



# UNISO

**ACADEMIC REGULATIONS FOR UNDERGRADUATE  
STUDENTS  
2018-2023**



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## **1. INTRODUCTION**

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### **Academic Year/Calendar**

- 1.1 The following policies and regulations shall apply to all University of Somalia programs leading to various Bachelor's degrees.
- 1.2 The academic year is divided into two semesters for both full-time and part time students, each normally comprising sixteen (16) weeks of learning, teaching and assessment: twelve weeks of teaching, a week of revision, and two weeks of examination.
- 1.3 The first semester shall normally begin on first September of each year and ends on mid February of the following year.
- 1.4 The midterm examination of the first semester shall normally take place on 5<sup>th</sup> November of each year and shall last for ten days.
- 1.5 The final examinations of the first semester shall normally begin on 25<sup>th</sup> January and shall last for ten days (i.e. 5<sup>th</sup> February).
- 1.6 Upon completion of the final examinations, there shall be a two-week break during which examination papers are marked.
- 1.7 The second semester shall normally begin on 22<sup>nd</sup> February and ends on 20<sup>th</sup> July of each year.
- 1.8 The midterm examination of the second semester shall normally begin on 25 April of each year and lasted for ten days (i.e. 5<sup>th</sup> May).
- 1.9 The Final examinations of the second semester shall normally begin on 10<sup>th</sup> July and last for ten days ( shall end on 20<sup>th</sup> July of each year.)
- 1.10. Upon Completion of the final examinations, the University shall take forty five (45) days break and the academic year will resume on first September.
- 1.11 The annual graduation ceremony of UNISO shall normally take place on the last Wednesday of August of each year.
- 1.12 The dates of exams shall be set by the Academic Office in consultation with the Deputy Vice Chancellor for Finance. Such dates are normally subject to change given the security situation in the country.

## **2. ADMISSION**

### **2.1 Application Procedures**

2.1.1 Prospective students wishing to secure admission to University of Somalia on a full-time or part-time basis must apply to Admission Offices located in various campuses. Applications shall only be processed after the University has received the application forms and relevant certified copies of certificates, accompanied by proof of payment of prescribed admission application fee. The admission fee is non-refundable. Additional requirements may be specified by the University where necessary.

2.1.2 Applicants who have completed their secondary, education outside Somalia and who wish to join the University of Somalia must first obtain qualification equivalence from the Ministry of Education and Culture. The qualification equivalence documents shall be submitted to the University along with certified copies of certificates.

### **2.2 Application Period**

The application period shall be from 15 June to 10 September of the same year for which admission is being sought. The second intake starts from 1<sup>st</sup> January to 28<sup>th</sup> February. No application shall be accepted after the prescribed period. All applications are subject to a selection process.

### **2.3 General Admission Criteria**

2.3.1 To be admitted to the first year of an undergraduate program, the applicant must submit the following documents:

- a) A Fully completed application form
- b) Official/certified copy of original secondary school certificate

- c) A good conduct letter from your school administration
- d) If he/she is applying for Faculty of Health Sciences and Faculty of Engineering and Computer Science, they must have “B+” or higher in your secondary leaving certificate.
- e) Four passport size photos

**2.3.2** Applicants holding certificates from outside of Somalia which have been approved by the Ministry of Education and Culture may be admitted to the University of Somalia.

The final acceptance will be granted to the candidates who meet the afore-mentioned requirements after verification of the authenticity of their certificates

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### **3. REGISTRATION**

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#### **3.1 Procedures for Registration**

- 3.1.1 To be considered a bona fide student of the University of Somalia, a candidate must be registered in an appropriate program offered by the University in order to be allowed to attend lectures or other teaching and learning activities of the University, or to examinations or other assessments.
- 3.1.2 Students normally register for an academic year on either a full-time or part-time basis.
- 3.1.3 Candidates may be permitted to transfer from full-time to part-time or from part-time to full-time on a space-availability basis. The student must secure approval of the University Registrar in consultation with the Dean of the relevant faculty.
- 3.1.4 A request for change from a full time to a part time must be made to the University Registrar and must be accompanied by a recommendation from the Dean of the relevant faculty. That change must be made within the first ten days of every semester.
- 3.1.5 In faculties where the admission is restricted to a limited number of applicants,

