		
Total	100		

- 2.3 A candidate who has not attained the Pre-Design Dissertation qualifications to sit for an Examination such as attending at-least five consultations with the supervisor and/or scored less than 30% marks of the coursework shall NOT be allowed to proceed with Dissertation Course offered in the following semester: hence repeat.
- 2.4 Pre-Design Dissertation and Design Dissertation shall be assessed by at least three examiners in a minimum of three interim presentations as coursework and during the University Examinations.
- 2.5 A Pre- Design Dissertation may be passed subject to corrections. Any Pre- Design Dissertation passed subject to corrections shall be considered to be completed only when the errors/ mistakes/ shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the Pre- Design Dissertation to be failed.
- 2.6 A final year student who fails in a re-submitted Design Dissertation shall be required to repeat the subject under scheduled critique and presentation sessions.
- 2.7 A candidate who failed Pre-Design Dissertation Examination shall not be allowed to proceed with Dissertation Course offered in the following semester instead shall be required to repeat when it is offered.

2.8 Marking Criteria for Design Dissertation

2.8. Pre-Design Dissertation

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Marking Consideration	Maximum Marks	Marks Awarded	Remarks
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		d	
Extent of defining architectural/landscape/interior research problems	20		
Evidence and quality of literature review	20		
Display by researched material of ability to formulate an architectural project towards solving realistic community design problems	20		
Validity and relevance of conclusions and recommendations	20		
Report presentation quality			
Total	100		

Candidate (Name)
 Studio Master Name signature

Date:

Names and Signatures of other Assessors:

- 1.....
- 2.....
3.

2.8. Design dissertation
 2

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Display by graphics ability of advanced architectural communication skills	20		
Assimilation of the researched information/findings into a design project of a multi-functional complexity	20		
Display by a design scheme, evidence of advanced level of comprehensive resolution, exhibition of thorough understanding and a critical attitude towards a contemporary architecture.	40		
Level of originality and self-drive towards provision of practical solutions	20		
Total	100		

Candidate (Name)

Studio Master Name signature

Date:

Names and Signatures of other Assessors:

1.....

2.....

3.

3.0 In- Semester Field Work

3.1 There shall be a 14 days in-semester field work for year 1 to 4 for B. Arch programme and year 1 to 3 for BSc. ID and BSc. LA programmes.

3.2 As a core part of Design Studio, in- semester fieldwork shall commence in the seventh week of semester one in order to inform the ongoing design studio project.

3.3 Assessment of the in- semester work will be by presentation of a report at the end of the field and will constitute 10% of the marks for continuous assessment of the Studio Design Project in Semester One.

- 3.4 A student who fails to complete in- semester fieldwork with compelling reasons shall be required to repeat the studio.
- 3.5 A student who failed to complete in- semester fieldwork without compelling reasons shall fail the relevant design studio. In this case, Regulation 1.1 shall apply.

4.0 Industrial Training (IT)

- 4.1 There shall be six weeks industrial training for year 1 to 4 for B. Arch programme and year 1 to 3 for BSc. ID and BSc. LA programmes.
- 4.2 The Industrial Training (IT) shall be supervised by site supervisors and academic staff members who are Assistant Lecturers and above.
- 4.3 Assessment of Industrial Training shall be through presentation of IT log books.
- 4.4 There shall be terms of reference for Industrial Training courses prescribing aims, expected outcomes, contents to be covered and assessment criteria for each year as prescribed in the respective curricular. The terms of reference together with the supervisor's confidential form shall be given to the student who will in turn avail the same to the supervisor in the respective IT attachment.

BACHELOR OF SCIENCE IN QUANTITY SURVEYING AND CONSTRUCTION ECONOMICS AND BACHELOR OF SCIENCE IN CIVIL ENGINEERING

1.0 Studio Work

- 1.1 Studio work takes 20% out of 30% of Building Construction coursework.
- 1.2 A student should pass studio before being allowed to sit for end of semester examination in Building Construction. A student has to score at least 8 out of 20 (40%) of the studio in order to qualify for final exam.
- 1.3 Student who fails studio will not be allowed to sit for the end of semester exam for Building Construction. S/he will be required to repeat studio when next offered to satisfy the minimum coursework requirement of 8/20. In the event she/he fails the studio work two (twice) times, she/he shall be discontinued.

2.0 Semester Project Work

- 2.1 Project work assigned to students shall be interdisciplinary and shall be assessed independent of other subjects.
- 2.2 Project work will comprise any task assigned to students by the department in the form of practical work and/or studio work to be carried out in groups. Assessment criteria will be as seen in the Table 2.1

Table 2.1 Interim Oral Presentation Assessment

Assessment Criteria	Maximum marks
Presentation (Style, arrangement, relevance of the content, time management, language and appearance)	10
Individual basis: Oral examination of individual candidates. In this respect, each candidate shall be interviewed/ examined on the project work. Each candidate shall be asked at least three questions from the readers. Individual marks will be awarded based on the response to questions asked.	30
Total	40%

- 2.3 For the purpose of continuous assessment, there shall be at least two interim oral presentations in each semester where semester project has been prescribed.
- 2.4 Continuous assessment marks shall be derived from group presentation involving all the group members giving a maximum score of 40%. In arriving at the 40% for continuous assessment, group participation shall account for 10% and oral examinations to

individuals shall account 30%. The format of interim oral presentation is indicated in Table 2.1.

Table 2.1 Interim Oral Presentation Assessment

Assessment Criteria	Maximum marks
Presentation (Style, arrangement, relevance of the content, time management, language and appearance)	10
Individual basis: Oral examination of individual candidates. In this respect, each candidate shall be interviewed/ examined on the project work. Each candidate shall be asked at least three questions from the readers. Individual marks will be awarded based on the response to questions asked.	30
Total	40%

- 2.5 Continuous assessment shall account for 40% and final oral presentation for 20% whilst written report shall account for 40%, both leading to an overall or total assessment of 100%.
- 2.6 Loose bound project report shall be submitted in three (3) copies and handed to the department a week before University examinations begin and must be dully endorsed by the semester project supervisor(s).
- 2.7 Final project work not submitted within specified period without compelling reason shall be regarded as absconded.
- 2.8 Final written project work report shall be submitted in two (2) copies. The presentation format of written semester project report shall conform to departmental guidelines on the presentation of semester project/dissertation reports.
- 2.9 For the purpose of deriving the 60% marks for the semester project University examination, the marks shall be awarded as indicated in Table 2.2.

Table 2.2 University Semester Project Examination Assessment.

Assessment Criteria	Maximum marks
Evaluation of the written project report	40
Final oral presentation	20
Total	60%

- 2.10 For the purpose of deriving the 20% indicated for the Final University examination Oral presentation shall be awarded as indicated in Table 2.3.

Table 2.3 Final Oral Presentation Assessment

Assessment Criteria	Maximum marks
Presentation (Style, arrangement, relevance of the content, time management, language and dressing code)	05
Individual basis: Oral examination of individual candidates. In this respect, each candidate shall be interviewed/ examined on the project work. Each candidate shall be asked at least three questions from the readers. Individual marks will be awarded based on the response to questions asked.	15
Total	20%

2.11 For the purpose of deriving the 40% indicated for the University Final Written works shall be awarded as indicated in Table 2.4. Two assessors shall assess the written work and shall submit to the assessment panel the awarded marks in the format given in Table 2.4 soon after the group presentation. Written work marks for the group shall be discussed by the panel and decided immediately after presentation.

2.12 A student who fails in Project Work shall repeat the Project Work in the respective semester of the following academic year

2.13 A candidate who fails a repeated Project Work within the specified time without compelling reasons shall be considered to have absconded and hence be discontinued from studies.

3.0 Industrial Training

3.1 Assessment of Industrial Training shall be based on the following three attributes:

- a) Student logbook verified and assessed by training officer of the organization training the student.
- b) Training certificate signed and stamped by the training officer.
- c) Arrival note to be received by the department within four (4) weeks from the date of starting the IT.
- d) Report by internal (University) supervisor.
- e) Student final written report.
- f) Oral presentation by the student.

3.2 A student who fails to submit any one or more of the documents mentioned in 3.1 a, b, c and e within the time stipulated in the university regulations without compelling reasons shall be deemed to have absconded the Industrial Training course and shall be discontinued from studies.

3.3 The assessment of Industrial Training is made by aggregating marks as shown in the Table 3.1.

Table 3.1 Industrial Training assessment

Assessment Criterion	Maximum marks
External Supervisor (organization)	10
Internal Supervisor (Staff member)	40
Internal Reader	30
Oral Presentation	20
Total	100%

- 3.4 Oral presentations shall be held within three weeks after the commencement of immediate academic year.
- 3.5 A student who fails to appear for oral presentation without compelling reason shall be absconded and hence discontinued from studies.
- 3.6 For the purpose of deriving the 40% indicated for the Internal Supervisor (Staff member) shall award as indicated in Table 3.2.

Table 3.2: Internal supervisor assessment

Assessment Criterion	Maximum marks
Attendance	20
Frequency in writing weekly reports	2
Working relationship with the supervisor	2
Working relationship with the other workers	2
Relevance of the report already written	10
Proper filling of the Log Book	2
Use of Technical language	2
Total	40%

- 3.7 For the purpose of deriving the 30% indicated for the Internal Reader shall award as indicated in Table 3.3

Table 3.3: Internal Reader Assessment

Assessment Criterion	Maximum marks
Relevance of the report to work done	15
Correlation of the work item, tools and work description	5
Proper filling of the Log Book	5
Use of Technical language	5
Total	30%

- 3.8 For the purpose of deriving the 20% indicated for the Internal Reader shall award as indicated in Table 3.4.

