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1.0 Academic Year:

In the semester system at Mildmay Institute of Health Sciences (MIHS), the academic year shall be composed of Two (2) semesters and One (1) Recess Term.

2.0 Length of the Semester:

The length of a Semester shall normally be seventeen (17) weeks, with fifteen (15) weeks for lectures and two (2) weeks for examinations unless otherwise arranged. The duration for the Recess term shall be Six (6) to Ten (10) weeks taken after the second semester.

3.0 Academic Programmes:

(a) Each Academic programme shall be defined by the courses.
(b) An academic programme shall be composed of a set of courses that shall be registered by a student in order for the student to qualify for the award of a particular degree/diploma/certificate.
(c) The structure of a particular academic programme shall show clearly the Core, Elective and Prerequisite courses.

4.0 Core course Unit:

This is a course unit which is essential to a programme and it gives the programme its unique features. All students who are registered for a particular programme offer it.

5.0 Elective course Unit:

An elective course unit is offered in order to broaden an academic programme or to allow for specialization. It is chosen from a group of courses largely at the convenience of the student.

6.0 Pre-requisite Course Unit:

A prerequisite is a condition which has to be satisfied prior to enrolling for the course in question. A prerequisite course unit, therefore, shall be a course offered in preparation for a higher level course in the same area of study.

7.0 A Course:

A course is a unit of work in a particular Field/Area of study normally extending through one semester, the completion of which normally carries credit towards the fulfillment of the requirements of a degree, diploma or certificate.

(i) To moderate draft examination papers in order to ensure:
- maintenance of quality,
- high standards,
- coverage of the contents of the course
- clarity of the questions
- correctness of the marking scheme
- Time given for the exam paper is suitable for answering the questions.

(ii) To examine selected marked scripts and advise on consistence of marking

(iii) To perform such other duties as School Academic Boards and Departments concerned may from time to time request.

(iv) To report to the Academic Board through the Academic Registrar on the following:

- Standard and quality of examination.
- Standard of marking by Internal Examiners.
- Standard of course work.
- Students' performance.
- Advise on other areas of improvement.

14.0 Setting of Question Papers:

(a) Examiners are required to preserve the secrecy of examination papers at all stages until the paper has been taken by the students. The contents of the paper must not be disclosed to any person other than those colleagues or officials of MIHS specially appointed to deal with question papers. Any staff who leaks examination shall be subjected to disciplinary action.

(b) Internal Examiners shall submit the exams to the Dean of the responsible School four weeks before the date defined for the start of the final examinations.

(c) The Dean will send the examination papers, upon receiving them, to the External Examiner(s) for moderation. The External Examiner(s) will send his/her comments and alterations. The Internal Examiner will revise the examination paper to take into consideration all the comments and alterations of the External Examiner and then submit the revised examination paper to his/her School Dean.

(d) The Dean shall send the final revised examination papers to the Academic Registrar at least one week before the date defined for the start of the final examinations.

(e) Internal Examiners are particularly requested to transmit all agreed examination papers to the Dean in accordance with the following instructions:

i. Draft question papers must be set out legibly and in accordance with the approved curricula.

ii. Questions shall be drafted so as to be free from ambiguity and to elicit a reasoned answer.

16.0 Examination Clearance:

(a) A student who does not have coursework marks will not be allowed to sit the examinations.
(b) A student who fails to attend at least 80% of the lectures, tutorial sessions and practical work shall be denied examination clearance.
(c) The lecturer will issue three weeks before the start of the exams a list containing the names of the students in his class who are not cleared for examinations.
(d) Within one week from issuing the list mentioned at (c), any student has the right to appeal. A MIHS Appeals Committee will study the appeals on individual bases and give its final decision within one week.
(e) Eligible students will be issued with examination cards before the commencement of examinations.

17.0 Course work Assessments:

(a) Coursework Assessments have to be planned in advance and students have to be informed formally about them at the beginning of each semester or module. Such information shall be contained in the handbook of each School.
(b) The plans for the coursework assignments shall be indicated clearly e.g., mode of assessments, when they would be conducted, duration and marks to be awarded.
(c) The marked scripts for the last set of coursework assessments in a semester shall be availed to the respective students and the results displayed two weeks before the commencement of the End-of-Semester examinations at the latest.
(d) Forty (40%) percent of the marks or as may be amended by the Academic Board shall be allotted to course work done by candidates during the semester in which they have studied the course.
(e) Course work marks shall be submitted by the Internal Examiner to the Dean/Principle of the School before the semester examinations begin, and shall be made available to the External Examiner.
(f) A candidate without course work marks in a course does not qualify to take examination in that course.
(g) The Coursework (Progressive/Continuous Assessment) shall consist of at least one (1) test and one (1) homework/Take-Home Assignment or two (2) tests per course that carries 3 credits.