- acceptance will be based on student's results of the entrance examination.
- 3.1.6 Multiple enrollments in different programs of the university are permitted provided there is no conflict between his/her classes.
  - 3.1.7 The period for admission shall be announced by the Office of the Registrar of University of Somalia two months before the start of the new academic year.
  - 3.1.8 Procedures for registration, documents to be produced, entry requirements and fee levels shall be published by the University at least four months before the beginning of the registration period. No registration will be permitted after the prescribed period.
  - 3.1.9 Consideration for late registration shall be under special circumstances. A request for late registration must be expressed in writing to the University Registrar not more than fifteen days after the end of the Registration period, and the request shall state reasons for the lateness. The University Registrar shall decide on the case with the advice of the Dean of Faculty responsible for the program in which registration is sought. Normally late registration shall not extend beyond two weeks after the normal registration period.
  - 3.1.10 The student should sign at the bottom of the application form indicating that he/she will continue as a registered student.
  - 3.1.11 The Registrar may at any time terminate the registration of a student if it is proven that he/she falsified his/her identity when registering with the University or if he/she forges his transcript or any other essential documents.
  - 3.1.12 A student must register and must pay the tuition fee within the prescribed period. If he/she fails to register within that period, his/her name will be deleted from the University register for that particular semester.
  - 3.1.13 Only those students who have fulfilled all the registration requirements will be in the University register and the class lists and will be allowed to obtain valid University IDs, attend classes, use University facilities and take examinations.
  - 3.1.14 At the time of registration, all students are required to supply the Office of the University Registrar with a telephone number, residential location, parent/guardian's name and a contact person.

#### **4. MIDWAY ADMISSIONS AND STUDENT TRANSFER**

Students seeking to transfer from another university must fulfill the following requirements before being considered for admission:

- 4.1 The university from which a candidate wishes to transfer must be fully accredited/ recognized by the Somali Federal Republic Ministry of Culture and Higher Education as a higher learning institution.
- 4.2 The student must present an authentication letter and certified copies of academic transcripts from the institution the student has been attending.
- 4.3 Students seeking to transfer from other institutions without having the authentic documents must also meet the general admission requirements defined above.
- 4.4 Applications from students seeking to transfer from other higher learning institutions shall first be assessed by the University Registrar.
- 4.5 Students wishing to transfer from other universities to the University of Somalia shall apply for credit transfer during the admission period.
- 4.6 Applications for credit transfer shall be submitted to the Office of the University Registrar in writing, attaching copies of all the required supporting documents.

Supporting documents for credit transfer application shall include the following:

- i) Official academic record certified by the other university
  - ii) Letter of recommendation from the other university that a student has been attending;
  - iii) Certified copies of the original certificates used to gain admission into the university from which the student wishing to be transferred.
- 4.7 The maximum number of credits that can be transferred shall not exceed 50% of the total credits required for the final exit award. In addition, the difference in the number of courses between the two universities must not exceed five courses.
  - 4.8 Transfer students are not accepted after semester IV for most faculties. For the faculty of Medicine and Health Sciences and the Faculty of Humanities, transfer

students are not accepted after VI and III respectively.

4.9 Granting or denying transfers shall be made by the Registrar in consultation with the dean of the receiving faculty.

4.10 The Registrar in consultation with the receiving faculty or department shall work out the details of transfer of credits and other technical matters. Furthermore, the student must complete all the outstanding courses.

## **5. Transfer Procedures**

5.1 The University Registrar shall request faculties for the available space for accommodating students to be transferred and shall compile the intake capacity of every department.

5.2 A student wishing to transfer will be required to complete a Standard Transfer Application Form which will be available at the Office of the Registrar and which he/she can collect upon payment of the appropriate fee.

5.3 The form must be completed and returned to the Office of Registrar at the registration period for the semester into which enrollment is required.

5.4 Documents to be submitted along with the application for transfer include a copy of the original transcript from the previous institution bearing stamps, both wet and dry, the secondary school certificate, and any other relevant documents. In addition, the applicant must bring the original documents of any copies for verification of these copies.

