

In case of Queries Contact your respective CoD, Dean of School or The Registrar (ARSA).

**THE REGISTRAR
(ACADEMIC, RESEARCH AND STUDENT
AFFAIRS)**

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MURANG'A UNIVERSITY OF TECHNOLOGY



EXAMINATION REGULATIONS

VISION

A leading University in Technological Innovation, Research, and Training

MISSION

To advance knowledge and Technological Transfer through Teaching, Training, Learning, Research, and Innovation for Sustainable Development

1. REQUIREMENTS TO BE MET FOR A STUDENT TO BE CREDITED WITH A UNIT

In order to be credited with a unit, subject or course, a candidate shall have:

- i. Enrolled in accordance with the University enrolment regulations.
- ii. Attended all classes and other courses of instruction to the satisfaction of Senate
- iii. Completed to the satisfaction of the examinations and Senate such oral, practical, written or other tests or assignments as have been prescribed for completion during the course.

Completed to the satisfaction of the examiners and in accordance with those regulations any final examination prescribed by Senate.

Note: Candidates shall be informed by each department of the specific requirements for courses in the department and the extent to which the years' work shall be taken into consideration in assessing the final results. No candidate shall be permitted to sit the final examination unless he/she has complied with the requirements set out in these regulations.

2. EXAMINATIONS

- i. Examination includes, Ordinary End of Semester Examinations, Re-sits, Retakes, Special Examinations, Supplementary Examinations Continuous Assessment Tests (CATs), Term Papers, Thesis, Projects and Project Reports, Teaching Practice, Practicum, Internal Clinical Rotation, Field Trip Reports, Industrial Attachment, Practical At-

- i. A candidate who fails to sit for re-sit examinations for two (2) academic years shall be deemed to have deserted the course and be deregistered from the University forthwith.
- ii. A candidate who fails to retake courses for two (2) academic years shall be deemed to have deserted the course and shall be deregistered forthwith.
- iii. A candidate who fails to repeat courses for two (2) academic years shall be deemed to have deserted the course and shall be deregistered forthwith.
- iv. A student who fails to register for a semester he/she has qualified to register shall be deemed to have deserted the course and shall be deregistered forthwith.
- v. A postgraduate student that exceeds the set duration for their academic programme shall be deemed to have deserted the course and shall be deregistered forthwith.
- vi. A candidate deregistered under i, ii, iii, iv and v above shall be allowed to appeal to the Vice chancellor in writing giving compelling reasons.

17. Supplementary Examinations

- i. Postgraduate students shall be allowed to sit for supplementary examinations in all the failed units and pass before proceeding to the next year of study.
- ii. The implementation of the supplementary examinations shall be as outlined in the Programme curriculum.

100% of the total courses taken in an academic year.

iv. Special examinations shall be graded on the same guidelines as those for ordinary examinations

v. Special examinations shall be taken during ordinary examinations unless otherwise specified by Senate

vi. A candidate who fails to sit for two (2) or less units in an academic year on acceptable grounds shall be allowed to proceed to the next year of study and sit special examinations in each of those units when next offered.

vii. A candidate who fails to sit for three (3) or more units in an academic year on acceptable grounds shall be required to sit for and pass those units before proceeding to the next year of study.

15. DISCONTINUATION

i. A candidate who fails in six (6) or more units in an academic year shall be discontinued from the programme.

ii. A candidate discontinued under i above shall not be readmitted into the same programme in the University.

iii. A discontinued candidate may appeal to the Vice Chancellor fourteen (14) days after release of results giving reasons to merit consideration.

iv. The Vice Chancellor shall appoint an ad-hoc appeals committee to consider the appeal.

v. The ad-hoc appeals committee shall consider the matter and present recommendations to Senate.

vi. The verdict on the appeal by Senate shall be final.

vii. If a student is readmitted following the appeal, the student shall be required to retake all the failed units.

16. DEREGISTRATION

tachments and any other form of academic assessment approved by the University Senate.

ii. All course units shall be examined during the semester in which they are taken.

iii. Candidate shall fulfill the necessary course unit requirements prior to sitting for an examination

iv. The candidate shall ascertain the nature of the requirements for each paper, unit or course from the Faculty/Institute/school concerned.

3. EXAMINATIONS TIMETABLE

i. There shall be an examination timetable informing students of the schedule of examinations.

ii. The examinations shall be held at the times specified in the timetable for each semester.

iii. Misreading of the examination timetable shall not be an admissible cause for missing an examination.

