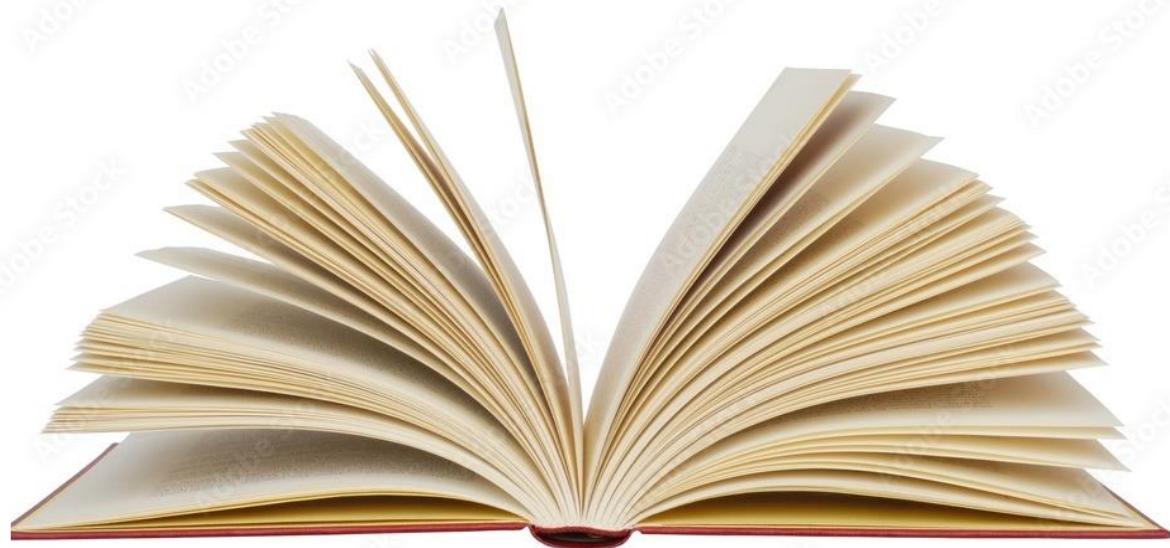




*Students' Hand Book on University Policies*



# **Policies & Guidelines**

**2021/2022 – 2022/2023**

## **Students' Hand Book, 2021/2022 – 2022/2023**

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## **1.0 INTRODUCTION**

The Puntland State University Students' Handbook is a Summarized introduction to what a student expects when they enrol in this global class university. The handbook covers a broad range of areas, including the university governance, student service, safety and security, and the students' association.

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It also guides students on rules, regulations and the expected general conduct while in the university. The handbook also highlights the students' academic responsibilities and general examination regulations.

Puntland State University provides all its students and faculty with an enabling environment to improve their academic and social well-being to lead productive and fulfilling lives. It is our intention to ensure an interactive and stimulating environment that will enable all students attain the highest intellectual growth and prepare them for further arts, science and technology education. All we expect of our students is mutual respect of University regulations and respect of other students' and staff's personal rights and freedoms in order to coexist harmoniously to attain personal academic aspirations.

All students of Puntland State University are required to have and properly keep a copy of this Student Handbook. We further expect them to thoroughly read and internalize all the contents. Students must always use this booklet for reference on all matters relating to discipline and academic activities.

If any section of the booklet is not clear to you, please do not hesitate to ask the relevant office for clarification.

### **1.1 Mission, Vision and Core Values**

#### ***Vision***

To be the University of global excellence in Training, Research and innovation for development

#### ***Mission***

To offer accessible quality training, research, and innovation in order to produce leaders in the fields of Education, Engineering, Technology, Enterprise Development, Law, Health Sciences, Social Sciences, Environmental Science and Mass Communication and Journalism to suit the needs of dynamic world.

#### ***Core Values***

- i. Promotion and defence of intellectual and academic freedom, scholarship and relentless search for truth.
- ii. Fostering teamwork, innovation, networking, tolerance, and a culture of peace.
- iii. Embracing excellence, transparency & accountability.
- iv. Practising professionalism, meritocracy, equality, integrity and social justice.
- v. Maintaining self-respect, discipline, responsibility, institutional loyalty, national patriotism & international competitiveness.
- vi. Continual improvement of services in order to remain competitive and relevant

## **2.0 UNIVERSITY GOVERNANCE**

The university governance is vested in the following bodies

The Council

The Chancellor

The Vice-Chancellor

The Management Board

The Senate, and any other bodies established by the Council.

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### **2.1 The Council**

The University Council is appointed by the Board of Directors to govern the university and promote its functional aims and objectives. The membership of the University Council consists of the following:

- a) The Chairman
- b) The Vice-Chairman
- c) The Vice-Chancellor
- d) Not more than ten persons appointed by Board of Directors

### **2.2 The Management Board**

The Management Board of the University, which is responsible for management and development of affairs of the University.

### **2.3 The Senate**

There is a Senate which is an organ responsible for overseeing academic matters and students' welfare in the university.

### **2.4 Faculty Board**

Each faculty in the university has a Board that is responsible for all academic matters. Its membership comprises:

- a) Dean of the Faculty, who is the chairperson
- b) Heads of Departments in the Faculty.
- c) All teaching staff in the Faculty.

One of the Heads of Departments in the faculty is appointed the secretary to the committee by the Dean. The appointee is a faculty representative to the Board which meets at least twice a semester. The Faculty Board shall establish committees as need may arise.

### **2.5 Departmental Board**

Each Academic Department in the University has a Departmental Board that is responsible for all academic matters in the department. Its membership comprises:

- a) Head of Department, who is the chairperson
- b) All teaching Staff in that department.
- c) Students' representatives.

## **2.6 Chief Officers of the University**

The Chief officers of the University shall include:

- i. Vice-Chancellor
- ii. Deputy Vice-Chancellors
- iii. Registrar, Academic Administration
- iv. University Librarian and Information Services
- v. Deans of Faculties
- vi. Deputy Registrar, Academic Administration
- vii. Directors
- viii. Head of Departments

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Any other Persons appointed.