5.5 All the official documents of an applicant for transfer must be in an envelope sealed and stamped by the institution from which the applicant is transferring.

5.6 Upon receipt of the application and the relevant documents, the Registrar will evaluate the application and the accompanying documents.

5.7 In case of acceptance, the Office of Registrar shall communicate his decision to the student requesting the transfer and to the faculty to which the transfer is accepted.

5.8 A student who has succeeded in his application for transfer will be expected to report to the faculty concerned.

## **6. Transfer within the University of Somalia**

- 6.1 A student may transfer from one faculty to another or from one department to another within the University of Somalia upon satisfying the following conditions and procedures:
- 6.2 The availability of space and facilities in the receiving faculty or department.
- 6.3 Submission of the transfer application form within the first two weeks of the first two semesters of the Academic Year.

## **7. Student Identification Cards**

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- 7.1 Each registered student must have the University of Somalia Student Identification Card which shall be provided upon admission.
- 7.2 Each student shall be issued with the identity card at a fee specified in the approved fees structure. Each student identity card shall bear the holder's photograph, and registration number, and a stamp of the Admission Office.
- 7.3 A student identity card shall be required for the use of entry into the University campuses, for the library, admission to lectures, tutorials, practical sessions, laboratories, examination rooms and for access to other services. The University reserves the right to refuse access to facilities without the card.
- 7.4 A student whose Identity Card is damaged, lost or stolen shall do the following:
  - 7.4.1.1 Pay a fee indicated in the approved fee structure in order to get a replacement (in the case of a damaged card). The student shall bring the damaged card to the Office of the Admission.
  - 7.4.1.2 Request for a replacement upon Submission of a statement of loss (in the case of a lost or a stolen card). The request shall be granted only if the Admission Office is convinced of circumstances of the loss.
  - 7.4.1.3 Students shall carry their student identity cards with them at all times, and throughout their period of study at the University.

## **8. CANCELLATION OF REGISTRATION**

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- 8.1 A student's registration shall be automatically cancelled at any time during the academic year by the University Registrar on grounds of the following among others: absence of more than a month without permission or justification, cases of impersonation, falsification of documents or incomplete information, serious

omission, false declaration at registration and serious misconduct. The consequence of such actions shall be exclusion from the university and nullification of results.

- 8.2 Normally, depending on the seriousness of the offence, the exclusion shall be for a given period or indefinite and the nullification of results shall be for a specific semester, or for the entire period the student has been registered in the University. The University may take legal action against the student.
- 8.3 All cases of registration withdrawal or cancellation shall immediately be reported to the University Registrar who will update the database and inform other concerned stakeholders.
- 8.4 Any student de-registered may appeal against the decision and shall address any such appeal to the Office of Academic Affairs clearly stating her/his grounds for appeal. The Office of Academic Affairs shall present her/his recommendation to the Vice-Chancellor for consideration and final decision.

## **9. Withdrawals and Dropouts**

- 9.1 In case a student does not have an examination record, having either withdrawn or dropped out, withdrawal or dropout signs will appear on his record.

## **10. FREEZING OF STUDIES**

- 10.1 Registered students may, with good reasons, be allowed to freeze studies twice during the prescribed period of his/her degree program. At the expiry of the freezing period such students shall be readmitted into the semester of the same year of study where they left off. However, in the event of a curriculum change during the time of freezing of studies, students may only re-join at the beginning of the first semester, no matter at what point in the academic year they froze their studies.
- 10.2 Normally only one such period of freezing shall be granted and for only one year. The exceptions shall be debilitating illness or handicap where medical evidence suggests that the student shall be able to return to study within a further year, or that events or conditions are occurring so close to the end of an academic

year that the circumstances that made the request necessary shall clearly still be in force in the following year. In order to re-commence, the student must bring a doctor's letter stating that she/he is fit to return.