Table 3.4: Final oral presentation for industrial training

Assessment Criteria	Maximum marks
Presentation (Style, arrangement, relevance of the content, time management, language and appearance)	5
Individual basis: Oral examination of individual candidates. In this respect, each candidate shall be interviewed/ examined on the project work. Each candidate shall be asked at least three questions from the readers. Individual marks will be awarded based on the response to questions asked.	15
Total	20%

4.0 Dissertation

- 4.1 Each year IV Semester II student shall be required to submit a dissertation based on an independent study carried out during their final year. Dissertations shall be written in Semester II under supervision of a Supervisor to be recommended by the Department within two weeks from the beginning of the year IV Semester I.
- 4.2 Assessment shall be made through interim oral presentations, final oral presentation and written semester project.
- 4.3 Students are required to submit and present their dissertation proposals for preliminary assessment not later than final week of Semester I.
- 4.4 Students shall be required to present their dissertation proposal for final approval by the department within the first two weeks of Semester II.
- 4.4 For the purpose of continuous assessment, there shall be two oral presentations
- 4.5 Continuous assessment shall account for 20% and University Dissertation Examination comprising an oral presentation and examination of the dissertation report shall account for 80%.
- 4.6 For the purpose of deriving the 20% for the continuous assessment oral presentation, the format will be as indicated in Table 4.1

Table 4.1: Interim oral Presentation for Dissertation

Assessment Criteria	Maximum marks
Presentation arrangement.	2
Time management	1
Relevance of the contents	4
Language	3

Satisfactory answers to question raised	10
Total	20%

- 4.7 For the purpose of deriving the 30% indicated for the University examination Oral presentation shall be awarded as indicated in Table 4.2.

Table 4.2: Final oral Presentation for Dissertation

Assessment Criteria	Maximum marks
Presentation arrangement.	2
Time management	1
Relevance of the contents,	4
Language	3
Satisfactory answers to question raised	10
Total	30%

- 4.8 For the purpose of deriving the 50% indicated for the University Final Written works shall be awarded as indicated in Table 4.3

Table 4.3: Final written work assessment

Name of Student			
S/n	Category	Comment	Marks
1	Clear Understanding of the Topic Appropriate Title, Realistic statement of the problem, Attainable research objectives		6
2	Literature Review Relevance of Literature Review, Citations		7
3	Research Methodology Appropriateness to the Study, Population, Sampling Method		8
4	Data Collection and Findings Adequacy of data collected, Relevance of data collected, Proper data analysis, Proper presentation of findings, Appropriate translation of the results		23
5	Conclusion and Recommendations Appropriate conclusion, relevant recommendation		4
6	References Appropriate references presentation		2

	Total		50%
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- 4.9 Students must submit draft dissertation to their supervisors for endorsement before submission of loose bound copies to the department.
- 4.10 Loose bound dissertations must be submitted in three copies a week before the commencement of the university examinations.
- 4.11 A candidate who fails to submit Project Work within the specified time without compelling reason shall be considered to have absconded and hence shall be discontinued from studies.
- 4.12 Each dissertation report shall be marked by the two internal examiners appointed by the Head of the department.
- 4.13 Any dissertation which is passed subject to corrections shall be considered to have been completed only when all mistakes pointed out by examiners have been corrected and endorsed by the supervisor.
- 4.14 The final dissertation report shall be submitted in two (2) copies. The format of dissertation report shall conform to school guidelines.
- 4.15 Any dissertation that does not comply with school guidelines shall not be accepted.

**EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE
SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES (SSPSS)**

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Spatial Planning and Social Sciences.

1.0 Studio Projects

1.1 There shall be in-semester field work of at least 10 days as a basis for studio projects. In-semester field work shall commence at least the 6th week of the semester of study.

1.2 Assessment for studio shall be based on 40% coursework, 20% timed studio examination and 40% final studio presentation.

1.3 Assessment of studio course work shall be as follows:

Assessment Criteria	Maximum marks
Quality of literature review and data collection tools	10%
Quality of collected field data and data analysis	15%
Report/Plan proposals' realism and comprehensiveness/presentation quality	15%
Total	40%

1.4 A student(s) who does not fully attend in-semester fieldwork with compelling reasons shall be considered to have incomplete course, and therefore shall repeat the respective Studio subject when offered.

1.5 A student(s) who does not attend in-semester fieldwork without compelling reasons shall be considered to have absconded the course, and therefore shall be discontinued.

1.6 A student who fails in either Semester I or II Studio shall repeat the failed studio provided S/he has attained annual GPA of at least 2.0. Such a student(s) shall repeat studio when it is next offered.

1.7 A student shall be required to clear the incomplete or failed Studio before proceeding to subsequent Studio.

1.8 No students shall attend two studios in a semester.

1.9 The results of studio subjects shall be approved in each semester.

2.0 Dissertations I/ Project Paper I/ Proposal

2.1 There shall be three (3) marked presentations for Dissertation I/Project Paper I/ Proposal which shall constitute coursework assessment for that subject

2.2 Failure to appear in any of the presentations without compelling reasons shall constitute an abscondment and be discontinued from studies.

2.3 Submission of the final report of Dissertation I/Project Paper I/ Proposal should be supported by a satisfactory at least five (5) consultation attendance with the supervisor.

2.4 A student with unsatisfactory consultation in the Dissertation I/Project Paper I/Proposal courses shall be barred and repeat it when next offered.

2.5 The final written Proposal/ Dissertation I/ Project Paper proposal shall be submitted for assessment during the University Examinations session.

2.6 Continuous assessment of Dissertation I/ Project Paper I shall be assessed using the criteria as shown in the Tables (2.1-2.4).

Table 2.1: Assessment criteria for first oral presentation (Dissertation I/Project Paper I)

S N	Candidates Name	Understanding of the topic	Clarity in problem statement and comprehension	Relevance of topic to the profession	Creative/innovative thinking	Response to questions raised	Consultation with supervisors	Total	Marks awarded
	Points/marks	20	20	20	10	20	10	100	
1.									
2.									
3.									
4.									
5.									
6.									

Table 2.2: Assessment criteria for second Oral Presentation (Dissertation I Project Paper I)

S/N	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives and questions	Conceptual framework	Methodology	Consultation with supervisors	Total	Marks awarded
	Points/marks	10	20	20	20	20	10	100	
1.									
2.									
3.									
4.									
5.									
6.									

Table 2.3: Assessment criteria for third Oral Presentation (Dissertation I/Project Paper I)

S/N	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives and questions	Conceptual framework	Methods/data collection tools	Consult with supervisors	Total	Marks awarded
	Points/marks	10	20	20	20	20	10	100	
1.									
2.									
3.									
4.									
5.									
6.									

Table 2.4: Criteria for assessment of written Dissertation I/Project Paper I (During examinations Period)

S N	Candidates Name	Title/topic	Statement of the problem	Research objectives	Research questions	Conceptual framework	Methodology,	Analytic methods	Citation and references	Total	Mark awarded
1.											
2.											
3.											
4.											
5.											
6.											

2.7 Dissertation II (BSc. URP/BSc. HIP/BSc. RDP); PROJECT PAPER II (BA. CDS); Dissertation (BAE)

2.7.1 There shall be two (2) marked presentations which will constitute coursework for the subject. First presentation shall focus on data analysis and findings, second presentation shall focus on the comprehensive dissertation report.

2.7.2 The two oral presentations shall carry a total mark of 30% distributed equally, each carrying 15%. The assessment criteria shall be as per Table 2.5

Table 2.5: Assessment criteria of UE presentation (Dissertation II/Project Paper II)

S N	Assessment Criteria	Points (%)
1	Understanding of the topic and self-expression	2
2	Methodology	3
3	Data analysis	4
4	Graphical Presentation	2
5	Conclusions and recommendations	2
6	Originality and contribution to the profession	2
	Total	15

- 2.7.3 Students shall submit three copies of loose/spiral bound reports to the head of department a day before commencement of the semester examinations.
- 2.7.4 Submission of the final report of Dissertation II/ Project Paper II/ Dissertation should be supported by a consultation form confirming satisfactory consultation with the supervisor.
- 2.7.5 A student with unsatisfactory consultation shall be barred from UE as per the University General Examination Regulation 3.0, hence, shall repeat the course.
- 2.7.6 During semester II University examination for Dissertation II/ Project Paper II, there shall be oral presentation which carries 28% based on the assessment criteria as stipulated in Table 2.6.

Table 2.6: Assessment criteria of UE presentation (Dissertation II/Project Paper II)

S N	Assessment Criteria	Points (%)
1	Understanding of the topic and self-expression	6
2	Methodology	4
3	Data analysis	4
4	Graphical Presentation	6
5	Conclusions and recommendations	4
6	Originality and contribution to the profession	4
	Total	28

2.7.7 A student who fails to submit three copies of the loose/spiral bound reports to the head of department before the commencement of Semester II examinations shall be deemed to have absconded the course, hence shall be discontinued from studies.

2.7.8 Assessment of the written Dissertation II/ Project Paper II/ Dissertation carries a total mark of 42% based on assessment criteria as stipulated in Table 2.7.