4. EXAMINATIONS VENUE

i. Candidates shall sit their examinations at such venues as specified by the Senate from time to time in the examination timetables.

ii. Candidates shall be admitted into the examination venue at least fifteen minutes before the examination starts, and shall not turn over the examination paper(s), in the case of an online examination, open the examination, until the invigilator announces so.

iii. It shall be the duty of each candidate to ascertain the time and the venues specified for examination and present himself or herself for

such examinations.

iv. A candidate who is physically or medically challenged, shall, subject to the approval of Senate, be examined under conditions taking account of his/her particular challenge(s)

v. All students shall adhere to examination rules and regulations while in and around the examination venue

vi. For online examination a candidate must write their examination in a quiet venue (place) with no background noises throughout the examination session. Background noise is any sound within or around the room other than distant noise, or what may emanate from your keyboard during typing or mouse while clicking.

5. CONDUCTING OF EXAMINATIONS

i. The examination shall comprise such written, oral and practical examinations as the examiners may determine.

ii. In respect of any examination, no candidate shall be allowed to enter or leave the examination room, or online platform, **thirty minutes after** the commencement or **thirty minutes before** the end of the duration set for the writing of that examination, provided that a candidate permitted to leave the room or online platform, hands over his/her script to the invigilator before leaving.

iii. A candidate who commits any of the examination irregularity shall be required to record a statement and be expelled from the examination venue.

iv. Invigilators shall have powers to confiscate and /or record any evidence to proof an examination irregularity.

v. For online examinations, the following additional regulations shall

of study and re-sit the examinations in each of the failed units when next offered

iii. A candidate who fails in three (3) to five (5) courses shall be required to sit for and pass the failed courses before proceeding to the next year of study.

iv. Subject to regulation 12 (i), a candidate that fails to sit examinations without an acceptable reason shall be required to re-sit the examination (s).

v. A candidate shall be awarded a maximum score of 40% for certificate, diploma and undergraduate degree in each course passed at re-sit examination.

vi. Re-sit examinations shall be charged a fee that shall be determined by Senate from time to time.

A candidate who fails any unit(s) in the final year of study shall be required to sit for and pass the failed course(s) before graduating.

14. SPECIAL EXAMINATION

A candidate who is not able to sit for an examination during the ordinary end of semester examinations due to reasons acceptable by Senate, shall be offered special examinations. Acceptable reasons shall include;

a. **Medical** – Request shall be accompanied by a medical report authenticated by the University Chief Medical officer

b. **Financial** – Applies to candidates who have paid fifty per cent (50%) of tuition and one hundred per cent (100%) of statutory fees by the end of the registration period.

c. **Compassionate** – Applies to candidates whose close relative is deceased. Must be accompanied by a death certificate.

ii. A candidate awarded special examinations shall be required to sit all courses taken in the academic year and all special examinations before proceeding to the next year of study.

iii. Subject to 11 (i), special examinations shall be accepted up to

as follows:

80% and above	Distinction
60% and below 80%	Credit
40% and below 60%	Pass
Below 40%	E (Fail)

d. Health Sciences Related Programmes

Awards shall generally be graded as a **PASS or FAIL** for graduation purposes.

11. RETAKE COURSE

i. A candidate who has registered for a course and fails to meet the two-thirds class attendance requirement shall be required to retake the course when next offered.

ii. A candidate, who fails to register for any given semester within the prescribed registration period, shall be required to retake the courses when next offered.

iii. A candidate required to retake a course (s) shall be required to attend all the classes and take required examinations

iv. Retake courses shall be charged a fee on a pro-rata basis per course based on the prevailing tuition fees.

12. REPEAT COURSE

i. A candidate who fails a re-sit examination twice shall be required to repeat the course

ii. A candidate required to repeat a course (s) shall be required to attend all the classes and take required examinations

Repeat courses shall be charged a fee on a pro-rata basis per course based on the prevailing tuition fees.