(h) Normally, instructors may not hold major semester tests in the last five teaching days of the lecture schedule in any semester. Major semester tests are those which account for more than twenty-five percent of the final course grade. Exceptions must be approved in advance by the instructors` Heads of Department or the Deans of the Schools concerned.

(i) In instances where a student has adjacent tests or examinations or when a student has more than two tests or examinations in a given day, the student should request relief from instructors within one week of the notification that

19.0 Pass Mark:

(a) The pass mark for MIHS examination shall be fifty percent (50%) for each course.

(b) Students' examination evaluation will be obtained by averaging the course work marks and examination marks. (Course work = 30%/40%; Examination = 60%/70% respectively).

20.0 Grading System

The overall marks a candidate obtains in each course he/she offered shall be graded out of a maximum of one hundred marks and assigned appropriate letter grades and grade points as follows:

Marks	80-100	75-79	70-74	65-69	60-64	55-59	50-54	0-49
Alpha Grade	A	B+	B	C+	C	D+	D	F
Grade Points	5.0	4.5	4.0	3.5	3.0	2.5	2.0	0

21.0 Examination Timetable

(a) Examinations will be held in accordance with the published timetable which will be available at least 3 weeks before the commencement of the examination period and will include the date, time and venue of each examination.

(b) Examinations are held on five days a week from Monday to Friday and are normally scheduled for two sessions a day starting at 9.00 am and 2.00 pm.

(c) Students should read the Examination Timetable carefully to ensure that they have been correctly entered for their examinations and know the time, date and location of the examinations they are required to take.

(d) Misreading the Examination Timetable will not be accepted as a satisfactory explanation for absence from an examination.

(e) Special arrangements cannot be made to accommodate a student's personal preferences, unless these are associated with Disabled (special needs) students who may need reasonable adjustments.

21.0 Conduct of Examinations:

(a) Instructions to Candidates:

(xii) Candidates shall be required to sign the examination attendance roll at each examination attended.

(Xiii) Candidates who have finished can only leave examinations room when it is only 30 minutes to the end of the stipulated time

(b) Instructions to Invigilators:

(i) Each examination paper shall be under the supervision of a member of the Academic Staff nominated by the Dean of School.

(ii) Invigilators shall be present in the examination room, at least, thirty (30) minutes before the commencement of an examination.

(iii) Invigilators must ensure that one answer book is provided for each candidate unless the question paper requires otherwise. This answer book must be used up before any additional paper is provided.

(iv) Invigilators shall start to admit candidates to the examination room fifteen (15) minutes before the commencement of the examination and they shall ensure that candidates take places assigned to them. Invigilators should not allow candidates to take to the examination room any material not authorized. During these fifteen (15) minutes, the Invigilator shall:

- Make announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
- Call attention to any information on the question paper which seems to require attention.
- Remind the candidates of the key examination regulations.

(v) The Invigilator shall then tell candidates when they may begin writing.

(vi) Invigilators shall not admit candidates to the examination room after half an hour from the commencement of the examination. Late candidates shall not be allowed extra time.

(vii) Internal Examiners or their nominees are required to be present in the examination rooms at the commencement of each examination to assist the invigilators. However, instructions which the Internal Examiner may wish to be given to the candidates should be announced by the invigilators.

(viii) Invigilators shall on no account give any information to a candidate who asks questions about the contents of a question paper or doubts its accuracy. Any question of this nature should be referred immediately to the Examiner in the subject to clarify the point to all candidates if necessary.

(ix) After the commencement of the examination, Invigilators shall check the names of the candidates against the copy of the list to ascertain who is present and who is absent, and to confirm that every candidate is where he/she should be so that no candidate attempts a wrong paper.

23.0 Progression:

- **Normal Progress:**

Normal progress shall occur when a student has passed the Assessments in all the courses he/she had registered for in a particular semester.

- **Probationary Progress:**

A student who has obtained the Cumulative Grade Point Average (CGPA) of less than 2.0 shall be placed on Probation. Such a student shall be allowed to progress to the next Semester/Academic Year but shall still retake the course(s) he/she had failed the assessment in later on and obtain at least the pass mark (50%) in the course(s).

24.0 Deferred Examination

(a) A student who provides credible reason for failing to complete coursework assessment or to sit an examination may be permitted to sit the deferred examination or coursework assignment when the course(s) is/are being offered again.

(b) A student who wishes to sit a deferred examination must submit an application to the respective School Dean's Office and must attach supporting documentation pertaining to the absence before the beginning of the semester in which the examination is scheduled. A deferred examination shall not be approved if a student has not been in regular attendance or has completed less than half of the assigned work.

(c) A student with two or more deferred examinations may be required to reduce the number of courses in which he/she is registered in order to accommodate deferred courses from previous semester(s) in his/her semester load. Deferred examination shall be included in the student`s maximum semester load.