## **3.0 DEFINITION OF A STUDENT**

In this handbook, the term “student” refers to a person registered as a learner of Puntland State University during the current trimester for a course or such other qualification of the University as may be approved by the Senate.

### **3.1 Students services**

The University has Student Welfare Committees in all campuses which deal with all matters related to the students’ welfare.

The committees ensure a conducive environment for learning and enhance the development of the non-academic aspects of the students within the institution. Additionally, they facilitate the all-rounded grooming of graduates in readiness for the civil society. Puntland State University Students Welfare Divisional Unit headed by the Principal, Student and Alumni Affairs (PSAA) provides these services in the following areas:

- i. Career Advisory services
- ii. Volunteer services
- iii. Guidance and Counselling
- iv. Sports and Recreation
- v. Mentorship
- vi. Film, Creative and performing Arts
- vii. Alumni Services

#### ***Career Advisory Services***

The first step when considering future opportunities is to examine closely the reasons behind a student’s choice of study. Puntland State University offers prospective and enrolled students with information on career choices through the office of the Dean of the Faculty or their representatives in campuses. Inter-course transfers are allowed within the first 3 weeks of enrolment based on official application and proper advice.

The office of the Registrar, Academic Administration acts as a career advisory centre and production of career advisory pamphlets and booklets to help the students understand their

career advisory choices while encouraging them to objectively assess their skills, interests, values and aptitudes.

The Career and Alumni Services Directorate in collaboration with the Deans of Faculties coordinates career guidance and job Placement services.

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### ***Voluntary Services***

Puntland State University encourages students to embrace its social responsibility to the immediate community by offering voluntary services.

Students are also encouraged to offer voluntary services, especially in areas related to their area of studies or club activities.

### ***Guidance and Counselling***

Guidance and Counselling services are intended to expedite student achievement, improve students' behavior and attendance and help students develop socially. The Dean of faculty identify senior lecturers to support and assist students experiencing personal or academic challenges and intervene when students face behavioral, physical, or mental health challenges.

### ***Sports and Recreation***

The University provides the sporting facilities in the following disciplines

- i. Basketball
- ii. Badminton
- iii. Table tennis

Students are encouraged to take part in the activities as they foster interaction with other students and provide pleasant relaxation.

Students who are in various University sports activities train during weekends and their free time.

### ***Mentorship services***

In PSU, a mentorship program pairs an older student with an incoming student. The mentoring student can help newcomers choose their schedule, balance their time, help with studying, provide campus tours, and offer assistance in other services a new student may need.

### ***Dress Code During Sports***

Students participating in sports are expected to be appropriately dressed: boots or sneakers and track suits.

If sports equipment of the University is damaged, not accidentally, the persons responsible will be charged accordingly.

### ***General Behaviour During Sports***

- a. Students are expected to behave in a respectful manner while on training.
- b. Students are expected to avoid instances of abusive shouting, offensive language, stone throwing, physical confrontation, disrespectful arguing.

### ***Film, Creative and Performing Arts***

The University promotes talents through film. Creative and performing arts in the following disciplines:

- a. Film
- b. Cultural Performances
- c. Fine Arts
- d. Fashion design
- e. Any other performed and creative art.

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### ***3.2 Recreation***

The University has student centre, cafeteria and conference Halls.

The University organizes and encourages students groups to visit numerous recreational/tourist sites in the country when appropriate to do so.

### ***3.3 Student's Responsibility in Health Issues***

- a) It is the responsibility of all students to comply with all health requirements as may be laid down by the University from time to time. Students should immediately report all cases of sickness which require medical attention
- b) Where a student is kept out of class by sickness for more than three consecutive days, a medical certificate must be submitted to the Dean of the relevant faculty.

### ***3.4 Clubs and Societies***

The university encourages the formation of clubs and societies for the advancement of functions of the university and promotion of students' welfare. All clubs and societies are self-supporting in all financial matters.

#### ***Club Committees***

To sustain coordination between students, patrons, and the students' body, clubs have to be with democratically-elected committees which facilitate a suitable environment for the development of all-rounded persons in clubs.

#### ***Formation of Clubs and Societies***

Interested students are encouraged to prepare a proposal stating the objectives, justification, interim office bears and patron, who must be a member of staff, and an indication of likely membership. Formation of clubs must follow the university Quality Management System procedure.

Approval of a club/society shall be through the Dean of the faculty/registrar

#### ***Clubs/Societies Management***

All clubs/societies are managed in accordance with their approved constitutions under the patronage of appointed members of staff.

The Dean/registrar approves all scheduled activities. A list of all scheduled activities must be forwarded to the Dean/registrar at the beginning of the semester.

### **Association**

Puntland State University Students Association is authorized by the University to coordinate social, cultural, leisure and welfare activities among the student community as per the (PSUSA) constitution. All registered students pay a small annual subscription fee as may be determined from time to time. Officials of the organization shall be elected democratically by the students and hold office for a period of one calendar year. The officials may represent students' interest in the Senate. They shall form a formal link between the management and the general student body in matters requiring administrative consultations.

### **3.5 Services for Students with Disabilities**

A disability is any impairment that substantially limits an individual in a major life activity. Staff and volunteers work with disabled students. The student is fully able to interpret the material presented without compromise or modification. Student faced with unexpected illness and injuries are encouraged to immediately report to the office of Dean Academic and student Affairs.

### **3.6 Students' Rights and Responsibilities**

Every student has the right to freedom and protection from all forms of discrimination or harassment on the basis of race, clannism, gender, political belief, age or handicap. The University does not interfere with the rights of students to join any registered association. Students should have accurate information relating to acceptable academic standing, graduation requirements, and individual course objectives and requirements. In all instances of general discipline, academic discipline and academic evaluation, the student has the right to fair and impartial treatment. The University recognizes the rights of all students to discuss, exchange thoughts and opinions, and to speak, write, or print freely on any subject in accordance with the constitution of the country.

The University considers the freedom of inquiry and discussion as essential to student's intellectual development.