Table 2.7: Assessment of written dissertation (Dissertation II/ Project Paper II)

S/N	Assessment Criteria	Points (%)
1.	Presentation format (language, graphic communication and structural organization of the report)	12
2.	Literature review	5
3.	Conceptual framework	5
4.	Empirical bases (results)	6
5.	Data processing and analysis	6
6.	Conclusions and recommendations	5
7.	Originality and contribution to the profession	3
	Total	42

2.7.9 Assessment of final written dissertation shall determine acceptability and passing of the candidate. A candidate who scores below grade C shall be deemed to have failed Dissertation II/ Project Paper II and shall resubmit.

2.7.10 Re-submission of Dissertation II/ Project Paper II/ Dissertation shall be regarded as a supplementary examination. In that case the maximum grade that can be awarded is C.

2.7.11 A student who fails the resubmitted Dissertation II/Dissertation/ Project Paper II shall be required to repeat the subject once in the subsequent year.

3.0 Industrial Training

3.1 Assessment of Industrial Training shall be awarded marks as follows:

Assessment Criteria	Maximum marks
Student logbook, which is verified and assessed by the external (organization) Supervisor	20%
The assessment report of the internal (University) supervisor	20%
The student's final report and presentation before a panel	60%
Total	100%

- 3.2 A student who fails in IT shall be required to repeat IT before starting the subsequent IT.

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS AND INFORMATICS (SERBI)

In addition to the University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the Undergraduate programmes in the School of Earth Sciences, Real Estate, Business and Informatics.

School General Undergraduate Examination Regulations

1.0 Taught Courses

- 1.1 Taught courses shall be evaluated through continuous assessment and final examinations. Continuous assessment accounts for 30% and final University Examinations 70% of the total 100% marks.
- 1.2 Continuous assessment of taught courses shall comprise timed tests and homework. For the purpose of continuous assessment;
 - a) Timed tests shall be written or oral.
 - b) In each semester there shall be at least two tests under examination conditions; and at least two homework or practical exercises, or a combination thereof per course.
 - c) In case Continuous assessment involves questions or thematic reading areas for oral examinations, such questions or thematic areas shall be pre-determined and made available to students a-prior examination.
 - d) Students who miss assignments/tests or any other type of Continuous Assessment shall be required to provide evidence such as excuse on duty (E.D.) from the University Dispensary or permission from the Head of Department to the effect that satisfactorily justify their absence to qualify for special test/assignment.
 - e) Any student who for compelling reason as (d) fails to sit for any test/assignment, presentation or any other assessed activity of a taught course shall be given an opportunity to sit for the missed CA assessment activity before the compilation and final release of Continuous assessment results.
 - f) Any candidate who fails to observe (d) and (e) shall be deemed to have absconded examinations.
- 1.3 For the purposes of oral examination for continuous assessment of taught

courses:

- a) Examination panel shall comprise at least two examiners including the course instructor;
 - b) The assessment shall be based on the contents and/or responses of the candidates;
 - c) The final mark shall be the average of the scores awarded by the members of the examination panel;
- 1.4 There shall be a minimum of two take home assignments and two written tests under examination conditions per semester for any Taught Course. Written tests shall carry a weight of two (2) against a weight of one (1) for assignments, all leading to a total assessment of 30% marks.
- 1.5 At least one test shall be in form of written examination
- 1.6 Tests as part of continuous assessment shall be conducted during such time as specified in the University Almanac.
- 1.7 Assignments, practical, essays, reports or/and any combination thereof as part of continuous assessment shall be submitted to the respective lecturer course instructor two three weeks prior to the start of Semester University Examinations
- 1.8 Examinations of courses involving caseworks shall be conducted by the last Friday preceding semester examinations
- 2.0 Semester Project**
- 2.1 For the purpose of continuous assessment in Semester Projects, there shall be a minimum of two assessed oral presentations of Semester Project in the semesters in which the course is offered. The second Semester Project assessment shall be held, at the latest, a week before the University examinations commence
- 2.2 The assessment of Semester project shall be made through continuous assessment (interim oral presentations) and final examination (final oral presentation and written semester project report).
- 2.3 For the purpose of continuous assessment in Semester Project there shall be a minimum of two (2) assessed oral presentations in the semester in which the course is offered. The second semester project assessment shall be held at the latest a week before University examination commences.

- 2.4 Three loose bound written Semester Project reports from each candidate or group of candidates shall be handed in to the Head of Department two weeks by the last Friday preceding University examinations prior to the start of the semester University examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded examination and therefore be discontinued from studies.
- 2.5 For the purpose of submission of final report of the Semester Project the candidate must obtain the supervisor's endorsement whereas;
- a) Any student who fails to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course; and such student shall be barred from final examinations and shall repeat the whole course when next offered
 - b) Any student who is barred as per GUER 3.4 shall be informed by the Dean one week before the start of the University examinations
 - c) All cases of unsatisfactory progress in the course Semester Project must be reported by the supervisor to the Head of Department two weeks prior to the start of the Semester examinations.
 - d) All Semester Project Report that are not reported to be associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 2.6 The Semester Project report shall be word-processed 1.5 spaced on A-4 sheets, font size 12, font type Times New Roman, margins should be 2.5 cm on top and left margin and 1 cm on the right and bottom margins. The main body shall contain between 30 and 50 pages.
- 2.7 The Semester Project Report shall be examined by two examiners; one of them shall be the supervisor of the student.
- 2.8 A panel of at least three examiners, one of whom shall have the requisite competence in the subject, shall assess the final oral Semester Project presentation of the University Examination
- 2.9 Any examined Semester Project report which upon assessment by the panel of examiners in the final presentation requires any corrections, shall be considered to be completed and dully submitted only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Supervisor/s; and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department.
- 2.10 Failure by a student to correct the errors/mistakes/shortfalls pointed out by

the examiner(s) in the Semester Project report, without compelling reasons, within seven days after the final assessment of the Semester Project, shall cause the results to be withheld until the first three weeks of a new semester beyond which shall be regarded as an abscondment and hence discontinued from studies.

- 2.11 Continuous assessment in Semester Project shall comprise oral presentation, participation in group work, and consultation with supervisor(s), as the case may be in each department
- 2.12 For the purpose of continuous assessment, there shall be at least two oral presentations of project work for each class doing semester project.
- 2.13 Continuous assessment marks shall be derived from group presentation involving all members of the group as well as from individual interview before a panel of examiners.
- 2.14 Unless specified otherwise in the programme specific regulations, any student who fails in semester project shall be required to repeat the course when next offered.

3.0 Pre-dissertation

- 3.1 During Semester I, of each Final Year Student shall be required to undertake a Pre-dissertation course in which they will be required to develop a Dissertation Proposal in consultation with members of staff in their respective department and have it approved by that department.
- 3.2 Passing a Pre-dissertation course shall be a pre-requisite for proceeding to the Dissertation course offered in Semester two of final year
- 3.3 Pre-Dissertation shall be assessed by means of oral presentations and written proposal which shall contribute to the Continuous Assessment (CA) and the University Examination (UE). The CA shall account for 40%, and the UE shall account for 60%; all leading to an assessment of 100%.
- 3.4 The CA for Pre-dissertation shall constitute three oral presentations;
 - a) First CA oral presentation shall be conducted in the third week of Semester I to evaluate the relevance, scope and feasibility of the proposed topic and assign supervisor(s) to the student(s). The student will not be awarded any marks from this presentation
 - b) Second and Third CA oral presentations assessment shall be conducted for each candidate within the semester in which In-semester project is conducted depending on the fulfillment of the requirement of first presentation.
- 3.5 The UE for the Pre-dissertation shall constitute the final examination oral

- presentation and a fully developed and written dissertation proposal as a prerequisite for the Dissertation course offered in semester II.
- 3.6 Three loose bound written Pre-dissertation research proposals from each candidate or group of candidate as the case may be shall be handed in to the Head of Department by the last Friday prior to the start of the semester University examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded examination and therefore be discontinued from studies.
- 3.7 For the purpose of submission of final report of the Pre-dissertation research proposal the candidate must obtain the supervisor's endorsement whereas;
- a) Any student who fails to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course;
 - b) All cases of unsatisfactory progress in the course Pre-dissertation must be reported by the supervisor to the Head of Department two weeks prior to the start of the Semester examinations;
 - c) All Pre-dissertation research proposals that are not reported to be associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 3.8 Unsatisfactory progress in Pre-dissertation shall mean failure by the candidate to conduct a minimum of 5 students/staff consultations in the semester in which the Pre-dissertation is scheduled and/or failure by the candidate to effect required improvements on a draft written report as evident in the consultation monitoring form whereas;
- a) The Pre-dissertation supervisor(s) and students shall sign a Consultation Monitoring Form after every consultation session.
 - b) A copy of the Pre-dissertation consultation form shall be held by both the supervisor/s and the student.
 - c) All such cases of unsatisfactory progress in Pre-dissertation shall be reported to the Dean two weeks prior to the start of Semester University Examinations.
- 3.9 A student who fails pre-dissertation shall not be allowed to proceed with the Dissertation course offered in Semester II.
- 3.10 A student who is barred from a Pre-Dissertation University Examination under UGER or fails Pre-Dissertation shall be required to repeat the course when next offered.

3.11 A student, who passes a repeated pre-dissertation shall be required to proceed with the Dissertation course offered during Semester II.