10.3 Students shall make a request in writing to the Dean of the relevant-faculty then to the University Registrar to freeze studies in part or for the whole academic year after the end of a semester examination, producing evidence of circumstances that make it impossible for them to continue their studies. Such requests shall be granted automatically on provision of evidence in case of the following scenarios:

10.3.1 Debilitating illness supported by a report of a certified medical practitioner;

10.3.2 Handicap which may require time to overcome

10.3.3 Maternity leave

10.3.4 Death or serious illness of a close relative or dependent

10.3.5 Social problems

10.3.6 Financial difficulties

Other kinds of reasons may be given and a decision shall be taken by the Dean on the strength of evidence provided. The decision shall be communicated in writing to the University Registrar who will change the registration status of the student on the database.

10.4 No student shall freeze studies for more than two years in any one given year, nor there more than one period of freezing in any given year of study. Instead, students shall re-apply for admission with transferred credits, under whatever admission rules are in force at the time.

10.5 In the case of freezing after the beginning of the academic year, any credits already earned on a given program during that academic year, shall be retained on the student's record and the student will not be required to retake the courses already passed.

10.6 Repeated freezing shall not be granted for chronic, on-going medical conditions. Instead, the Dean of Faculty shall consult with the student and the University's medical officer to see what help the University can offer that will help to overcome the effect of the condition in so far as ability to study is concerned.

10.7 Any student that freezes his/her study without securing the approval of the

dean of his/her faculty and the Registrar shall be required to pay all the tuition fees for the whole period of his/her absence.

## **11. PROGRAMS OF STUDY**

- 11.1 A program of study consists of a set of courses which have a defined set of learning outcomes that a student must complete to the satisfaction of the University Management in order to be eligible for the award of a qualification. Certain programs may also include internship, clinical training or other mandatory hands-on academic activities, which a student must complete to the satisfaction of the examiners.
- 11.2 Details of the programs available to students, the program requirements, methods of teaching and assessment shall be in the Departmental Guide and published annually on the University of Somalia website and by any other means available.
- 11.3 All programs of study must be approved by the University Management in consultation with the Board Committee on Education before they are advertised and before any students are admitted. The specific requirements approved by the Office of Academic Affairs shall be detailed in the Program Specifications which, by then, would have been scrutinized and approved by the Board Committee on Education before the process of approval is through.
- 11.4 Program requirements must include, as appropriate, the code, title, year of study and credit value of the courses to be completed, clearly indicating which courses are UNISO general education requirements.
- 11.5 UNISO general education requirements are intended to enable students to acquire necessary communication and analytical skills, critical thinking, innovation, and moral values that enhance their capacity as enlightened and tolerant scholars.
- 11.6 The responsibility of developing, designing and maintaining the University general education courses shall fall on the respective faculties that offer similar undergraduate degree programs.
- 11.7 Courses other than University general education courses must be standardized and must have similar content and codification. Faculties that offer

the undergraduate degree programmes to which these courses related will be responsible for the development, design, instruction and administration.

11.8 All UNISO general education requirements will be offered within the first two semesters of the University programmes. Faculties that may need an exception to this provision may seek permission from the Academic Affairs Office.

11.9 In all matters related to the course design, instruction, lecturers and administration, deans of faculties will coordinate their activities with Deputy Vice Chancellor for Academic Affairs.

11.10 The program requirements shall indicate specific core courses, which must be passed at each year of study, any other necessary requirements for progression or for successful completion of the program.

11.11 Where program requirements include a period of internship/ /clinical placement, achieving a pass mark on this will be a requirement for progression/graduation. The Programme Specification must state whether this period is graded and counts towards the award of a qualification.

11.12 The length of the duration of all our BA and BSc degree programs is four years from matriculation to graduation except for MBBS in medicine which is six years. The medium of instruction is English except for Islamic subjects and the Arabic language.

## **12. ASSESSMENT**

12.1 The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any course shall be appropriate for this purpose.

12.2 Continuous assessment shall comprise all tests, quizzes, practicals and assignments carried out during the progress of the course.

12.3 Students will normally receive feedback on their performance in coursework after the papers are marked.

12.4 A course is passed if its specified learning outcomes have been achieved. The assessment of each course shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved.

- 12.5 The final continuous assessment marks shall be made available to the students before the beginning of the examination period.
- 12.6 The pass mark for all courses shall be 50%. No supplementary examinations shall be allowed. However, special and re-examinations within the same academic year may be considered on merit of individual cases.
- 12.7 All assessment marks shall be presented as percentage scores. Midterm exams shall make up 40% of the course score while the final examination shall make up 60% of the course score.