In exercising their rights and freedom, students should not infringe on other people's rights and freedom. Students are responsible for their behaviour, actions, conduct and the protection of the environment and common facilities for everybody in the community. A student who feels aggrieved should report the matter to the Dean of the faculty/ Dean of Academic and students Affairs.

### **3.7 Access to Information**

The University has clear-cut system of information dissemination through student portals, emails, social media platforms and circulars posted on notice-boards and in all departments. Internet and WIFI connectivity are accessible in designated places to students within the university. The University's website, [www.psu.edu.so](http://www.psu.edu.so) , [www.info@psu.edu.so](mailto:www.info@psu.edu.so) is another important source of information that all students should regularly visit. Students are encouraged to liaise with the Office of the Dean of the faculty/ registrar, student leaders and class coordinators whenever they have problems or need certain information.

### **Correspondences**

- a) If any individual student addresses a press conference or uses media to make a correspondence, such correspondence should bear the name of the individual. The student should use his/her private address and not that of Puntland State University. Any article for publication must have the disclaimer: "these views are personal and do not reflect the stand of Puntland State University."
- b) There is no student who is allowed to make any public statement on behalf of the University on matters affecting it without the written authority of the Vice-Chancellor.
- c) All correspondence to potential sponsors whether local or foreign should be done through the principle, student and Alumni Affairs or Deans, who will forward as may be appropriate after consulting with the Vice-Chancellor.
- d) If any student or group of students intend to invite Government officers, foreign government representatives or other important persons to visit the University in their official capacity, the Vice-Chancellor must first be notified through the principal, Students and Alumni Affairs or Dean of faculty or the Director Corporate Services.

## **4.0 APPLICATION AND SCOPE OF RULES AND REGULATIONS**

The rules and regulations shall be binding on all registered students of Puntland State University from the time they register as students until such a time when they discontinue or are discontinued from their studies and are deregistered, or until they graduate and are awarded the qualification for which they have been studying. Registered students are expected to abide by the rules and regulations at all times when in academic sessions both on and off campus.

### **4.1 Responsibility of a Student for the University Property**

It is the responsibility of the students in the halls, classrooms toilets and all other rooms to take reasonable care of furniture, fittings and any other item in the rooms. He/she should use them responsibly and leave them in order. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by negligence of the student or persons connected with him shall be made good at the students' expense.

### **4.2 Processions, Demonstrations and Ceremonies**

It is a serious offense for any student to organize or stage unlawful demonstrations, processions or ceremonies for which the University or the Government has not given permission.

### **4.3 Student complaints procedure**

- a) Students should use the procedure for Handling Students' Complaint available on the University Website.
- b) The resolution of the complaints depends on their nature, and the University Quality Management System procedures which states that, Statutes and Schedules are guiding documents and are provided as references.
- c) While the complaint is being resolved, several organs of University will be involved to avoid unilateral decisions but encourage consultative decision making. These are committees set up at various levels, including students Welfare Committee,

departmental academic boards, faculty academic boards committees of Senate and Senate.

#### **4.4 Protection of the Name “Puntland State University”**

The name “Puntland State University” should not be used by any students’ organization, club, or society without the written permission of the Vice-Chancellor. Disciplinary action shall be taken against anyone using the name without approval.

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### **5.0 DISCIPLINE WITHIN THE UNIVERSITY**

The offices of the Principal, Students and Alumni Affairs, the Deans are responsible for the maintenance of discipline at the University at large. Security Officers have the authority to ensure that all laws and regulations are maintained by the students.

#### **5.1 Enforcement of Rules and Regulations**

The responsibility of maintaining discipline at the University is vested in the Vice-Chancellor, who may from time-to-time delegate such authority and powers to other university officers and the organs for purpose of investigation and enforcement.

The administrative and academic staff of the University otherwise have authority in areas of their jurisdiction or competence to ensure that the rules and regulations are adhered to by the students.

Where a student breaches the regulations the officer in charge shall:

- a) Warn or caution the student either verbally or in writing and forward the case to the relevant office for action
- b) Report the case to the office of Dean of Academic and Student Affairs in writing. All the non-academic disciplinary case will be forwarded to non-academic Disciplinary committee for appropriate action.

#### **5.2 Disciplinary Procedures and Penalties**

The University has a Disciplinary committee on non-academic matters. The disciplinary committee shall be called within two weeks from the date of reporting of the case.

A student shall be invited and given an opportunity of being heard before the disciplinary committee makes its decision.

The powers of the committee include:

- a) Giving a letter of warning which will be carried in the students file.
- b) Looking at the case and determining and giving a verdict
- c) Requiring the student to meet the cost of any loss or damage to University property
- d) Dismissing the case against the student
- e) Excluding the student from using the University facilities for a period of time as the committee may deem fit.
- f) Not interfering with the due process in case of court case

- g) Excluding the student from attending the lectures or any course of instruction for such a period as the committee may deem fit. However, this can hold if the offense that may have been committed was a breach of academic regulations.
- h) Recommending to the Senate through the Vice-Chancellor the expulsion of a student
- i) A combination of two or more of the above
- j) Any other penalties the committee may deem fit.

The University Student Disciplinary/Welfare Committee shall comprise of:

- a) Principal/Dean Academic and Students Affairs
- b) Registrar academic and administration
- c) Deans of the Faculties
- d) Director of campuses
- e) Head of Department of the student (s) concerned
- f) Students Leader

### **5.3 Non-Academic Disciplinary and Criminal Offences**

The following provisions shall apply to all disciplinary actions taken against students in respect of the offences specified herein:

- a) Fighting
- b) Physical assault
- c) Theft
- d) Impersonation
- e) Forgery
- f) Fraud
- g) Sexual harassment in all forms
- h) Incitement of fellow students, staff or other members of the University community
- i) Illegal picketing
- j) Boycott of scheduled lectures, practicums, and other course of instructions or examinations.
- k) Intimidation or issuance of treats, written or verbal, to students with intent to disrupt an ongoing activity or any other processes.
- l) Illegal and unauthorized clubs and associations
- m) Malicious or wilful damage to university property, that of other students or members of the public
- n) Any attempt to convene or organize or any participation or involvement in demonstrations, gathering, processions, or public ceremonies for which permission has not been obtained from the university administration or Government authorities.
- o) Drug and substance trafficking
- p) Drug and substance abuse.