3.12 A student, who fails a repeated pre-dissertation, shall be discontinued from studies.

4.0 Dissertation

4.1 Each final year student or when allowed by the department a group of two final year students shall be required to submit a dissertation report from an independent study carried out during Semester II of the final year of study.

4.2 In the second week of the second Semester of Final year, each student shall be required to submit a dissertation proposal of the quality accepted by the department. In this regard, students shall if so required by the respective department, execute the research proposal prepared in the course Pre-dissertation offered in Semester I of the final year of study.

4.3 Unsatisfactory progress in dissertation shall mean failure by the candidate to conduct a minimum of 5 students/staff consultations in the semester in which the Dissertation is scheduled and/or failure by the candidate to effect the required improvement on the draft written report as evident in the consultation monitoring forms whereas;

a) The Dissertation supervisor(s) and students shall sign a Consultation Monitoring Form after every consultation session.

b) A copy of the dissertation consultation form shall be held by both the supervisor/s and the student.

c) All such cases of unsatisfactory progress in dissertation shall be reported to the Dean two weeks prior to the start of Semester University Examinations.

d) If no such case is reported as in (c) above, the dissertation report shall be endorsed by the supervisor and accepted for submission.

4.4 Dissertation shall be assessed three times; twice within the semester during which it is conducted and once during the University Examinations. The first two assessments (oral presentations) shall constitute continuous assessment. The final assessment shall comprise of an oral presentation and a written dissertation report.

4.5 Three loose bound of written Dissertation reports from each candidate or group of candidates as the case may be shall be handed in to the Head of Department by the last Friday preceding University examinations. Students

who fail to observe this rule without compelling reasons shall be deemed to have absconded examination.

- 4.6 For the purpose of submission of final report of the Dissertation each candidate must obtain the supervisors' endorsement whereas:
- a) Failure by the student to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course;
 - b) All cases of unsatisfactory progress in the course Dissertation must be reported by the supervisor to the Head of Department two weeks prior to the start of the Semester University examinations;
 - c) Any Dissertation report that is not reported as being associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 4.7 A panel of at least three examiners shall assess the final oral presentation as specified in respective degree programmes
- 4.8 Any examined Dissertation report which upon assessment by the panel of examiners in the final presentation requires any corrections, shall be considered to be completed and dully submitted only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Supervisor/s; and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department.
- 4.9 Failure by the student to correct the errors/mistakes/shortfalls pointed out by the examiner(s) in the Dissertation report, without compelling reasons, within three weeks after the final assessment of the Dissertation shall be deemed to have absconded examination and shall be discontinued from studies.
- 4.10 A student who fails in Dissertation shall be given a maximum period of three months to re-submit from the date the Senate approves examination results.
- 4.11 Re-submission of a dissertation shall be regarded as a supplementary examination, which shall be subject to University General Examination Regulations.
- 4.12 A candidate who fails in the re-submission of a Dissertation shall be required to repeat the course when next offered.
- 5.0 Industrial Training**
- 5.1 Unless otherwise specified in these regulations, Industrial Training shall be conducted as per the University Undergraduate General Examination Regulations (UGER)

- 5.2 Assessment of the oral presentation of the Industrial Training shall involve individual students. A group of students sharing the IT placement and thus the work done during the IT may be allowed to deliver a group oral presentation which shall be followed by individual oral assessment of students constituting the group before a panel of examiners.
- 5.3 The filled logbook and written report shall be submitted to the Head of the Department within the first two weeks following the commencement of semester one. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded examination and shall be discontinued from studies.
- 5.4 Only logbooks assessed/verified by the on-site supervisor shall be accepted for the UE. Any candidate whose logbook is not assessed by the onsite supervisor/s shall be treated as not having attended Industrial Training hence absconded Industrial Training and therefore be discontinued from studies.
- 5.5 The Industrial Training reports shall be submitted to the Head of Department within the first two weeks following commencement of semester one. Unsatisfactory attendance of IT by less than 80% shall amount to abscondment and therefore discontinued from studies.
- 5.6 Oral presentations of Industrial Training shall be assessed by a minimum of two examiners.
- 5.7 Any candidate who fails to appear to any assessment of Industrial Training without compelling reasons shall be deemed to have absconded IT and therefore shall be discontinued from studies.
- 5.8 A candidate who fails Industrial Training shall be required to repeat the same within the maximum registration period of the program
- 5.9 For each degree programme, the School Board shall approve the mode and manner of conducting Industrial Training as proposed by departments.

BACHELOR OF SCIENCE IN GEOMATICS AND BACHELOR OF SCIENCE IN GIS AND REMOTE SENSING

1.0 In-semester projects

- 1.1 The In-semester projects shall commence and be conducted as per Almanac of the respective Semester as prescribed in the curriculum and shall last for five weeks.
- 1.2 Unsatisfactory progress in In-Semester Project shall mean failure by the candidate to attend satisfactorily the fieldwork (practical) sessions, to conduct a minimum of 2 students/staff consultations during the office-work (report writing) session in the semester which the In-Semester Project is scheduled and/or failure by the candidate to

effect the proposed improvements on the draft written report as evident in the consultation monitoring forms whereas;

- a) The In-Semester Project supervisor(s) and students shall sign a Fieldwork Attendance Form in all fieldwork sessions and a Consultation Monitoring Form after every consultation session during report writing.
- b) A copy of the In-Semester Project attendance form and consultation form shall be held by both the supervisor(s) and the students.
- c) All such cases of unsatisfactory progress in In-Semester Project shall be reported to the Dean by one week prior to the start of Semester University Examinations.

- 1.3 The assessment of In-semester projects shall be made through a Continuous Assessment that shall comprise oral presentations and a final University examination that shall comprise one final oral presentation and assessment of a written report.
- 1.5 Continuous assessment of In-semester project shall comprise assessments of oral presentation, participation in group work and consultation with supervisors as prescribed in the curriculum.
- 1.6 For the purpose of continuous assessment of In-semester project, there shall be two oral presentations of the project work for each class doing semester project (each weighing 2 i.e. 20%). One oral presentation shall be conducted during the field work and shall be assessed by the supervisor(s) and one oral presentation shall be conducted after completion of the fieldwork but before the start of University Examination and shall be assessed by other members of staff in the department in addition to the project supervisor(s).
- 1.7 Continuous assessment marks of In-semester project shall be derived from group presentation involving all members of the group as well as individual interview before a panel of examiners. Group presentation shall account for 7.5 marks of the 20%, and individual assessment shall account for 12.5 marks of the 20%.
- 1.8 Continuous assessment of In-semester project (i.e. oral presentations) shall account for 40% and final oral presentation and assessment of the written group report for 60% both leading to an assessment of 100%.
- 1.9 The University Examination of the In-semester project shall comprise the following parts:
 - a) Assessment of the group written report – weight 3 (30%),
 - b) Group oral presentation Weight 1 (10%),
 - c) Individual oral Examination. In this regard, candidates shall be

interviewed/examined on the project work and, whenever it is considered necessary, questions may be asked from other topics related to the project –
Weight 2 (20%).

- 1.10 Three loose bound written In-semester project reports from each group shall be handed in to the Head of Department by the last Friday preceding University Semester examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from studies.
- 1.11 For the purpose of submission of final report of the In-semester Project report the candidate must obtain the supervisor(s)' endorsement whereas;
- a) Any candidate who fails to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course;
 - b) All cases of unsatisfactory progress in the course Semester Project must be reported by the supervisor to the Head of Department one week prior to the start of the Semester examinations;
 - c) All Semester Project Reports that are not reported to be associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 1.12 The In-semester Project report shall be word-processed 1.5 line-spaced on A-4 sheets, font size 12, font type Times New Roman, margins should be 2.5cm on top and left margin and 1cm on the right and bottom margins The main body shall contain at least 30 pages.
- 1.13 A panel of at least three examiners shall assess the final University Examination oral presentation of In-semester project
- 1.14 Any examined in-semester Project report which upon assessment by the panel of examiners in the final presentation requires any corrections, shall be considered to be completed and dully submitted only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Supervisor(s); and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department.
- 1.15 Failure by the student to correct the errors/mistakes/shortfalls pointed out by the examiner(s) within two weeks, without compelling reasons shall be considered to have absconded examination and shall be discontinued from studies.
- 1.16 For the first year of study, the In-semester project shall last for four weeks commencing in the first week following the University Examinations and after the four weeks students shall proceed to their Industrial Training placements.

- 1.17 Both Continuous Assessment and University Examination of the first year in-semester project shall be completed within the four weeks.
- 1.18 Continuous assessment marks for the first year in-semester project shall be derived from individual assessments only. These shall constitute at least one assessment of the Field Participation (20%) and at least one Practical Assessment (20%). Both assessments shall involve project supervisor(s) and other members of staff in the department.
- 1.19 The University Examination of the first year In-semester project shall comprise the following parts:
- a) Individual practical assessment - Weight 2 (20%),
 - b) Group oral presentation - Weight 2 (20%),
 - c) Assessment of a group technical report – Weight 2 (20%).
- 1.20 The oral presentation and the written In-semester Project Report shall be assessed in accordance with the following format:
- 1.20.1 Table (a1): Assessment of In-semester Project Individual Field Participation - Year I BSc Geomatics (Continuous Assessment)

Name of the Group/Group number.....

Title of Semester project

Name of assessor.....

S N	Candidate's Reg. No.	Candidate's name	Job planning and its field execution	Adherence to Field Principles and Procedures	Instrument handling	Team work and time management	Overall field conduct	Total	Reduced Marks (20%)
Maximum Marks			20	30	30	10	10	100	20
1									
2									

3									

Assessor's Comments if any.....