### **13. ATTENDANCE POLICY**

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- 13.1.1 Attendance at lectures, practical sessions, tutorials and face to face sessions is obligatory. Attendance will be monitored by the relevant Faculty.
- 13.1.2 Every faculty must maintain a separate attendance register for each course. The attendance register shall be in the custody of the lecturer and the faculty management staff, and should by no means be handled by any other party.
- 13.1.3 Any student who misses classes due to reason beyond his/her control should immediately and regularly provide valid and documented evidence for such absence.
- 13.1.4 Students who attend less than 75 per cent (75%) of such sessions will be considered as not having achieved the course learning outcomes and will not be allowed to sit for the final examination. Such students shall be deemed to have failed that course and shall be given a Zero (0) grade.
- 13.1.5 Except under special circumstances permitted by the University, students who fail all courses in a semester due to absence from lectures, practical sessions, tutorials and face to face sessions shall be considered to have absconded and shall, therefore, be discontinued.
- 13.1.6 Submission of coursework by the due date and attendance at examinations and in-course tests is obligatory. Non-submission, late Submission or non-attendance will lead to a mark of Zero for the assignment or examination unless adequately justified.

13.1.7 A candidate who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of Zero for that examination or assessment, unless there is authorized absence or any other valid reason in the light of the student's circumstances.

#### **14. Grading System**

14.1 The University of Somalia shall have a 10-point grading system ranging from A+, A, B+, B, C+, C, D+, F. These letters shall carry the values shown in the table below:

<b>SN</b>	<b>Marks %</b>	<b>GPA</b>	<b>Letter Grade</b>
1	93-100	4.00	A+
2	86-92	3.50	A
3	79-85	3.00	B+
4	72-78	2.50	B
5	65-71	2.00	C+
6	58-64	1.50	C
7	50-57	1.00	D+
8	0-49	0.00	F

14.2 Academic achievement in all the undergraduate programs of the University shall be graded on the letter grade system and in the manner provided in the above table.

14.3 Grade Point Averages are determined by dividing grade points earned in a semester by the number of credit hours attempted in that semester.

14.4 It is the responsibility of the dean and head of departments of each faculty to ensure that the assessment procedures are strictly observed by the lecturers of the

faculty. In addition, the deans and heads of departments must assure that each lecturer of the faculty prepares and presents an overall course plan which includes a course description , a course outline, a timeframe, a required textbook, a reading list and the above mentioned assessment procedures.

## **15. EXAMINATIONS**

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The University of Somalia (UNISO) normally has midterm examinations in November and final examinations in January for the first semester. For the second semester, midterm and final examinations are normally held in April and July respectively. Only students who have fulfilled the academic and financial requirements shall be allowed to sit for the final examination.

### **15.1 Types of examinations**

- a) Examinations are held in all courses to assess the work done by students. These may take the form of written midterm and final examinations (paper-based examination) under invigilation conditions (summative assessment), class tests, and other forms of assessment (formative assessment).
- b) Examinations may be oral, written, or practical depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be devised by the faculties and must be followed by the lecturers.

### **15.2 Examination Periods**

Examinations are held in November/January and April/July and at such other times as the Examination Office may decide. No coursework (essays,

assignments, other) may be scheduled in the examination period or the preceding revision period.

No more than one final examination in an undergraduate course is allowed in any examination period.

### **15.3 Makeup examinations**

A makeup examination is a further final examination opportunity granted on medical, financial or social valid reason. A makeup examination is normally held in September and March of each academic year, but may also be scheduled at another time arranged by the Examination Office. Applications for makeup examinations are considered by Examinations Committee in terms of the general university rules for degrees.

### **15.4 Re- examination**

A re-examination is a further examination granted on academic grounds to a student who has failed the course. Re-examinations are normally held in January and September but may be scheduled at other times.

A re-examination cannot be deferred. If any reason, a student is not present to take a re-examination, he or she loses the opportunity and the original fail marks stands.