### Penalties for Non-Academic Disciplinary Offences

S/N	OFFENSE	PENALTIES/ACTION TAKEN	GUIDELINES
1.	Drunkenness and Disorderly behaviour	a) Issue letter of warning b) Compulsory rehabilitation/counselling in care of addiction c) Suspension for one academic year d) expulsion	a) written warning for being involved in abuse of drugs and related substance within the university premises b) rehabilitation/counselling for first offenders c) expulsion of habitual offenders unwilling to reform
2.	Fighting	a) suspension for one academic year b) expulsion and handing over to law enforcement authority.	a) Suspension for first offenders b) Expulsion and handing over to law enforcement authority.
3.	Physical assault without provocation or reasonable cause	a) Expulsion and handing over to law enforcement authority	a) Expulsion and handing over to law enforcement authority
4.	Using impersonators in examinations or other situations for personal gain.	a) Expulsion of students involved. b) For non-students, handing over to law enforcement authority.	a) Expulsion and handing over to law enforcement authority
5.	Forgery/Fraud	a) Handing over to law enforcement authority b) expulsion	a) Expulsion and handing over to law enforcement authority
6.	Boycott of scheduled lectures, practicums, other courses of instruction or examination	a) Issue letter of warning b) Suspension for one academic year.	a) Written warning for boycotting b) Expulsion for persistent boycott.
7.	Intimidation or issuance of threats, written or verbal, to students with intent to disrupt an ongoing activity or any other processes	a) Issue letter of warning b) Suspension for one academic year c) Expulsion	a) Written warning for first offenders b) Suspension after written warning c) Expulsion for perpetual offenders.

## 6.0 STUDENTS ACADEMIC RESPONSIBILITY

- All lectures, tutorials, seminars, practicals and other scheduled course of instruction are compulsory.
- It is an offense to interfere with or block normal scheduled classes.
- Non- attendance of academic activities due to illness or any other good cause must be authorized by the Dean of relevant Faculty and must be supported by a certificate of evidence.
- A student will not be allowed to sit any University examinations if she/he has failed to attend at least three quarters of the lectures of a subject. At the same time such students will be warned by the relevant Faculty.
- The rules governing academic affairs define the offences that constitute academic misconduct and set out the procedures used to deal with those offences.
- The academic misconduct means any form of dishonest behaviour related to pre-obtained information for academic gain or avoidance of evaluative process, falsification, and multiple submissions, and applies to any form of evaluative exercise.

### 6.1 Attendance and Punctuality

All students shall be expected to attend all lectures indicated in their timetables. Students who wish to absent themselves from class must get permission from the Head of Department or Dean of the faculty. In case of urgency, such permission may be obtained from the class lecturer who in turn will inform the Dean or Head of Department.

Students shall be expected to be present and seated in the lecture room five minutes before lectures commence. The lecturer concerned shall have the discretion to decide whether to allow latecomers to attend his or her lecture.

It is a punishable offense for a student to attend a course in which he or she is not enrolled. Students who fail to attend lectures should give valid reasons accompanied by tangible evidence to the class lecturer before resuming lectures. The class lecturer shall then forward the information to the head of department/ Dean of the faculty.

### 6.2 Deferment of studies/Academic leave

The University allows students to defer their studies on the following grounds: Sickness, maternity/paternity, bereavement or lack of fees.

Request of deferment should be supported by documentary evidence. In all cases of absence from classes on account of illness and maternity, a medical officer or a certified medical practitioner should make a recommendation to the Dean of the relevant Faculty and Dean of Academic and Students Affairs.

Where a private practitioner has treated a student, the medical certificate shall be submitted to the University for record.

Deferment application form available in the office of the Registrar, Registration must be signed by the applicant at least one day before leaving the University.

A student who is granted leave or discontinues studies is expected to vacate University premises as soon as possible.

A student that has been allowed to defer his/her studies during an academic session shall not be refunded tuition fees, unless application is received before the start of the semester. The University shall not entertain any claims where the student leaves without prior official permission.

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### **6.3 Duration of Study and Semester Loading**

Puntland State University is structured on a trimester/term system where the year has three trimesters/terms. Holiday classes are sometimes scheduled so that an equivalent amount of time as for trimester time is allocated and students spends the necessary time in a course to facilitate acceleration rate of study for students.

A candidate must take and pass all the prescribed subjects while at the University to qualify for the award of a bachelor's degree, unless otherwise specified by the faculty.

A trimester is made up of between ten (10) and twelve teaching weeks.

### **6.4 Course Structure and Requirements for a Degree course**

A graduate will be required to have completed a course which is made up from a cluster of University common and core course units and from those specified by the faculty and department as outlined in the course structure.

### **6.5 University Common Course**

The aim of offering University common units is to enhance broad professional training and facilitate a more profound appreciation of life, the society and environment in which the students are part of. All students of Puntland State University undertaking a degree course must take and pass the entire required common units within the specified time.

### **6.6 Requirements for Undergraduate Degrees**

A bachelor's degree is awarded by the authority of the Senate based on recommendation of Deans of Faculties on the candidates who have met the requirements established for the particular degree programme. Degrees are awarded only to students who are in good standing and who have met all their obligations to the university. Students are referred to the detailed statements of the various faculties and departments for additional specific requirements.

## **7.0 ADMISSIONS**

### **7.1 Programmes**

Puntland State University offers certificate, Diploma and Degree programmes in a wide range of field. Information about the programmes on offers is available on the university web page [www.psu.edu.so](http://www.psu.edu.so), at the registrar's office and at Faculties.

### **7.2 Admission Cycles**

Puntland State University has three Admission cycles. The first and the main admission cycle is September of every year. The second and third admissions are January and May respectively.

Applicants selected to study at any admission's cycle will be admitted according to a date approved by the university Senate.