Signature:.....

Date:.....

Table (a2): Assessment of In-semester Project Individual Participation - Year I BSc GIS&RS (Continuous Assessment)

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Job planning and its execution	Adherence to Spatial Data Acquisition Principles and Procedures	Software implementation skills and competence	Team work and time management	Overall field /office conduct	Total	Reduced Marks (20%)
Maximum Marks			20	30	30	10	10	100	20
1									
2									
3									

Assessor's Comments if any.....

Signature:..... Date:.....

1.20.2 Table (b1): Individual Practical Assessment of In-semester Project - Year I BSc Geomatics (Continuous Assessment)

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Instrument set up	Observation of surveying data	Booking and reduction	Total	Reduced Marks (20%)
Maximum Marks			30	40	30	100	20
1.							
2.							
3.							

Assessor's Comments if any.....

Signature:..... Date:.....

Form (b2): Individual Practical Assessment of In-semester Project - Year I BSc GIS&RS (Continuous Assessment).

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Project creation and set up	Data preparation and input	Organization/management of data in the created project	Total	Reduced Marks (20%)
Maximum Marks			30	40	30	100	20
1.							
2.							
3.							
4.							

Assessor's Comments if any.....

Signature:..... Date:.....

1.20.3 Table (c): Assessment of In-semester Project Group Oral Presentation (Continuous Assessment)

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Understanding of the topic	Methodology	Computation and analysis/Implementation	Overall presentation	Response to questions	Total	Reduced Marks (15%)*
Maximum Marks			10	30	30	10	20	100	15
1									
2									
3									
4									

*Each presentation shall contribute 7.5%

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.4 Table (d) Assessment of In-semester Project Individual Oral Presentations (Continuous Assessment)

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Understanding of the subject matter	Level of individual's participation	Response to general Questions	Total	Reduced Marks (25%)
Maximum Marks			25	25	50	100	25
1.							
2.							
3.							
4.							

*Each presentation shall contribute 12.5%

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.5 Table (e): Assessment of In-semester Project Group Oral Presentation (University Examination)

Name of Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Understanding of the topic	Methodology	Computation and analysis/Implementation	Overall presentation	Response to questions	Total	Reduced Marks (10%)*
----	----------------------	------------------	----------------------------	-------------	---	----------------------	-----------------------	-------	----------------------

Maximum Marks			10	30	30	10	20	100	10
1.									
2.									
3.									
4.									

*Reduced to 20% for Year I

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.6 Table (f1): Individual Practical Assessment of In-semester Project - Year I BSc Geomatics (University Examination)

Name of the Group/Group number

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Instrument set up	Observation of surveying data	Booking and reduction		Reduced Marks (20%)
Maximum Marks			30	40	30	100	20
1.							
2.							
3.							

4.							
5.							
6.							

Assessor's Comments if any.....

Signature:.....Date:.....

Table (f2): Individual Practical Assessment of In-semester Project - Year I BSc GIS&RS (University Examination)

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Project creation and set up	Data preparation and input	Organization/management of data in the created project	Total	Reduced Marks (20%)
Maximum Marks			30	40	30	100	20
1.							
2.							
3.							
4.							

Assessor's Comments if any.....

Signature:..... Date:.....

1.20.7 Table (f3): Assessment of In-semester Project Individual Oral Presentation (University Examination)

Title of Semester project:.....

Name of assessor:.....

SN	Candidate's Reg. No.	Candidate's name	Understanding of the subject matter	Level of Individual Participation	Response to General Questions	Total	Reduced Marks (20%)
Maximum Marks			25	25	50	100	20
1.							
2.							
3.							
4.							

Assessor's Comments if any.....

Signature:.....Date:.....

1.20.8 Table (g): Assessment of In-semester Project Written Report (University Examination)

Title of Semester project.....

Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	15	
Form and Format of presentation (Style, typing, language)	15	
Literature review and referencing	25	
Data processing and analysis	30	

Conclusion and recommendation	15	
Total	100	
Reduced Marks (30%)*		

*Reduced to 20% for Year I

Assessor's Comments if any.....

Signature:.....

Date:.....

2.0 Pre-dissertation

2.1 The pre-dissertation course shall be conducted and assessed as stipulated in the respective curriculum.

2.2 Each final year student shall be required to develop a dissertation research proposal during semester I of the final year as prescribed in the curriculum and stipulated in School regulations for pre-dissertation

2.3 The assessment of the Pre-dissertation course shall be accrued from assessment of its Part I and Part II as prescribed in the curriculum.

2.4 The pre-dissertation oral presentations and the written proposals shall be assessed in accordance with the following format:

2.4.1 Table (h): Assessment of the Pre-Dissertation First Marked Oral Presentation (Continuous Assessment):

Name of the Assessor

Signature: Date:

S N	Candidate's Reg. No	Candidate's name	Understanding of the topic	Clarity of the problem and comprehension	Relevance of the topic to the profession	Contribution to the profession (Creative thinking)	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (7.5%)
Maximum Marks			20	20	15	10	10	25	100	10
1.										
2.										
3.										
4.										
5.										

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any.....

2.4.2 Table (i): Assessment of the Pre-Dissertation Second Marked Oral Presentation (Continuous Assessment):

Name of the Assessor

Signature: Date:

S N	Candidate's Reg. No	Candidate's name	Response to comments from the first presentation	Literature review and its rationale to the proposed dissertation	Research Problem Justification	Research objective(s), hypothesis/research questions, significance and benefits	Suitability of proposed Methodology	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (7.5%)
Maximum Marks			9	12	12	12	18	12	25	100	10
1.											
2											
3											
4											

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any.....

2.4.3 Table (j): Assessment of the Pre-Dissertation Oral Presentation (University Examination)

Name of the Assessor Signature: Date:

S N	Candidate's Reg. No	Candidate's name	Response to comments from the second presentation	Literature review and its rationale to the proposed dissertation	Research Problem Justification	Research objective(s), hypothesis/research questions, work plan, budget and their practicability	Suitability of proposed Methodology	Data availability within the time frame & study area	Response to Questions	Total	Reduced Marks (15%)
	Maximum Marks		10	20	10	15	20	10	15	100	10
1											
2											
3											
4											

Assessor's Comments if any.....

2.4.4 Table (k): Assessment of the Pre-Dissertation Written Proposal (University Examination)

Name of the Candidate:.....

Reg. No:

Title of Pre-Dissertation:

Marking consideration	Maximum marks	Marks awarded
Title, topic and its relevance to profession	10	
Literature review, citation, referencing and clarity of the background to the dissertation/research	20	
Statement of the problem	15	
Research objective(s), hypothesis/research questions, significance and benefits	20	
Suitability of proposed methodology	25	

Presentation Format (Style, language (grammar and structure), graphical communication, etc.) and work-plan	10	
Total	100	
Reduced Marks (20%)		

Assessor's comments if any

..... Name of the Assessor

Signature: Date:

3.0 Dissertation

3.1 Continuous assessment of Dissertation shall be derived from the first two presentations which shall account for 30% (15% each), and final oral examination presentation and written report shall account for 30% and 40% respectively; all leading to an assessment of 100%.

3.2 The dissertation work shall be assessed in accordance with the following format:

3.2.1 Table (I): Assessment of the Dissertation First Oral Presentation (Continuous Assessment)

Name of the Assessor Signature: Date:

S N	Candidate's Reg. No	Candidate's name	Understanding of the topic	Suitability of methods and data collection tools	Progress on data collection	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (15%)
Maximum Marks			20	25	25	20	10	100	20

1.									
2.									
3.									
4.									

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any

3.3.2 Table (m): Assessment of the Dissertation Second Oral Presentation (Continuous Assessment)

Name of the Assessor Signature: Date:

S N	Candidate's Reg. No	Candidate's name	Response to comments from the first presentation	Data analysis, cleaning, preparation and computation	Results and critical discussion of results	Conclusions and recommendations	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (15%)
Maximum Marks			10	25	25	15	15	10	100	20
1.										
2.										
3.										
4.										
5.										

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any

3.3.3 Table (n): Assessment of the Dissertation Oral Presentation (University Examination)

Name of the Assessor Signature: Date:

.....

S N	Candidate's Reg. No	Candidate's name	Understanding of the topic	Suitability of methods and data utilized	Data analysis, cleaning, preparation and computation	Results, interpretation and critical discussion	Conclusions and recommendations	Response to Questions	Total	Reduced Marks (30%)
Maximum Marks			10	20	20	20	20	10	100	20
1.										
2.										
3.										
4.										

Assessor's Comments if any

3.3.4 Table (o): Assessment of the Dissertation Written Report (University Examination)

Name of the Candidate:

Title of Dissertation:

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic (problem statement, research objective, etc.)	5	
Literature review (relevancy and referencing and citation)	5	
Methodology: (Method (s), data collection, computations	10	

and presentation)		
Results and interpretation and critical discussion of the results	10	
Conclusion, recommendations and contribution to the profession	6	
Presentation Format (Style, language, graphical communication, etc.)	4	
Total	40	

Assessor's comments if any

.....