### **15.5 Take Home examinations**

Examinations which include a component outside of invigilated conditions (e.g. a case study and projects other things) are permitted where a faculty, especially the Faculty of Medicine and Health Sciences, has decided on a sound practice and the examination has received faculty approval.

### **15.6 Examination without Attendance**

Examination committee may allow a student who is repeating a course to take the examinations in the course without re-attendance at classes, under special circumstances. In such cases, the committee will specify which (if any) of the course requirements the student will be required to complete, in addition to the examination(s). No deferred examination is granted on an examination without attendance.

### **15.7 Class tests, essays and other forms of assessment as examinations**

Class tests may serve two purposes: formative and summative.

First, a class test may be used simply as part of the teaching and learning process, where the marks do not, and are not intended to contribute to the result for the course.

Second, a class test may, in addition to its part in the teaching and learning process, be used as a part of the formal final assessment, in such cases the marks obtained in the class test will contribute to the result of the course, in such proportion as may be determined by University. This applies to assignments given by lecturers.

The above apply equally to essays and other forms of assessment.

## **16. ADMINISTRATION OF EXAMINATIONS**

16.1 Preservation of confidentiality and security in typing and copying of formal examination or class test examination papers.

a) The Head of Department is responsible for preserving confidentiality and security in formal examinations or class test examination papers prepared in his or her department; and the Examination Office is responsible for maintaining security and confidentiality in the examinations when copying of formal

examination papers is done there, and when question papers are dispatched from the faculties.

b) The Examination Office is responsible for compiling the examination papers, and also is accountable for copying them, storing them, and dispatching them to examination venues. This includes:

1) Security in the compiling and dispatching of formal examinations papers to Examination Office. The use of email is acceptable provided that the document is password-protected and the password is sent separately. If the document is not password-protected, this must immediately be reported to the Head of Department or Examinations Officer, who will investigate and decide whether there has been a breach that compromises security. The departmental administrator who sets up the password must circulate the password to affected Examiners in a separate communication.

2. Ensuring that copies of formal examination papers are securely locked away at all times, and that no persons have unauthorized access to them. Duplicate keys must be under the control of Examination Officer. Care must be taken to ensure that the type of lock used will provide security.

3. Heads of examination committees should contact the Registrar if any doubt about adequate physical security arrangements. Heads of Examination committees should pay particular attention to the security of examination questions stored electronically: for example, these should not be stored in a form to which others may obtain access.)

4. Ensuring that the copying of formal examination or class test examination papers does not happen off campus, nor is contracted out to third parties. Only departmental machines, the Examinations Office and the University's copy services may be used. The paper may not be left with the copy services.

5. Ensuring that the number of persons engaged in the typing and/or duplicating of formal examination or class test examination papers is the absolute minimum. A minimum of two people is required for the printing of formal examination or class test examination papers to ensure that a second count of printed papers takes place. If papers are printed by the University's copy service, a representative of the department must be present for the duration of the printing. Students and student tutors may not assist with the printing of formal examination or class test examination papers. All staff present must sign a register indicating their attendance for printing examinations.

6. Supervising the process of copying formal examination or class test examination papers at all times. Care must be taken that all copies of formal examination or class test examination papers (including master and spoilt copies, whether intermediate draft or final) are removed from the copier, and securely locked away until they are destroyed, In cases where a printer has a memory, ensuring that the main file is deleted from the printer memory.

7. Ensuring that spoilt or surplus formal examination or class test examination papers (including master and spoilt copies, whether intermediate draft or final) are suitably destroyed, e.g. by shredding or incineration;

8. Ensuring that relatives or persons with any close personal relationships with students writing examinations are not involved in the compiling, typing and/or copying of examination papers.

9. In the case where a department printing its own formal examination papers does not have secure storage facilities, the papers must be delivered to the Examinations Office for storage immediately after printing. All papers must be delivered at least 48 hours prior to the relevant formal examination, and be packed in the format requested by the Examinations Office.

## **16.2 Identification at Examinations**

Students are required to present their ID cards along with Pass Cards for financial clearance at all University examinations.