### **7.3 Category of Applicants**

The university accepts application from secondary school leavers (those who have accomplished form 4) and professional (from government, self-employed and those from business and none profit-making organisations) who may wish to upgrade from certificate and Diploma level or to take a course in any area of speciality. The university also admits students on transfer from other universities from within or outside the country who meet the admission requirements.

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### **7.4 Reporting at the University**

The selected students are required to report for registration within 30 day from the commencement of the semester. Any Failure to report to university within required period should be communicated to the registrar. Registration is done centrally at the registrar's office and at the faculty level. Registered students are given an admission/registration number which is used throughout their period of study.

### **7.5 Students' Orientation**

All registered students are required to attend orientation which happens in the first week of reporting for studies. Orientation is necessary for guiding students on the university systems and on university policies and guidelines. Admitted students who are unable to attend orientation for any reason should communicate to the registrar and/or dean of faculty such that arrangements may be made for getting the same guidance when the student reports.

## **8.0 GENERAL EXAMINATION REGULATIONS**

All of the University examination processes entail integrity, professionalism and responsibility on the part of all participants.

Examinations should be fair and valid in their level, content and the assessment of learning outcomes.

Examinations are supposed to serve to help students learning by their nature and provide guidance and feedback on student performance.

The Registrar for Academic Affairs is responsible to ensure that examination policies, procedures and regulations are strictly observed and that all examination processes and policies are explicit and clear to all students, staff and external examiners.

Examination policies, procedures and regulations are all subject to regular monitoring and review and the University reserves the right to amend them as it deems necessary.

## 8.1 University Examinations Rules and regulations

- i. There shall be ordinary university examinations, supplementary examinations and special examinations to be held under such conditions as the Senate may prescribe.
- ii. All courses/modules should be examined within the semester in which they are taken unless otherwise approved by the Senate.
- iii. Every student should register for courses each term, within the first two weeks of that term to allow earlier Examination Planning
- iv. Ordinary main examinations will be administered during the last one week of the trimester.
- v. An ordinary University examination session will take two (2) hours for undergraduate and diploma programmes.
- vi. Examinations will consist of Quiz, Assignments, mini-research, midterm and final examination.
- vii. The registrar will conduct a briefing before the end of the term examinations to discuss the general rules and the specific regulation concerning that term. This at times may be done through releasing a write-up of the rules & regulations.
- viii. Each subject shall be graded out of 100 marks and the pass mark shall be 60% unless otherwise specified in the curriculum for specific programmes.
- ix. Where a subject is solely of practical in nature, it may be examined wholly by practical assessment as prescribed by the curriculum.
- x. A student who is not going to sit University examinations on the official scheduled date and time on special circumstances should inform the Office of Registrar for Academic Affairs or Student Services and the Dean of the Faculty or the Head of Department as soon as the examination time-table is released.
- xi. A student who fails to turn up for an examination should be considered to have failed that examination and must prove why he/she should not be discontinued.
- xii. The final grade of a candidate who will take supplementary examination shall consist of supplementary examination only and the pass mark shall be 60% or as prescribed in the curriculum.
- xiii. Special examinations shall be allowed under the following conditions:
  - a) Reasons of ill health-must be approved by the Head of Department/Dean/ medical officer
  - b) Maternity/paternity
  - c) Reasons of bereavement of an immediate family member
  - d) Legal reasons
  - e) Any other special reason approved by senate
  - f) The decision to offer special examination shall be taken by Senate on recommendation of the faculty academic board.
  - g) Subject to the direction of the Senate, Special/Supplementary examination shall be held within the period specified by senate.

## **8.2 Types of Examinations**

The University examinations whether formative or summative take different forms and are conducted by means of any one or combinations of the following:

- i. Written examinations.
- ii. Oral examinations.
- iii. Practical examinations.

Summative examinations are of different types as follows:

### **Continuous Assessment Tests (CATs)**

- I. There should be at least two CATs per course per semester including baseline tests, progress tests, field work and mid-term tests.
- II. CATs should normally be spaced as 1st week, 4th to 6th week and 8th to 10th week and otherwise approved by the Senate.
- III. The results of CATs with detailed feedback should be given to students in two weeks and be submitted to the Head of Department. The records of results should also be made available to external examiners.
- IV. Continuous Assessment (Quiz, Assignment, Mid-term test Plus Attendance) results shall constitute 50% and the end of semester/term examination 50% of the final marks awarded to students in a course unless otherwise authorized by the Senate.

### **Regular Examinations (end-of-term examinations)**

- i. Regular examination also known as end-of-term examination is the final and the regular assessment time-tabled within an official examination period at the end of the academic year or term and serves as the evaluation of student's performance in a course or module.
- ii. The rules and guidelines governing setting, marking, moderation and processes of this type of examination are outlined in the examination rules and regulation.

### **Special Examinations (Special Re-Sits).**

- I. This examination is a deferred assessment or a re-sit examination which is alternative to regular or end-of-term examination and offered to students based on special extenuating circumstances due to medical, religious, and bereavement (compassionate) reasons as may be determined by the Senate from time to time.
- II. The special examination should normally be held once in any academic year unless otherwise approved by the Senate based on the recommendations made by school boards.
- III. Continuous assessment tests (graded mid-term tests) should count towards the grading of special examinations.
- IV. Supplementary and special examinations should follow regular examination rules and regulations.

## **Supplementary Examinations (Regular Re-Sits)**

- I. This is a re-sit examination granted to students on academic grounds if a student fails in the first attempt.
- II. Supplementary examination should normally be held once in an academic year and at least two weeks before the start of the following academic year unless otherwise authorized by the Senate.
- III. Continuous assessment tests (CATs) should not count towards the grading of supplementary examinations unless approved by the Senate.
- IV. The final marks of supplementary examinations should be capped to the minimum pass threshold of 60% unless otherwise authorized by the Senate.
- V. Grading for a course/module repeated internally or externally should be as in a regular examination.
- VI. A student who fails to meet the criteria stated in v-ix above should repeat the year of study.
- VII. A student who fails in a prerequisite course or module for a core or required course/module in the subsequent year should not normally be allowed to the following year of study.
- VIII. A student who fails in a supplementary examination of an optional or elective course/module is allowed to proceed to the following year of study provided he/she takes a different course/module instead and sit an examination in it.
- IX. A student who fails in one or more supplementary examinations in the final year of study may be allowed to sit again for the same supplementary examination(s) in the courses/modules failed during the following time scheduled for such examinations. If the student fails these supplementary examinations the second time, he/she should be discontinued subject to senate approval.