(d) A student shall be required to pay for deferred examination(s).

(e) The School or Department responsible for the course shall make arrangements for the deferred examination, once approval is granted.

(f) The grades obtained from a deferred examination shall not be categorized as re-take because the assessment is for the first time.

25.0 Conceded Pass

(a) A conceded Pass is a pass granted for a course in which a final year candidate is within five marks of a Pass Mark in the Course Assessment. The pass is conceded on the basis that the student`s overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course.

(b) The circumstances for approval of a Conceded Pass may include but not limited to:

(i) Illness of a student or a medical condition.
(ii) Family issues such as family injury, illness, bereavement, etc.
(iii) Commitments such as participation in national sports or other activities.
(iv) Commitments to assist with community services activities.
(v) Unavoidable and unexpected work commitments such as relocation.

28.0 Compilation of Marks

(a) Each Internal Examiner has to ensure that every candidate who had sat a particular examination has his/her scripts duly marked and that the registration numbers of candidates recorded as absent are properly recorded.

(b) The marking of scripts for a particular examination shall be completed within two weeks from the end-date of the examination or submission of assignment.

(c) The compilation of all the marks by Internal Examiners should not exceed one week.

29.0 Board of Examiners and Departmental Examination Committee:

(a) There shall be Departmental Examination Committees that will be responsible for moderating examinations and evaluating the quality of continuous assessment tests.

(c) There shall be Boards of Examiners at Departmental level that will receive, consider and recommend results for presentation to the School Boards of Examiners. The School Boards of Examiners, chaired by the School Deans/ / Heads of Department, shall make decisions on the accuracy of the compilation and analysis of the examination results.

(c) The Academic Board shall meet to approve examination results recommended by the School Boards of Examiners.

30.0 Release of Semester Examination Results:

(a) Release of "provisional' examination results (as approved by Faculty) shall be the responsibility of the respective Deans within three (3) weeks after the end of the semester examinations.

(b) Provisional examination results shall be posted on notice boards at MIHS and published on the MIHS website. Results shall be by individual letter to each student. All results may be published on the Institute board but will bear no names of students.

(c) Examination results shall be approved by the Academic Board.

31.0 Appeal against Examination Results:

Students shall have a right of appeal if they perceive a lack of transparency in the conduct of examinations, unfair treatment or poor assessment of their work. Each Department and School must create an appeal panel. The Academic Board shall be the supreme panel of appeal for academic complaints. Students may appeal in respect of:

(a) An examination or other form of assessment.

(b) A student's progress, including a decision in respect of a suspension or a requirement to withdraw from MIHS.

Permissible grounds for appeal are:

Classification of awards for Degrees		Classification of awards for Diplomas	
Class	**CGPA range**	**Class**	**CGPA range**
First Class	4.4-5.00	Class I (Distinction)	4.4-5.00
Second Class (upper division)	3.60-4.39	Class II (Credit)	2.80-4.39
Second Class (Lower division)	2.80-3.59	Class III (Pass)	2.00-2.79
Third Class	2.00-2.79		
Pass	0.00-1.99		

33.0 Calculation of the Cumulative Grade Point Average (CGPA):

The Cumulative Grade Point Average (CGPA) at a given time shall be obtained by:-

- Multiplying Grade Point obtained in each course by the Credit Units assigned to the course at the Weighted Score for the course.
- Adding together the Weighted Scores for all the courses taken up to that time.
- Dividing the Total Weighted Score by the total number of Credit Units taken up to that time.

34.0 Retaking a Course Unit or Course Units:

(a) A candidate who fails any end of semester examination paper on the first attempt shall be allowed two more attempts to sit and pass that paper when it is next offered.

(b) While retaking a course/courses, a student shall:

- Attend all the prescribed lectures/tutorials/practicals/fieldwork in the course or courses.
- Satisfy all the requirements for the Coursework component in the course/courses.
- Sit the examination in the course/courses.

(c) A candidate may retake a course or courses when next offered again in order to improve his/her pass grade(s) if the pass grade(s) got at the first assessment in the course or courses were low. The new grade(s) shall be indicated as a second attempt.

(d) A candidate who has up to but not more than five (5) failed courses any time shall be allowed to proceed to the next semester and retake the failed courses when they are next offered. However, if the failed courses happen to be prerequisites for other advanced courses, the candidate must first pass them before he/she can be allowed to register in the advanced units that require the prerequisites.

(e) A candidate shall not be allowed to carry forward six or more accumulated failed courses at any one time.

37.0 Electronic Calculators

(a) The use of silent, cordless and non-programmable calculators is allowed during an examination on condition that the question papers permit their use.
(b) Candidates shall seek the approval of their invigilators before entering the examination rooms with calculators.
(c) It is the responsibility of the candidates to bring the calculators to the examination rooms and to ensure that spare batteries are available.
(d) The use of electronic devices capable of carrying out the retrieval of stored numerical or textual information is strictly forbidden. The restriction does not apply to open book examinations.