If a student fails to present his or her student ID card or Pass Card and cannot be identified by an Admission representative, he or she will be required to produce it his or her student ID card within 5 working days to the relevant department. If the student fails to do so, his/her results for that examination in the subject involved will be cancelled.

Some students are required to wear certain uniforms like nursing students. It must be checked before starting examination.

## **16.3 Presence of Departmental Staff at Examination Office**

The course lecturer or an authorized representative able to deal with substantive issues relating to the paper must be available to attend each venue where the paper is being written (including the extra time venue) when papers from his or her department are handed out, and must collect or make adequate arrangements for the collection of scripts from all venues after the examination. The course lecturer or authorized representative should at least be on call telephonically throughout the duration of the examination. His or her contact details must be listed on the Examinations lecturers' lists along with all invigilators details.

## **16.4 Additional time for Reading Question Papers**

As there are advantages in having consistency in examination procedures, examinations involving extra time for reading should not normally be held at the same time and venue as examinations which do not include this allowance.

16.4.1 This extra time must be clearly shown on the question paper and recorded on the Examinations paper as part of the duration of the Examination paper.

16.4.2 The Examinations Officers must be informed prior to the preparation of the timetable so that the full length of the examination may be shown on the timetable.

16.4.3 If it is necessary to hold such examinations at the same time and venue as examinations which do not have this allowance, all such examinations must start simultaneously.

### **16.5 Electronic Devices: Use at Examinations**

The nature and use of programmable electronic devices is to be decided by the course lecturer and/or examiner and indicated on the cover of the examination paper. Students are to be advised of this in advance.

The unauthorized taking of stored information in a device into an examination is a dishonest practice in respect of which disciplinary action will be taken.

All Examiners must ensure that there is no breach of integrity through the use of any device during the examinations.

### **16.6 Formula Sheets and Other Printed Material**

a) Formula sheets and other printed material may be used in an examination if allowed by the examiner. If printed material or formula sheets are allowed, the cover page of the examination question paper must specify clearly what may be used.

b) If formula sheets are to be used, it is advisable that are issued to the students in the examination venue. Where students are not allowed to bring their own formula sheets into the examination:

C) Students must have been given a clear indication in advance of what may be included on a formula sheet. All formula sheets are to be handed in with the answer script. Dictionaries and other Materials are not allowed unless the

examiner has indicated otherwise. During an examination candidates are prohibited from having on their body any electronic device other than what has been specifically allowed.

### **16.7 Dishonesty at Examinations**

If dishonesty has occurred in any form of examination, the invigilator must submit a report on students involved to the Chief invigilators in action in accordance with the rules on disciplinary jurisdiction and procedures.

Note: A class test and any other form of assessment contributing into a final result is an examination for the purpose of this rule.

### **16.8 Application for the Checking of Examination Results**

A candidate may apply for the examination result to be checked, but may not apply to have a script remarked. Checking is limited to the adding up of marks, and to making sure that marks have been allotted to every section of every question attempted.

If as result of the checking of a script, the class of pass is changed, no any fee charged for the checking scripts. In cases where the class of pass does not change, but the mark does, the record will be adjusted. The mark will be changed on the record even if the class of pass does not change, but fee will not be charged even if the class of pass is affected.

The Examination office should respond to the application received from the Student within seven working days of receipt.

### **16.9 The Retention of Examination Scripts**

The Director of Examination must keep examination scripts two weeks for all examinations/class tests in examination office (not including deferred and supplementary examinations) taken in respect of checking examination results. Then all examination papers/class tests will be transfer to university main store.

### **16.10 Extra Time in Examinations**

Examination Committee recognizes that a student with a learning or physical disability may require extra time. Committee will consider, in its absolute discretion, applications from students for extra time in examinations and may grant extra time to a student who has a learning or physical disability. (An examination for the purpose of this rule includes class tests that contribute to the final result in a course.)

### **16.11 Procedures for Reporting Exam Grades**

16.11.1 Lecturers shall submit final grades to the deans or the department heads on duly signed official grade report forms within two working weeks after the date that each of his or her examination was held.

16.11.2 Under no circumstances can a lecturer keep the final examination grade report beyond the two weeks allocated for this task. Any lecturer who does not submit the final grade reports shall be subject to a financial penalty.