### **8.3 Admission to Ordinary Examination**

- i. A student must attend at least 75% of the lectures of the subject to be allowed to sit for the ordinary examination in that subject.
- ii. Every candidate for university examination shall pay to the University examination fees as the Senate shall prescribe from time to time.
- iii. A student must withdraw from a subject without any penalty within the first three weeks of the trimester.
- iv. The student must withdraw officially by completing “withdrawal forms” obtainable from registrar, academic administration.
- v. Failure to withdraw officially will lead to a grade “F” and the student will be required to retake the subject.

- vi. A student who has not completed all the Quiz, Assignment, Midterm examinations for any subject shall have his/her ordinary examinations results nullified and required to do a supplementary examination in the subject.
- vii. Students are allowed to enter the examination venue 20 minutes before the examination. In those 20 minutes students are not allowed to start the examination.
- viii. Students must arrive at least 30 minutes before the start of the examination, check their personal details and sign the examination attendance register.
- ix. Students should only enter the examination venues showing a valid student photo identification card under the instructions of the invigilator and sit according to their registration numbers.
- x. Students should display identification documents on their desks during the examination.
- xi. Students should not carry any unauthorized material to the examination venues including – but not limited to – books, mobile phones, notes and failure to do so should be considered as an act of cheating.
- xii. A student who arrives at the examination venue within the first 30 minutes of the examination commencement time should be permitted to sit the examination but should not be given any extra additional time and should finish it at the original scheduled time.
- xiii. No student should be allowed to leave the examination venues within the first 30 minutes of the examination commencement time and the last 30 minutes of the examination finish time unless it's for unavoidable health reason/s
- xiv. Any student who wishes to leave the examination room for the toilet or any other reason and be readmitted must obtain prior permission from the invigilator (security Officer) and should be accompanied by an invigilator during the full period of absence.

#### **8.4 Leave of absence Request:**

- A student requests a leave of absence form from the registration office.
- The student submits the form to their faculty for approval.
- If the student obtained the approval, they proceed to meet with the registrar and obtain approval.
- If the approval is granted, the registrar scans the form and sends a confirmation email to the student's faculty.

#### **8.5 Examination Processing**

- i. University examination shall be conducted under the authority of the senate.
- ii. Setting of examinations shall be within the first eight weeks of the trimester.
- iii. Subject lecturers of Puntland State University will be responsible for setting, invigilating and grading examination papers.
- iv. Examination papers must be kept in a secure place and only accessed by authorized persons in the office of the Director, Examinations

- v. Marking of examination papers ought to be completed by the second week from the date of the end of an examination session.
- vi. Publication of all University examination results shall be the responsibility of the DVC academics and the registrar academic and administration.

## 8.6 Examination Room Preparation

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- i. Examination room must have adequate space, lighting and ventilation.
- ii. Seating arrangements must ensure that there is adequate space between candidates, preferably a one-meter space.
- iii. Lateness to examination room shall not be tolerated and no student will be allowed to enter 30 minutes after the start of an examination.
- iv. All candidates must face in the same direction, unless they are working on computers, in which case, a candidate must not be able to see the screen of the computer being used by another.
- v. The chief invigilator must draw the attention of candidates to the rules that govern the conduct of examinations before the start of an examination session.
- vi. Candidates taking an examination must complete the prescribed examination form with full name, registration number and signature.

## 8.7 Invigilation

- i. Examination invigilation must be conducted in accordance with University rules, Regulations and Procedures
- ii. The chief invigilator, being the person who taught the subject, must ensure that appropriate stationery and specified items are available on time at the examination venue.
- iii. The chief invigilator must collect examination papers from the production room thirty minutes before the examination time.
- iv. Candidates who have not cleared with finance office and are not in the list shall not be allowed to sit for the examination.
- v. Candidates must take their student identification cards, Exam cards and any other relevant identification cards to the examination room and place them on the desks.
- vi. The ratio of invigilators to candidates shall be 1:25
- vii. A candidate may not leave an examination room until he/she has completed the paper.
- viii. All answer scripts must be collected before candidates leave an examination room, secured and taken by the international examiner for marking and grading.
- ix. All unused answer booklets' scripts must be returned to the Examination office.

## **8.8 Examination Misconduct and Irregularities**

- i. Any act that violates the University's Examination Rules, Policies, Regulations, Procedures and Processes constitutes examination misconduct and should be dealt with effectively and decisively.
- ii. Examination misconduct may include but not limited:
  - a. Having unauthorized material in an examination venue or room and/or copying, reading, or writing from the walls, toilets, furniture, part of the body or any other material.
  - b. Reading answer scripts belonging to another student, permitting another student to copy from his/her answer scripts and/or obtaining or giving assistance from and/or to another person in answering examination papers.
  - c. Destroying the evidence which may be used as a proof of an examination irregularities.
  - d. Impersonating or attempting to impersonate another student and/or impersonated knowingly.
  - e. Forgery of examination documents.
- iii. Any allegation of examination misconduct should first be raised to the student concerned by the invigilator.
- iv. If the invigilator is convinced that a misconduct is committed by the student, the invigilator must record in writing the name, and the registration of the student, the nature and the full details of the offense and all the supporting evidence to be presented and submit a signed and dated "Examination Allegation Offense" statement in writing to the Head of Department and forwarded to the Office of Registrar for Academic Affairs or Student Services for further action.
- v. The student in question must be made aware of the allegations and the evidence of those allegations considered against him/her.
- vi. Any examination misconduct should be reported to the Senate for action by the Registrar for Academic Affairs within one week after the examination ends.
- vii. A Senate Student Examinations and Disciplinary Committee should be set up comprising of members of the Senate, representatives of the faculty and department offering the examination, legal officer and the Registrar within two weeks after Senate deliberations and recommendations.
- viii. The Registrar should within one of the Disciplinary Committee's set-ups give formal notice of impending disciplinary action to all named students. The notice should contain a copy of the allegation of examination misconduct, the date, time and venue of the inquiry and the details of where help, support and advice may be sought.