13. RE-SIT EXAMINATION

i. A candidate who fails two (2) or less courses taken in and academic year shall be required to re-sit the examinations during ordinary end of semester examinations when next offered.

ii. A candidate in (i) above shall be allowed to proceed to the next year

apply;

- a. Invigilation of the examination shall be done through students' webcams. No student shall be allowed to sit an examination without a webcam. Turning off the webcam shall be considered an examination irregularity.
- b. Every session of the examination shall be recorded for reference and review.
- c. The candidate must not tilt the device camera to hide his/her identity. He/she must remain visible during the examination session from head to chest, with adequate lighting.
- d. A candidate must ensure that the camera is not foggy.
- e. During examination session no one is allowed in the examination venue other than the candidate and any movement is also prohibited.
- f. Microphones shall remain unmuted throughout the examination session.
- g. A candidate's eyes are expected to be focused on the computer, except when writing on the answer sheets which must be clearly visible.
- h. A candidate shall make use of the system timer on his/her screen to manage time.
- i. A candidate shall insert his/her registration number and page number on top of each answer sheet where applicable.
- j. A candidate shall ensure he/she has a reliable power source and internet connection.

k. Only two browser windows need to be open that of the examination and proctor application.

l. No any other computers or similar devices should concurrently run during the timed online examination.

6. CONDUCT OF THE CANDIDATE

i. Candidates may be allowed to bring into the examination venue such electronic gadgets as may be specified by the examiner.

a) Gadgets thus specified shall:

b) Be electronic, truly portable, self-powered, noiseless and non-programmable.

c) Be devoid of audible alarms and operation manuals.

ii. The possession of and/or use of mobile phones, MP3 players, iPods, Blue Tooth facilities, and such other related gadgets shall not be allowed in the examination venue.

iii. No candidate shall be allowed to communicate with another candidate in the examination venue or anybody outside the examination venue. For online examinations, all communication shall be to the proctors /invigilators only.

iv. Candidates shall be required to be in possession of a personal, valid student's identification card. devoid of any unauthorized writings, and which shall be displayed prominently for scrutiny by the invigilator(s)

v. The Invigilator shall make the necessary examination announcements including the examination guidelines.

vi. Candidates shall read and abide by the instructions on the front

80% and above A (Distinction)

60% and below 80% B (Credit)

40% and below 60% C (Pass)

Below 40% E (Fail)

10. DEGREE CLASSIFICATION

a. Postgraduate programmes

The postgraduate awards shall generally be graded as a **PASS or FAIL** for graduation purposes. However, this shall be arrived at as follows:

1.For thesis and course work, the grading shall include all weighted average of all the course units the student had passed from first year to final year and a pass or fail in a thesis

2.For project and course work, the grading shall include all weighted average of all the course units the student had passed from first year to final year and a pass or fail in project

3.For thesis only, the grading shall be a pass or fail

b. Undergraduate programmes

1. Undergraduate programmes except Health Sciences Related

Grading shall include weighted average of all the units they have done from first to their final year of study excluding common courses and classification shall be as follows:

70% and above First Class

60% and below 70% Second Upper

50% and below 60% Second Lower

40% and below 50% Pass

Below 40% E (Fail)

2. Undergraduate Health Sciences Related Programmes

Awards shall generally be graded as a **PASS or FAIL** for graduation purposes.

c. Diploma and Certificate programmes

Grading shall include weighted average of all the units they have done from first to their final year of study and classification shall be

28.	Tampering with authorized examination material	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for One Academic Year. iii. On re-admission the student shall repeat the unit in which the irregularity was committed. iv. A written warning.
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9. GRADING OF EXAMINATIONS

- i. All units shall be examined and graded during the semester in which they were taken. Such examinations shall be called regular examinations
- ii. Each unit shall be graded out of 100 marks and the pass marks shall be 40 marks for certificate, Diploma and Undergraduate courses and 50 marks for post graduate courses unless stated otherwise.

The marks shall be translated into letter grades as follows:

a. Postgraduate Courses

70% and above	A
60% and below 70%	B
50% and below 60%	C
Below 50%	F (fail)

b. Undergraduate

70% and above	A
60% and below 70%	B
50% and below 60%	C
40% and below 50%	D
Below 40%	E (Fail)

c. Diploma & Certificate

page of the answer booklet, question paper or as displayed by proctor /invigilator for online examinations.

vii. On turning over the question paper, candidates shall check to ensure they are in the possession of the right question paper and any other material as authorized.

viii. No candidate shall continue writing after the invigilator has announced the expiration of the time specified for the writing of the examination.

ix. No time, over and above the time allotted to any paper, shall be allowed to any candidate for reading over his/her script(s) or making any amendment or addition to the script(s).

x. No candidate shall be allowed into the examination room if he /she is deemed to be under the influence of alcohol or substance abuse.