Failure to comply with the above regulations may result in confiscation of non-approved calculators and/or facing the examinations irregularities committee.

38.0 Replacement of Lost Academic Certificates and Transcripts:

(a) MIHS may issue another copy in case of loss of the original certificate or transcript on condition that: -
    (i) The applicant produces a sworn affidavit.
    (ii) The certificate/transcript so issued shall be marked "COPY" across it.
    (iii) Replacement of a lost Certificate or Transcript shall only be made after payment of a replacement fee has been made.
    (iv) The applicant must produce evidence of payment after which the Transcript or Certificate shall be processed in 2 weeks.
    (v) The applicant must produce evidence that the loss has been adequately publicly announced, including a written report from the Police.

39.0 Discontinuation:

(a) When a student accumulates Three (3) consecutive probations based on the Cumulative Grade Point Average (CGPA) he/she shall be discontinued.
(b) A student who has failed to obtain at least the Pass Mark (50%) during the Third Assessment in the same course/courses he/she had retaken shall be discontinued from his/her studies in the institution.
(c) A student who has overstayed in an Academic Programme by more than Two (2) years shall be discontinued from his/her studies at MIHS.

40.0 Examination Irregularities and Malpractices given in Schedule I Examination Regulations

(Summary to be distributed to the Students and Lecturers)

11. There shall be a prescribed number of invigilators in each examination room.

12. The Academic Registrar is responsible for appointing the required number of invigilators from their Department. Such staff will act as Chief Invigilators and Invigilators. Additional Assistant Invigilators will be recruited by the Academic Registrar's Office.

13. Invigilation arrangements for examinations are set out in the guidance notes issued by the Examinations Office.

14. Training for invigilators will be provided on an annual basis by the Academic Registrar's Office.

15. Invigilators are required to comply with instructions issued by the Academic Registrar's Office and to ensure that they are aware of their obligations as specified in the Guidance Notes for Invigilators.

16. Chief Invigilators must collect examination papers from the Academic Registrar's Office at least 30 minutes prior to the start of the examination. Other invigilators must report to the examination room at least 20 minutes before the examination is due to commence.

17. Chief Invigilators are required to start and finish examinations in accordance with the instructions issued by the Examinations Office.

18. Chief Invigilators will be required to complete a report form on the conduct of each examination for submission to the Academic Registrar's Office.

19. If the author of an examination paper is not an invigilator for the relevant examination s/he should normally be in attendance 10 minutes before and for the first fifteen minutes of an examination. Where it is not possible for the author to be present s/he should ensure that their contact details are available or another member of the department is present in order that any issues relating to the examination paper can be addressed.

Conduct during Examinations

20. Invigilators are present at all examinations and are responsible for their proper conduct. Students are required to comply with all instructions issued by an invigilator.

21. Students will be admitted to the examination room by an invigilator shortly before an examination is due to start. Once admitted to the room examination conditions apply so no talking is permitted.

22. Students should sit at desks allocated for the paper they are sitting in accordance with the notices posted outside the examination room.

with such material to raise their hands. The material will then be collected and the opportunity provided for information on the body or clothing to be removed. After this point, if any student is discovered with such material or with any information written on any part of his/her body or clothing in the examination room it will automatically be assumed that cheating has taken place and the consequence will be a mark of zero to the course.

36. Any student wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Students permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Chief Invigilator will provide a report to the Examinations Office in such cases.

37. Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report will be made to the Examinations Office.

38. Students who arrive late may be admitted to an examination room during the first 30 minutes of an examination. No additional time will be given.

39. Students are not permitted to leave an examination during the first 30 minutes or the last 20 minutes. In examination rooms where papers of mixed duration are being taken students are only permitted to leave at the invigilator's discretion.

40. Students wishing to leave an examination early must inform the invigilator and must remain in their seat until their scripts have been collected. They must leave the examination room quietly with minimum disturbance both inside and immediately outside the examination room.

41. At the end of an examination the invigilator will instruct students to stop writing. Students must remain seated at their desks until all scripts have been collected by an invigilator and they are instructed that they may leave.

42. No answer booklet or part of an answer booklet, whether used or not, may be removed from the examination room.

Alternative Examination Arrangements

43. Alternative examination arrangements may be made for students with long or short term medical conditions, specific learning difficulties or disabilities, subject to the overall requirement that academic standards must be maintained.

44. Requests for alternative examination arrangements on the grounds of specific learning difficulties shall be notified to the Examinations Office by the Dean of Students. Only recommendations supported by the Dean will be considered. Requests for alternative examination arrangements on the grounds of either short or long term