- ix. As soon as the Disciplinary Committee determines its findings based on the evidence presented, the Registrar should within one week issue the Decision Notice consisting of the concise statement and rationale of Committee's findings in relation to the allegations of misconduct, any penalties applied in case a student is found responsible for the misconduct and the policies and procedures related with the student's right of appeal.
- x. A student found responsible for examination misconduct should have the right to appeal against the findings of the Disciplinary Committee and/or the penalty imposed.

### 8.9 Appeals of Examination Misconduct

- i. A student in his/her appeal should submit a signed and dated statement to the Vice Chancellor within ten (10) working days from the date of issue of the written decision made against them.
- ii. The Vice Chancellor should within three working days of the receipt of the students' appeal set up an appeals Committee comprising of the Registrar for Academic Affairs or his/her nominee, Senior Academic staff, a member of Student Council or Union and a member of the Senate.
- iii. The Appeals Committee should within three working days of its set-up convene and determine the student's appeal by either upholding, amending or rescinding the decision of the original hearing and report its decision to the Senate for consideration and ratification.
- iv. The decision of the Senate after the Appeals Committee's report should be final and within two working days of the Senate ratification the student should be informed with the decision of the Appeals Committee in writing.

### 8.10 Penalties for Examination Misconduct and Irregularities

The University takes any breach of the Examination Rules, Regulations, Guidelines, and Procedures very seriously as they apply to either summative continuous or final assessments and appropriate penalties should be imposed as they deem fit. If allegations of misconduct are proven beyond doubt, an appropriate penalty depending on the severity of the misconduct from list below should be considered: The examination disciplinary committee should meet at the start of each term.

- i. Warning letter to the student.
- ii. Cancellation of CATs or Final results or both.
- iii. Cancellation of results for the whole academic year.
- iv. Suspension from the University for one academic year. In the case of exam misconduct the third strike offense requires the student to be suspended for one academic year.
- v. Suspension from the University for two academic years.
- vi. Expulsion from University.
- vii. Reduction of the marks originally awarded.
- viii. Institution of criminal charges.
- ix. Any combinations of the penalties defined above.

**NOTE:**

A candidate found guilty of examination irregularities more than once will be discontinued from the university.

### **8.11 In the Examination Room**

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The following examination procedures are intended to ensure that the examination room is conducive and stress/tension-free for fair and transparent conduct of examinations (s)

- i. In case of documentary evidence found in the possession of a candidate(s), such evidence may be confiscated, seized and/or impounded by the Invigilation Officer who must preserve such evidence in its original form for purposes of the disciplinary hearing and/or further action.
- ii. Where a candidate destroys evidence by way of swallowing, tearing or throwing it away or in any other way, then the evidence of at least one (1) invigilator or person present will be deemed to be sufficient evidence of an examination malpractice.
- iii. In case of oral evidence of examination irregularity or such other personal or impersonal conduct such as unauthorized mutual discussion between candidates in the examination room, unauthorized use of gestures, external (third party) interference with the smooth conduct of the examination and the intentional exposure of answers(s) by a candidate for other candidate(s) to copy, the Invigilator Officer shall carefully record his/her specific observations in a clear statement and forward the same to the relevant Dean of the faculty.
- iv. In case of unauthorized use of electronic gadgets such as mobile telephone or other physical and communication gadgets during examination session, clause (i) above applies as may deemed appropriate.
- v. The candidate shall be left to complete writing the examination paper in order to avoid commotion and/or disturbance of peace in the examination room.
- vi. In carrying out his/her regulatory mandate under clause (i) above, the invigilation officer may conduct or ask for aid to search the candidate(s) concerned.
- vii. In case a candidate(s) is irregularly assisted by an Invigilator Officer, Supervisor, Lecturer or other University Staff, the case shall be reported to Director Examination and dealt with by the University Management.

### **8.12 Steps to be taken by the Faculty/Campus Disciplinary Committee**

- i. Upon receipt of evidence and/or report from the examination room, the Faculty Disciplinary Committee comprising the Head of Department, two co-opted lecturers, invigilator, one student representative, the Dean of the faculty as chair and the Dean of Academic and student Affairs to deliberate on the case.
- ii. The faculty Disciplinary Committee shall follow the rules of natural justice, regulations guiding the conduct of examinations and any other rules deemed necessary for the good and smooth conduct of examinations.
- iii. Refer to the student handbook.

- iv. The faculty Disciplinary Committee shall then forward a report of its decisions and recommendations thereof to the Registrar, academic Administration.
- v. The Registrar, Academic Administration shall notify the candidates and senate of the verdict of the Faculty Disciplinary Committee in writing.
- vi. Should the student be aggrieved by the faculty's verdict, he/she may appeal to the Vice-Chancellor, who will refer the case to the University Student Appeals Committee.

### **8.13 University Students' Appeals Committee**

The Appeals Committee shall comprise of the;

- i. Deputy Vice-Chancellor Academic and Student Affairs- Chairperson
- ii. Registrar, Academic Administration- Secretary
- iii. University Legal Advisor
- iv. Two co-opted persons from the relevant Faculty and department
- v. Two student representatives.

The quorum for the Appeal Committee shall be at least a half of the members.

The procedural rules applying before the faculty disciplinary committee shall apply here as deemed necessary

The Appeals Committee shall dismiss or uphold the decision, and communicate to the senate and to the candidate in writing and the decision shall be final.

### **8.14 For other Disciplinary Cases**

The University Disciplinary Committee shall rely on regulations contained in the Student Handbook (as may be modified from time to time) and on any other regulations deemed necessary for candidate in writing and the decision shall be final.