Name of the Assessor

Signature: Date:

4.0 Industrial Training

- 4.1 Assessment of Industrial Training shall constitute of field assessment and final assessment.
- 4.2 Field Assessment (FA) of the Industrial Training shall constitute assessment by the visiting internal (university) examiner/supervisor (10%) and assessment of the logbook by the on-site (external /organization) supervisor (20%); all leading to a 30% FA of the industrial training.
- 4.3 The final assessment of the Industrial Training shall consist of a oral presentation and assessment of Industrial Training report accompanied by the logbook(s) of the involved student(s). The oral presentation shall account for 30% and assessment of the written report shall account for 40% both leading to 70% final assessment of the industrial training.
- 4.4 The industrial training shall be assessed in accordance with the following format:

4.4.1 Table (p): Assessment of Industrial Training by Visiting Supervisor (Continuous Assessment)

IT placement:

Name of Assessor/Visiting Supervisor:

S N	Candidate's Reg. No	Candidate's name	Understanding of the field training	Logbook keeping and filling (Adherence to the training	Adherence to professional ethics and code of conduct	General conduct and working relations with team members and other staff	Total	Reduced Marks (10%)
			20	40	30	10	100	10
1.								
2.								
3.								
4.								
5.								

6.								

Assessor's comments if any Signature: Date:

.....

4.4.2 **Table (q): Assessment of Industrial Training Oral Presentation (University Examination)**

Industrial Training Placement:

Name of assessor.....

SN	Candidate's Reg. No	Candidate's name	Understanding of the subject matter	Data Collection methodology (both primary and secondary data)	Computation, analysis and dissemination of the collected data	Demonstration of practical skills gained	Style of presentation and response to questions	Total	Reduced Marks (30%)
Maximum Marks			20	20	20	20	20	100	30
1.									
2.									
3.									

Assessor's comments if any

Signature: Date:

4.4.3 **Table (r): Assessment of Industrial Training Written Report (University Examination):**

Name of Candidate(s)/Group Number:

Industrial Training Placement:

Title of Industrial Training Report:

Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	15	
Form and Format of presentation (Style, typing, language)	15	
Literature review and referencing	25	
Data processing and analysis	30	
Conclusion and recommendation	15	
Total	100	
Reduced Marks (40%)		

Assessor's Comments if any.....

Signature:..... Date:.....

B BSc. Land Management and Valuation (BSc. LMV) BSc. Property and Facilities Management (BSc. PFM) and BSc. Real Estate Finance and Investment (BSc. REFI)

1.0 Oral examinations of taught courses shall not apply to the following courses: mathematics, statistics, architectural studies and constructions, business mathematics, business statistics, financial mathematics, quantitative methods, econometrics and valuation casework.

2.0 Semester Project

2.1 For the purpose of Semester project's Continuous Assessment (CA), there shall be two interim oral presentations in the semester for which semester project has been prescribed. CA marks shall be derived from presentations involving all the group members each having a maximum score of 20%. In arriving at the 20% for CA, individual responses to question shall account for 15% and group participation 5%. The oral presentation and the written reports shall be assessed in accordance with prescribed Table No. 2.1 – 2.4.

2.2 The final assessment of the Semester Project shall be made by a panel of examiners, which shall consist of one project supervisor and one member of academic staff who did not supervise the project.

2.2.1 **Table 2.1** Semester Project Interim Oral Presentation Assessment

Group No.:.....

Names of Candidates:

Project Title:

Name of Examiner:

Date:

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement (Group)	5% (x2)		
Satisfactory answers to question raised (individual)	15% (x2)		
Total	40%		

Examiner's Comments:

Signature:

2.2.2 For the purpose of deriving the remaining 60%, Final Project assessment marks for the University semester project examination shall be awarded as indicated in Table 2.2.

Table 2.2 Semester Project Examination Assessment

Group No.:.....

Name of Candidate:

Project Title:

Name of Examiner:

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Evaluation of the written project report	40%		
Final oral presentation	20%		
Total	60%		

Examiner's Comments:

Signature:

2.2.3 For the purpose of semester project examination assessment in Table 2.2, the 20% for the final oral presentation shall be awarded as indicated in Table 2.3.

Table 2.3 Final oral presentation for project works

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Quality of the oral presentation (Sequencing, contents etc)(Group score)	5%		
Oral examination of individual candidates. In this respect, candidates shall be interviewed/ examined on a project works	15%		
Total	20%		

Scale: Excellent=A, Very Good = B, Good=C, Fair=D, Poor=E, Did not participate= F

2.2.3 For the purpose of semester project examination assessment in Table 2.2, the 40% indicated for the final written project work shall be derived as in Form 2.4.

Table 2.4 Semester Project Written Report Assessment Form

Group No.:.....

Names of Candidates:

Project Title:

Name of Examiner:

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Form and format of presentation (connectedness of paragraphs, sections and chapters)	5%		
Background information (Coverage and relevancy of literature review)	5%		
Methodology (Approach) (Clarity of methods used)	10%		
Creativity (Reflection of findings in the literature reviewed)	15%		
Conclusion (Relevancy of conclusion with regard to findings)	5%		
Total	40%		

Examiner's Comments:.....

Signature:

Date:

The Dean shall publish results of Semester Projects in advance of the other examinations to enable students to comply with School Regulation 2.6.

3.0 Research Proposal Writing Workshop

3.1 During Semester I of final year, each student shall be required to attend a series of research skills building workshops in the course Research Proposal Writing Workshops.

3.2 Continuous Assessment (CA) for Research Proposal Writing Workshops will comprise the average score in the level of participation (active) in the activities of the workshops being weighted at 30% of the overall score of the course. The level of participation in each workshop session shall be assessed based on the criteria specified in Form 3.2.1.

Table 2.3.1 Participation Assessment Form

S/ N	Name of Student	Participation criteria			
		Quality of arguments	Quality of presentations	Cross referencing in arguments	Group leadership role
	Max Score	5%	10%	20%	5%

3.3 For the purpose of continuous assessment:

- a) Seven (7) workshops will be done each being aligned towards a particular stage in research proposal writing. Students attending the course will be required to attend all the seven seminars, and fully participate in the activities.
- b) The level of participation of each participant attending the workshop will be evaluated by the workshop organizer(s) and graded accordingly.
- c) Before the final workshop assessment, the organizer(s) shall decide on the progress of each candidate and report the same to the dissertation coordinator who shall report to the HoD.
- d) The HoD shall report all cases of “unsatisfactory progress” in the Research Proposal Writing Workshop to the Dean at least two weeks before the final presentation.
- e) The school Dean upon receiving a report from the HoD on any “unsatisfactory progress” shall bar the candidate from submitting the final dissertation proposal.
- f) A candidate who is so barred shall be required to repeat the course when next offered.
- g) Candidates with satisfactory progress shall proceed to submitting and presenting their final dissertation proposals.

3.4 Any student who fail in the course Research Proposal Writing Workshop shall be

required to Repeat the course when next offered

3.5 For the purposes of final examination assessment:

- a) Each candidate will be required to produce a research proposal after a thorough consultation with at least three members of academic staff.
- b) The quality of the proposal will be evaluated by the three members of academic staff independently and graded accordingly.
- c) The final proposal assessment will comprise 20% of final oral presentation and 50% for the written final report all making a total of 70% of the overall score for the course. The final oral presentation of the proposal shall be before a panel of at least three academic members of staff and the quality of the presentation will be evaluated and graded according to these guidelines.

3.5.1 The final examination grade for the course Research Proposal Writing Workshop shall be computed as shown in Form 5.1

Table 5.1 Final Research Proposal Writing Workshop Assessment

Student Name.:.....

Names of Candidates:

Project Title:

Name of Examiner:

Exam	Criteria	Maximum score	Total Score
UE	Overall quality of the proposal		50%
	The background reflects an adequate literature review in the topic area of the research title	15%	
	The statement of the problem is well founded within the literature reviewed	10%	
	The objectives and research questions (hypothesis) can adequately provide answers to the research problem being addressed	5%	
	Potential contribution of the research has been identified and linked to possible answers that the researcher wish to address	5%	
	A thorough literature reviewed comprises both theoretical and empirical works on the area of the topic	15%	
	The overall quality of the presentation		
	Presentation arrangement and time management (degree of preparedness)	5%	
	Relevance of the contents being presented in relation to the topic	5%	
	Language comprehension	5%	
	Satisfactory answers to question raised (Individual)	5%	

	Total		70%
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4.0 Dissertation

- 4.1 Dissertation assessment shall be carried out through interim oral presentations and a final examination. The UE for dissertation shall account for 70% for both oral presentation (21%) and dissertation report assessment (49%). And the CA shall constitute 30%.
- 4.2 Dissertation shall be assessed three times during Semester in which the course is running and the final assessment shall be done during the University Examination session.
- 4.3 For the purpose of Continuous Assessment (CA) there shall be two interim oral presentations each shall account for 15%.
- 4.4 Dissertation shall be assessed in accordance with prescribed Dissertation Assessment Table 2.4-2.7:
- 4.4.1 Table 2.4 Dissertation Form (a) Interim Oral Presentation Assessment for CA in Dissertation

Name of Candidate:

Dissertation Title:

Name of Examiner:

Assessment Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Presentation arrangement and time management (degree of preparedness)	2%		
Relevance of the contents being presented in relation to the topic	3%		
Language comprehension	5%		
Satisfactory answers to question raised	5%		
Total	15		

Examiner's comments, if any:

Signature:.....