7. AUTHORIZED MATERIALS IN AN EXAMINATION VENUE

Candidate shall only bring to an examination room any written or printed material as by the direction of the examiner, provided that:

i. Where an examination is designated **"Open Book"** candidates may take into examination room any written or printed material including books, Acts. Etc and there shall be no check on items taken into examination room. However, no material taken into the examination room may be attached to the examination script and submitted for marking as part of the examination. The designation **"Open Book"** must be approved by Senate.

ii. In case where an examination is designated **"Restricted Book"**,

candidates shall take into the examination room only materials specified by the examiner, and that material shall not be annotated, written or typed upon or otherwise marked. Where an examination is designated “Restricted Book- may be written upon”, candidates shall take into the examination room only material specified by the examiner, and that material annotated, written or typed upon or otherwise marked in a relevant or contextual manner. However, no (pre-prepared) material taken into the examination room may be attached to the examination script and submitted for marking as part of that examination. The designation “**Restricted Book**” must be approved by Senate.

- iii. All books, papers and instruments not approved for use in the examination and personal belongings brought to the examination (venue) must be left in such part of the as the invigilator shall direct. All papers used during the examination must be handed to the invigilator before the candidate leaves the examination room.
- iv. Where material is permitted under item(s) (i) and (ii) above the internal examiner(s) shall be required to be present at the commencement of the examination to check the material brought into the examination venue.
- v. Any authorized materials shall not be tampered with and shall remain in their original form and content throughout the examination period.

8. EXAMINATION IRREGULARITY

- i. An examination irregularity shall include any breach of rules and

24.	Involvement in Plagiarism/ unacknowledged copying	i. Cancellation of the candidate’s examination results in the unit concerned. ii. Expulsion from the university for the candidate (continuing student). Or withdrawal of award (graduate)
25.	Involvement in examination leakages	i. Cancellation of the student’s examination results for the academic year the irregularity was committed. ii. Expulsion from the University.
26.	Proven commission of examination offence (s) more than once.	i. i. Cancellation of the student’s examination results for the academic year the irregularity was committed. ii. Expulsion from the University.
27.	Failure to turn on or obstructing a device camera during an online examination	i. Cancellation of the candidate’s examination results in the unit concerned. ii. Suspension from the University for One Academic Year. iii. On re-admission the student shall repeat the unit in which the irregularity was committed. iv. A written warning.

19.	Availing one's examination and/or Identification card. for use by another candidate	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for One Academic Year. iii. On re-admission the student shall repeat the unit in which the irregularity was committed. iv. A written warning.
20.	Presenting an invalid examination card to the invigilator during an examination	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for One Academic Year. iii. On re-admission the student shall repeat the unit in which the irregularity was committed. iv. A written warning.
21.	Possession of a forged examination and/or Identification card.	i. Cancellation of the student's examination results for the academic year the irregularity was committed. ii. Expulsion from the University.
22.	Presenting oneself for an examination in a unit he/she has not duly registered	i. Cancellation of the candidate's examination results in the unit concerned. ii. Resit the unit. iii. A written warning.
23.	Sitting examinations without payment of requisite fee	i. Cancellation of the candidate's examination results in the unit (s) concerned. ii. Resit the Unit. - A written warning.

- regulations relating to the conduct of examinations.
- ii. A student who commits an examination irregularity shall be suspended from the University immediately pending hearing and determination of his/her case
- iii. The student in (ii) above shall be invited to appear before the Student Disciplinary Committee of Senate.
- iv. The Registrar (ARSA) shall notify the concerned student in writing of the subject matter of the irregularity (ies) and the time and place of hearing.
- v. The concerned student shall be invited to submit his /her written response to the charges and shall be expected to attend the hearing. Failure to attend the hearing shall not deter the Committee from determining the case against the concerned student.
- vi. The Student Disciplinary Committee upon hearing the case shall have the power to;
 - a) Dismiss the case
 - b) Cancel any pass with which he/she may have been credited in the subject or examination in respect of which the offence has occurred.
 - c) Withdraw any academic award(s) by the University.
 - d) Suspend the student.
 - e) Expel from the University.
 - f) Impose upon him/her any other penalties deemed fit.

vii. A student may appeal to the Vice Chancellor against any decision of the Students' Disciplinary Committee by writing to the Vice Chancellor within fourteen (14) days of being notified of the decision. The student so appealing shall be entitled to make submissions in writing and may, with the consent of the Vice Chancellor, appear when the appeal is determined. The Vice Chancellor may dismiss or allow the appeal or vary the penalty. The decision of the Vice Chancellor on any appeal under this regulation shall be final.

NOTE All the enquiries and reports relating to University examinations shall be directed to the Registrar (ARSA).

SCHEDULE OF PUNISHABLE EXAMINATION OFFENCES AND APPLICABLE PENALTIES.