### **8.15 Academic Warning**

- i. A student who fails more than half of the subjects taken in any one semester shall be given an Academic Warning (W) by Registrar, Academic Administration.
- ii. A student whose attendance, Quiz, assignments and midterm is at he pass mark in any one semester shall be given an Academic Warning (W) by the Registrar, Academic Administration and such a student shall be on academic probation.
- iii. A student on academic probation will be required to receive guidance and counselling.

### **8.16 Discontinuation**

- i. A candidate whose academic year is below the pass mark of the course will be discontinued.
- ii. A candidate who is involved in an examination irregularity more than once shall be discontinued.

### **8.17 Appeal against Discontinuation**

- i. Discontinued candidates will be allowed to appeal within a period of one year to the senate from the date of discontinuation
- ii. Appeals against discontinuation will be addressed to the Vice-Chancellor
- iii. The Appeals Committee will hear the appeal and make appropriate recommendations to the senate.
- iv. The committee may recommend either upholding the earlier decision or pardon the student.

### **8.18 Appeal for Re-assessment**

- i. A candidate who is not satisfied with the grade, which he/she has been awarded in any examination paper/subject, may appeal to Registrar, Academic Administration for remarking not later than 30 days after the release/ publication of results.
- ii. There shall be a remarking fee, which the senate will determine from time to time.

## **9.0 EXAMINATION GRADING**

### **9.1 Incomplete**

- i. Letter (I) representing incomplete grade, is used at the end of the semester only and not used during the withdraw period.
- ii. It is assigned to students who, because of reasons acceptable to Senate is unable to sit the final examination and whose work is in good standing.
- iii. Class attendance shall be a requirement to complete the course. The grade(I) will be considered failing, if the work is not made up by the next relevant examination sitting. After this period, the (I) will be changed to failing grade “F” i.e. “zero score.

### **9.2 Supplementary and Re-Examination**

- i. A candidate who fails in any subject(s) in the ordinary examination shall be required to sit for supplementary examination(s)
- ii. Each supplementary paper shall be graded out of 100 marks and the total grading will be graded to maximum of a pass mark.
- iii. A candidate who fails in any supplementary examination subject(s) will take re-exam in the subject(s)
- iv. No candidate will be allowed to take re-exam on the same subject(s) more than thrice.

### **9.3 Result Slips and Transcripts**

- i. Provisional results will be released by the respective Deans of the faculties after the faculty Board of Examiners' meeting, pending approval by the senate.
- ii. Upon a written request by student, a transcript will be issued free of charge by the Registrar, Academic Administration at the end of the academic programme.
- iii. Transcripts may be requested for before graduation and issued at a fee prescribed by the senate from time to time.

- iv. Results slip shall show all subjects taken including failed course (units) all grades and marks scored and must be signed by Registrar, Academic, Dean of Faculty and DVC academic and Student Affairs.
- v. Each transcript shall include a student's one-year academic record
- vi. Individuals who have attended the University may obtain official result slip of their completed work, provided they have no pending financial obligation to the University.

#### **9.4 Certificate, Diploma and Degree Classification**

- i. The final classification of the degree will be based on all the required units (common, core and electives) taken
- ii. The total number of units required for classification may vary from one faculty to another and from one level to another and for Bachelors Degree must meet the minimum unit requirement or as per the curriculum.
- iii. The total score based on Cumulative Average Score (CAS) will be used to arrive at the following final classifications;

#### **9.5 Bachelor's Degree Classification**

Bachelor's degree classification shall be as follows, unless otherwise specified by the senate:

90% and above- First Class Honours  
80-89% - Upper Second Class Honours  
70-79% - Lower Second Class Honours  
60-69% - Pass  
0-59% - Fail

#### **9.6 Diploma and Certificate Classification**

Diploma and certificate classification shall be as follows, unless otherwise specified by the curriculum or by the senate:

90% and above- Distinction  
80-89% - Credit I  
70-79% - Credit II  
60-69% - Pass  
0-59% - Fail

#### **9.7 Revocation of Certificates**

The University may rescind any certificate, diploma or degree awarded to graduates who while registered in a particular programme committed an academic offence which if it had been detected before graduation would have constituted an examination malpractice.

Notification of rescinded certificate, diploma or degree shall be communicated to all relevant parties/persons.

## **9.8 Disposal of used examinations booklets**

Except under special circumstances, used examination booklets shall be destroyed twelve (12) months after the conferment of the degree and award of diploma and certificate.

## **9.9 Letter of Completion**

Upon request to the Registrar, Academic Administration a letter of completion may be issued Page | 30 before graduation to a student who has fulfilled the requirement of the Senate and has met all financial obligations to the University.

## **9.10 Graduation**

- i. Only students who will have fulfilled all the Senate requirements and have met all financial and other obligations shall graduate.
- ii. All students who meet graduation requirements will be required to attend graduation exercise, including convocations and rehearsals.

## **9.11 Lost Certificate**

Applicants for replacement of lost certificates shall submit to the Registrar, Academic Administration the following:

- i. Police abstract for the loss of certificate
- ii. A cover letter explaining/describing the scene of loss of the certificate in term of location.
- iii. An affidavit from a Commissioner of Oaths stating that the applicant is not making any false allegations.
- iv. A replacement fee of \$100 (allow levels).
- v. A application letter submitted by the person requesting for the reprint.
- vi. A copy of Secondary certificate
- vii. A copy of the said certificate.

## **9.12 Convocation/Alumni**

Membership to Puntland State University Convocation will be open to all persons who are graduates of Puntland State University including honorary graduates.

- i. Maintain contract with Puntland State University Alumni, informing them of the University programmes and encouraging their support in fulfilling the University academic goals.
- ii. Encourage members to continue with their university friendship after graduation through social reunion activities.
- iii. Active membership will be maintained through payment of convocation dues.

## **10.0 Fees Structure for Undergraduate Studies**

Every person wishing to be registered as a student for a degree, diploma, certificate or other award of the university shall pay to the university such a registration fees, tuition and such other fees as Council may from time to time determine.