Date:

4.4.2 For the purpose of deriving the 70% indicated for the UE, the final dissertation and oral presentations assessment shall be awarded as indicated in Table 2.5

Table 2.5 Dissertation Form (b) University Examination Assessment for Dissertation

Name of Candidate:

Dissertation Title:

Name of Examiner:

Assessment Criteria	Maximum Marks (%)
Evaluation of the written project report	49%
Final oral presentation	21%
Total	70%

Examiner's comments, if any:

Signature:.....

Date:

For the purpose of dissertation UE assessment, the 20% for final oral presentation shall be awarded as indicated in Table 2.6

Table 2.6 Dissertation Form (c) Final oral Presentation for Dissertation

Assessment Criteria	Maximum Marks (%)
Presentation arrangement and time management (degree of preparedness) (Group)	2%
Relevance of the contents being presented in relation to the topic (Group)	5%
Language comprehension (Individual)	6%

Satisfactory answers to question raised (Individual)	8%
Total	21%

4.4.3 For the purpose of dissertation’s final UE assessment score, the 49% on written project report shall be awarded as indicated in Table 2.7

Table 2.7 Dissertation Form (d): Written Work Assessment for Dissertation

Dissertation report details (to be filled by the coordinator)

Assessment details (to be filled by the examiner)

Name of Candidate:

Dissertation Title:

Name of Examiner:

Assessment Criteria	Maximum Marks (%)
Background information (Coverage and relevancy of literature review)	4%
Methodology (Approach) data collection, data presentation and analysis (Clarity of methods used)	20%
Creativity and Originality (Reflection of findings to the literature reviewed)	15%
Conclusion and recommendation (Relevancy of conclusions and recommendations with regard to findings)	10%
Total	49%

Examiner’s comments, if any:

Signature:.....

Date:

5.0 Industrial Training

5.1 Assessment of Industrial Training shall be based on the following consideration:

Assessment Criterion	Maximum Marks (%)	Marks Awarded	Remarks
External Supervisor (organization- Recommendations as per log book)	10%		
Internal Supervisor (Staff member) (Based on progress report as evaluated by the internal supervisor during field visit)	20%		
Students Oral Presentation	40%		
Student's logbook	30%		
Total	100%		

5.2 For the purpose of arriving at the 40% of the student's oral presentation, the following assessment criteria shall be applied;

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement	10%		
Oral examination of candidate. In this respect, candidate shall be interviewed/ examined on a IT presented.	30%		
Total	40%		

C Bachelor of Science in Accounting and Finance (BSc. AF) and Bachelor of Banking and Finance (BBF)

1.0 Semester Project

1.1 All final year student shall be required to undertake an independent research project in the course Semester Project during the second semester of final year

1.2 For the purpose of continuous coursework assessment,

- a) There shall be two oral presentations of Semester Project in the semesters in which the course is offered.
- b) Continuous assessment marks shall be derived from student presentation with maximum score of 20%. In arriving at the 20% for continuous assessment, student responses to question shall account for 15% and presentation arrangement shall account for 5
Continuous assessment marks shall be derived from student presentation with maximum score of 20%. In arriving at the 20% for continuous assessment, student responses to question shall account for 15% and presentation arrangement shall account for 5%.
- c) failure by the candidate to complete any part of the Continuous Assessment in Semester Project without compelling reasons shall constitute an abscondment of the Semester Project

1.3 For purpose of Semester Project final examination;

- a) University examination shall comprise a written individual Semester Project Report and oral presentation of the semester project by the students.
- b) The final Project Assessment mark shall be derived from the assessment of the final project report (50%) and final presentation (30%).
- c) Failure by the candidate to complete any part of the University Examination in Semester Project without compelling reasons shall constitute an abscondment of the Semester Project and shall be discontinued from studied.

1.4 A student who fails in Semester Project shall be given a maximum period of three months to res-submit from the date of Senate approval of the examination results

1.6 For the purpose of project's assessment in Semester Project:

1.6.1 The marks for the oral presentation during continuous assessment shall be awarded as indicated below.

Interim Oral Presentation Assessment Table

Names of Candidate.....

Project Title.....

Academic Year.....

Examiner's comments.....

Examiner's signature.....

Date.....

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement	10%		
Satisfactory answers to question raised	20%		
Total	30%		

- 1.6.2 For the purpose of deriving the 80% Final Project assessment, marks for the University semester project examination shall be awarded as follows

	Maximum marks
Evaluation of the written project report	49%
Final oral presentation	21%
Total	70%

- 1.6.3 For the purpose of semester project examination assessment, the 30% for the final or all presentation shall be awarded as indicated below

Final Oral Presentation Assessment Table

Names of Candidate.....

Project Title.....

Academic Year.....

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement	6%		
Oral examination of candidate. In this respect, candidate shall be interviewed/ examined on a project work presented.	15%		
Total	21%		

Examiner's comments.....

Examiner's signature.....

Date.....

- 1.6.4 For the purpose of semester project report examination assessment, the 49% indicated for the final written project work shall be derived as follows

Semester Project Written Report Assessment Form

Names of Candidate.....

Project Title.....

Academic Year.....

Assessment Criteria	Maximum Marks	Marks Awarded	Remarks
Theoretical background, research problem and empirical studies	17		
Research Methodology and design	14		
Results and analysis of findings	8		
Conclusion and recommendation	6		
Report writing and presentation	4		
TOTAL	49%		

Examiner's comments

.....

Examiner's signature.....

Date.....

2.0 Industrial Training/Fieldwork

2.1 The assessment of industrial training shall be as shown in the Table below

Industrial Training Assessment Form

Names of Candidate.....

Academic Year.....

Assessment Criterion	Maximum marks	Marks Awarded	Remarks
External Supervisor (organization) (Recommendations as per log book)	10%		
Internal Supervisor (Staff member) (Based on activity report submitted by the student to the internal supervisor during field visit)	20%		
Students Oral Presentation	40%		
Student's logbook	30%		
Total	100%		

Examiner's comments

Examiner's signature.....

Date.....

2.2 For the purpose of arriving at the 40% of the student's oral presentation, the following assessment criteria shall be applied;

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement	10%		

Oral examination of candidate. In this respect, candidate shall be interviewed/ examined on a project work presented.	30%		
Total	40%		

D Bachelor of Science in Information Systems Management and Bachelor of Science in Computer Systems and Networks

1.0 Taught courses

1.1 All courses with practical components, assignments shall be practical based and adhere to the minimum prescribed number of assignments as per UGER

2.0 Semester Projects

2.1 For the purpose of these regulations:

- a) Semester Projects refer to Project I and Project II which are courses done in first year and second year, respectively.
- b) Semester projects shall be carried out by a group of at least two students during semester II of each year of study.

2.2 Continuous assessment shall comprise assessments of oral presentation and group work

2.3 Continuous assessment (i.e. oral presentations) shall account for 40%. The forms for assessment are as presented below. The department shall prescribe detailed modalities.

Yearly Project Assessment of Group Oral Presentation (Continuous Assessment)

Names of candidates/group number.....

Title of Semester project.....

Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to question	20	
Total	100	
Marks out of (10%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Yearly Project Assessment of Oral Individual Presentations (Continuous Assessment)

Name of candidate:.....

Title of Semester project:.....

Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the subject matter	25	
Level of individual's participation	25	
Response to general Questions	50	
Total	100	
Marks Out of (10%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

3 Dissertation

3.1 Continuous assessment shall be derived from the first two presentations which shall account for 30%, and final oral examination presentation and written report shall account for 20% and 50% respectively; all leading to an assessment of 100%. The assessment instruments are as presented Table below.

Table 4 Assessment of DISSERTATION Oral Presentation (Continuous Assessment):

Name of candidate:.....

Title of dissertation:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to questions	20	
Total	100	
Marks Out of (15%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 6 Assessment of DISSERTATION Oral Presentation (Final Examination):

Name of candidate:.....

Title of dissertation:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to questions	20	
Total	100	
Marks Out of (21%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 7 Assessment of DISSERTATION Written Report (Final Examination):

Name of candidate:.....

Title of dissertation:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Form Format of presentation (Style, typing, language)	30	
Literature review and referencing	30	
Data processing and analysis	10	
Conclusion and recommendations	20	

Total	100	
Marks Out of (49%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

4.0 Industrial Training

4.1 Assessment of Industrial Training shall be based on the following attributes:

The Assessment by the visiting internal (University) supervisor (10%). The visiting internal supervisor will elicit information through reviewing of logbook, and interviewing the candidate, external (on-site) supervisor, and anyone else working with the candidate. The visiting supervisor shall use the following form in assessing individual candidates.

Student's name:..... Reg. No:.....

Company/Organization

P.O Box Place:.....

Company's Contact Person..... Position

Industrial Supervisor..... Position:.....

Date and time of visit:.....

Table 8: STUDENT ASSESSMENT:

Marking Consideration	Maximum marks	Marks awarded
Logbook keeping and filling	20	
Daily participation at IT activities	30	
Adherence to professional ethics and code of	30	

conduct		
Team work and time management	20	
Total	100	
Reduced marks (10%)		

Any comments on student.....

Any comments IT organization

Supervisor's signature:..... date.....

Student's Logbook verified by the external supervisor (20%)

IT report verified by the external supervisor (40%)

Student's oral presentation before a panel of his/her departmental academic staff (30%).

Table 9 Industrial Training Assessment of Oral Presentation (Final Examination) for BSc Information Systems Management

Name of candidate:

Name of Organization:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of Organization's use of ICTs	25	
Analysis and Reflection on Field Activities	15	
Scientific Recommendations	20	
Overall Presentation	15	
Response to Questions	10	
Innovation Initiatives	15	

Total	100	
Marks Out of (30%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 10: Industrial Training Assessment of Written Report (Final Examination) for BSc Information Systems Management

Name of candidate:.....