The following is a schedule of some of the probable examination irregularities and the subsequent penalties to be meted out. As candidates familiarize themselves with the schedule, specific note of the following conditions must be taken into account.

- i. The schedule is not exhaustive, and the University shall not be constrained from penalizing candidates for any other conduct that it may deem punishable, or imposing any penalties other than those appearing on this guide.
- ii. Candidates shall be deemed to have registered for University examinations upon registering for units in the relevant School. Such registration shall be construed to mean readiness to comply with all examination regulations in force at the time of registration.
- iii. In case of any dispute the interpretation of examination regulations shall rest with the Senate. The University shall have the right to

15.	Presenting oneself in the examination venue under the influence of alcohol and /or substance abuse	i. Expulsion from the examination venue. ii. Mandatory counseling and /or medical treatment until declared fit to resume studies. iii. To re-do the examination as a re-sit examination upon resumption of studies. iv. A written warning.
16.	Substance/Alcohol use in the examination venue.	i. Cancellation of the student's examination results for the academic year the irregularity was committed. ii. Expulsion from the University
17.	Impersonation of another candidate (s) during an examination.	i. Cancellation of both candidates' examination results in the unit concerned. ii. Expulsion from the University for both candidates involved in the impersonation.
18.	Possession and /or usage of another candidates' examination and/or Identification card.	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for One Academic Year. iii. On re-admission the student shall repeat the unit in which the irregularity was committed. iv. A written warning.

11	Obstructing the invigilator while he/she is performing his/her duties, and/or use of personal violence and / or threats against the invigilator on matters relating to the sitting of an examination.	i. Cancellation of the student's examination results for the academic year the irregularity was committed. ii. Expulsion from the University.
12	Willful disruption of examinations attributable to a student's behaviour during university examinations	i. Cancellation of the student's examination results for the academic year the irregularity was committed. ii. Expulsion from the University.
13.	Failure to adhere to examination instructions and directives from the invigilator.	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for one academic year. iii. On re-admission the student shall repeat the unit in which the offence was committed. iv. A written warning.
14	Failure to adhere to resolutions of the Students' Disciplinary Committee	i. Suspension from the University for One Academic Year. - A written warning.

amend or vary the examination regulations without prior consultation with the candidates. Such amendments /variations shall, however, be brought to the candidates' attention before sitting for the examinations in which the amendments/variations shall be in force.

iv. All student(s) found guilty of an examination irregularity shall up-

	OFFENCE	PENALTY
1.	Possession of and/or copying from unauthorized material brought the examination venue by the candidate him/herself or by other persons	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for one academic year. iii. On re-admission the student shall repeat the unit in which the offence was committed. iv. A written warning.
2.	Copying from other candidates' examination work in the examination room.	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for one academic year. iii. On re-admission the student shall repeat the unit in which the offence was committed. iv. A written warning.

3.	Circulating / Exchanging / issuing of authorized or unauthorized written, electronic, or any other material to other candidates during an examination.	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for one academic year. iii. On re-admission the student shall repeat the unit in which the offence was committed. iv. A written warning.
4.	Communication orally or through gestures with other candidates during the examination.	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for one academic year. iii. On re-admission the student shall repeat the unit in which the offence was committed.
5	Possession and/or use of electronic gadgets such as mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator, Artificial Intelligence (AI) tools or any other such unauthorized equipment/gadgets in the examination venue.	i. Cancellation of the candidate's examination results in the unit concerned. ii. Suspension from the University for one academic year. iii. On re-admission the student shall repeat the unit in which the offence was committed. iv. A written warning.

6.	Possession of used or unused examination answers booklet (s) in the examination venue during an examination other than the material issued by the invigilator.	i. Cancellation of the student's examination results for the academic year the irregularity was committed. ii. Expulsion from the University.
7.	Continuing writing even after the invigilator has announced the expiry of time allocated for the examination.	i. Cancellation of the candidate's results in the unit concerned ii. A written warning.
8.	Carrying his/her answer booklet (s) out of the Examination venue.	i. Cancellation of the student's examination results for the academic year the irregularity was committed. ii. Expulsion from the University.
9.	Carrying another candidate's answer booklet (s) out of the examination room	i. Cancellation of the student's examination results for the academic year the irregularity was committed. ii. Expulsion from the University.
10	Destroying evidence which may be used as a proof of an examination irregularity.	i. Cancellation of the student's examination results for the academic year the irregularity was committed. ii. Expulsion from the University.