16.11.3 if a lecturer falls ill or meets other mishaps, his /her final examination papers will be collected from him/her and will be given to another lecturer to mark them within the two working weeks as stated above.

16.11.4 The final grades for all courses shall be reviewed and endorsed by the faculty's Examination Committee and after that shall be submitted to the Examination Office.

## **17 GRADUATION REQUIREMENTS**

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All faculties of UNISO currently confer the degrees of Bachelor of Science (BSc) or Bachelor of Arts (BA) in its various programs. UNISO students should take a normal load of 18 credit hours per semester except for medical students who should take 22 to 25 credit hours per semester. A credit is defined as a lecture or recitation of one hour or two to three hours of supervised and assessed classroom instruction and/or laboratory work per week. Students from all faculties other than Medicine and Surgery must have accumulated 144 credit hours

including a graduation project of three (3) credits to qualify for graduation. As for medical students, they must have accumulated a minimum of 224 credit hours plus one year of internship.

In other words, students from all faculties other than Medicine and Surgery must have completed eight 8 semesters toward obtaining the University of Somalia bachelor's degrees. On the other hand, medical students must have completed 12 semesters to obtain their bachelor of science in medicine and surgery (MBBS).

### **17.1 Failure in a Course**

17.1.1 A student who fails a course may repeat the same course. However, a student is not allowed to carry a first year course to the third year and the second year course to the fourth year. This makes mandatory that students take repeated courses during their semester that they are offered.

17.1.2 A student who fails more than half of the prescribed courses in final examinations must repeat the semester. However, the student will be required to pay only 50% of the tuition fees.

17.1.3 The grade obtained after repeating a course shall not exceed "C" and shall carry two asterisks in the transcript to indicate that it is a repeated course.

## **18 GRADUATION HONOURS**

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UNISO grants four levels of honors distinction at graduation. These honors are granted to students with the highest marks as follows:

**The First Level (Summa cum laude)**- is granted to students who have achieved a high cumulative grade point average (CGPA) of 3.85 and above. When converted to percentage, this will be 96% and above.

**The Second Level (Magna cum laude)**-is granted to students who have achieved a high cumulative grade point average (CGPA) of 3.75 and less than 3.85. When converted to percentage, this will be 93%

**The Third Level** (Cum laude) is granted to students who have achieved a high cumulative grade point average (CGPA) of 3.65 and less than 3.75. When converted to percentage, this will be 91%.

**The Fourth Level** (Vice-Chancellor's Honors Distinction)-is granted to students whose cumulative grade point average (CGPA) is 3.60.

## **19 ISSUANCE OF STATEMENTS OF RESULTS, TRANSCRIPTS, DEGREES**

**19.1** At the end of each academic year, a Statement of Results shall be issued to a student on request and after payment of applicable fees. The Statement of results shall be signed by the Head of Department and the Dean of the faculty.

**19.2** An academic transcript for each student shall be made from the faculty mark sheet by the Office of the University Registrar and shall be kept in the student's file. The transcript shall be signed by the University Registrar and the Deputy Vice-Chancellor for Academic Affairs.

**19.3** University certificates shall be signed by the Vice Chancellor and the Deputy Vice Chancellor for Academic Affairs and shall bear the University seal.

**19.4** No graduation document shall be issued to students without clearance from the Head of Department, Dean of the relevant Faculty, Director of Library, Director of Finance. The clearance document duly signed is submitted to the University Registrar for issuance of official academic documents.

**19.5** In case of loss or damage of a certificate, the concerned graduate may request a duplicate by fulfilling the following conditions:

19.5.1 Pay a fee indicated in the approved fee structure;

19.5.2 Bring the damaged certificate to the Office of the University Registrar in the case of a damaged certificate;

19.5.3 Submit a Police statement of loss in the case of a lost or stolen certificate.

## **19.6 Amendments**

19.6.1 Any amendment to these regulations can be proposed by the Board of Directors, the Vice Chancellor, the Academic Council or the Deputy Vice Chancellor for Academic Affairs.

19.6.2 The Board of Directors shall have a final say concerning the interpretation of the disputed provisions of these regulations.