Name of Organization:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Analysis of Organization's ICT context	25	
Form Format of presentation (Style, typing, language)	15	
Literature review and referencing	20	
Technical Analysis of Practical Training Activities	20	
Conclusion and recommendation	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 11 Industrial Training Assessment of Oral Presentation (Final Examination) for BSc Computer Systems and Networks

Name of candidate:.....

Name of Organization:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of Organization's use of Computer Networks.	25	
Analysis and Reflection on Field Activities	15	
Scientific Recommendations	20	
Overall Presentation	15	
Response to Questions	10	
Innovation Initiatives	15	
Total	100	
Marks Out of (30%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 12 Industrial Training Assessment of Written Report (Final Examination) for BSc Computer Systems and Networks

Name of candidate:.....

Name of Organization:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Analysis of Organization's use of ICT systems and Infrastructure	25	
Form Format of presentation (Style, typing, language)	15	
Literature review and referencing	20	
Technical Analysis of Practical Training Activities	20	
Conclusion and recommendation	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY (SEST)

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Environmental Science and Technology.

1.0 Semester Projects

- 1.1 Continuous assessment in these Semester Projects shall comprise assessments of oral presentation, participation in group work, consultation with supervisors.
- 1.2 For the purpose of continuous assessment, there shall be two oral presentations of Semester Project, in each semester in which the subject is offered.
- 1.3 Continuous assessment for project work shall account for 40% and final presentation and written group work for 60% (40% assessment of written report and 20% shall account for oral presentation) all leading to an assessment of 100%.
- 1.5 Project work shall be handed in to the Department two days before University Semester Examinations start. Final project work not submitted within specified period without compelling reasons for both continuing and finalist shall be regarded to abscond and hence discontinued from studies.
- 1.6 Project work shall be word processed in 1.5 spaced A 4 sheets, Times new roman with Font 12, well bound and submitted in two copies. The main body shall contain between 40 and 70 pages.
- 1.7 The final assessment of project work shall comprise of oral presentation and written group work.
- 1.8 Assessment of Semester Project
 - (a) The assessment sheet for oral semester project presentation: Shall have the following format.
 1. Group No.
 2. Name of Student
 3. Project title
 4. Name of Examiners.....
 5. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the problem	10		
Data analysis and interpretation	25		
Discussion of Graphics	20		
Self Expression	20		
Response to Questions	25		
Total	100		

(b) The assessment sheet for the written project work shall have the following format:

1. Group No.
2. Name of students
3. Project Title
4. Name of Examiner
5. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remark
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Material content	10		
Data collection organization and analysis	20		
Graphics	20		
Conclusion and Recommendation	20		
Total	100		

- 1.9 The final assessment during university examinations shall be made by a panel of at least three examiners, which shall consist of two independent examiners. The project supervisor shall be the chairperson of the panel
- 1.10 Each student shall pass the final oral presentation. Where a student is deemed to have failed the final oral presentation, he/she has failed the entire project course. The failed

project course has to be repeated when next offered in the subsequent academic year. Additionally, No appeal shall be allowed to the failed project course.

1.11 A Semester Project may be passed as it is, outright failed or passed subject to corrections.

1.12 Any Semester Project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and two (2) acceptable hard bound project reports, endorsed by at least one of the supervisors are submitted to the Head of Department. Failure by student to do so without compelling reasons before the Departmental it shall be absconded and hence discontinued from studies.

2.0 Engineering Drawing

2.1 Continuous assessment for Engineering Drawing shall be awarded out of 70% of the total and final assessment 30% all leading to an assessment of 100%.

2.2 For the purpose of continuous assessment, there shall be at least seven exercises.

2.3 A student who does not do one of the exercises of the continuous assessment with compelling reasons shall be barred from proceeding with university examination of the same course and shall repeat the course in the next subsequent academic year. Those without compelling reasons shall be regarded to have absconded the course and hence be discontinued from studies.

2.4 The final assessment shall be made by a panel of examiners, which shall consist of at least three examiners in which one of them should be a course instructor.

2.5 The assessment of Engineering Drawing shall be based on evaluation of drawing work and student understands of the subject matter using the following format and marking criteria.

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format and arrangement of drawing components (views, choice of scale, dimensions etc.)	20		
Content (correctness of concept and practicability) and completeness of requirements for a drawing.	25		
Neatness, correct choice of pen sizes for different uses, lettering quality, clarity, etc.	20		
Overall understanding of elements of	35		

engineering drawing			
Total	100		

3.0 Dissertation

- 3.1 A candidate in consultation with his/her supervisor shall formulate a dissertation research proposal. The proposal will be presented during 1st semester of the final year. Such presentation(s) shall not be graded.
- 3.2 Dissertations shall be assessed three times during the 2nd semester of final year. The first and second assessment of dissertations shall be conducted alongside Test I and II as per University Almanac. The final assessment shall be done during the University semester examinations. The first two oral presentations shall constitute continuous assessment.
- 3.3 Continuous assessment (i.e. the first three presentations) shall account for 30% while the written dissertation work and final oral presentation for 70% (49 % for written report and 21% for oral presentation) all leading to an assessment of 100%.
- 3.4 The oral presentations of the continuous assessment shall be attended by at least two (2) examiners and at least one supervisor(s).
- 3.5 The final assessment shall be made by a panel of examiners, which shall consist of at least two independent internal examiners.
- 3.6 The assessment of the dissertation written works shall have the following format;
1. Name of Students
 2. Dissertation Title
 3. Name of Examiner.....
 4. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format of presentation (style, language, word processing etc)	15		
Quality of graphics (charts, maps, design drawings) and general use of illustrations	20		
Material content (contribution to env. Eng. Science and technology)	15		
Literature review and references	10		
Data analysis and interpretation	30		
Validity and relevance of conclusions and recommendations	10		

Total	100		
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3.7 Assessment of the oral presentation shall have the following format.

1. Name of student
2. Dissertation title
3. Name of Examiner
4. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Problem	20		
Use of illustrations and quality of graphics	15		
Presentation and analysis of data collected	20		
Self expression	20		
Response to questions	25		
Total	100		

3.8 All dissertations must be submitted as loose bound one week before the start of the University semester examinations. Any dissertation not submitted within the specified period shall be penalized by deduction from the total score 2 marks for each delayed day for the first five days after which a student shall be deemed to have absconded examination and hence be discontinued from studies.

3.9 A dissertation may be passed as it is, outright failed or passed subject to corrections.

3.10 Any dissertation, which is passed subject to corrections, shall be considered to be completed when errors/mistakes/shortfalls pointed out by the examiners have been corrected, and three copies of acceptable hard bound dissertation report, endorsed by at least one of the supervisors are submitted to the Head of Department within two weeks after university examinations. Failure to do so before the departmental meeting without compelling reasons shall be deemed to have absconded examination and hence be discontinued from studies.

4.0 Industrial Training

- 4.1 Assessment of Industrial Training shall be done by at least three (3) examiners using the following format:

Item	Maximum Marks	Marks Awarded	Remarks
Student logbook, which has been verified and assessed by the external (organization) Supervisor	20		
The assessment report of the internal (University) supervisor	20		
The student's final report and presentation before a panel	60		
Total	100		

- 4.2 Assessment by the internal (University) supervisor shall be distributed as presented in the Table below

Assessment Criteria	Maximum Marks	Marks Awarded	Remarks
Time the student reported at the IT station (1-3days)	5		
Understanding of work performed	5		
Identification of technical problem(s)	7		
Proposing technical solution(s) to the identified problem(s)	8		
Total	25%		

- 4.3 The distribution for student's final report and presentation marks shall be in the ratio of 1:2 respectively

(i) Assessment of the IT final report shall be assessed as follows;

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format of presentation (style, language, word processing etc)	2		
Quality of graphics (charts, maps, design drawings) and general use of illustrations	3		

Material content (contribution to Env. Eng. Science and technology)	5		
Identification of technical problem and solution	5		
Validity and relevance of conclusions and recommendations	5		
Total	20		

(ii) Assessment of the IT final presentation shall be assessed as follows;

Assessment Criteria	Maximum Marks	Marks Awarded	Remarks
Presentation arrangement, time management and language	10		
Existing situation and study conditions at the organization	5		
Relevance of activities carried out to Environmental Science and Technology	5		
Conclusion and scientific based recommendations	5		
Satisfactory answers to question raised	15		
Total	40%		

4.4 An industrial training may be passed as it is or outright failed.

4.5 Failure to present industrial training without compelling reasons, it shall be considered as abscondment case and it leads to discontinuation from studies.

5.0 Workshop Training

5.1 Continuous assessment in all workshops shall comprise assessments of theories, practical exercises, assignments and tests.

5.2 For the purpose of continuous assessment, there shall be three practicals, two assignments and one test for each workshop before the start of University Examinations.

5.3 Continuous assessment for workshop training shall account for 70% (40% practical exercises, 15% assignment and 15% test) and university examination shall account for 30% all leading to an assessment of 100%.

5.4 The university examination for workshop training (EG 100) shall account for average of four workshops carried out for the entire academic year

5.5 If a student fails university examination, he/she shall supplement a written examination.

5.6 If a student fails supplementary examination of workshop training, shall be required to carry the course.

