MULUNGUSHI UNIVERSITY
Pursuing the Frontiers of Knowledge

ACADEMIC REGULATIONS
(July 2026)

1.0 INTRODUCTION

1.1 Mulungushi University is an equal opportunity higher education service provider committed to offering higher education to all persons meeting the admission criteria regardless of their colour, race, citizenship, creed, gender, political opinion or religion. The educational facilities of the University are accessible on specific terms to all persons equipped to benefit from their use.

1.2 A person wishing to be admitted to Mulungushi University for Doctoral, Master's Degree, Postgraduate Diploma, Bachelor's Degree, Diploma or Certificate programmes shall apply to **The Admissions Office, Mulungushi University, P O Box 80415 Kabwe, Zambia.**

1.3 Applications should be made online or on prescribed forms which can be obtained, after paying a non-refundable application fee, from the Academic Office. Advertisements in the national press, university website and selected electronic media will state when and where these forms are available. Application forms for admission can also be downloaded from the University website **www.mu.ac.zm.** The application process can also be completed online.

1.4 Gender Policy

Mulungushi University will adhere to the National Gender Policy as well as Mulungushi University Gender Policy in admission of candidates.

2.0 GENERAL ENTRANCE REQUIREMENTS FOR ADMISSION TO UNDERGRADUATE DEGREE PROGRAMMES

(a) To qualify or admission to undergraduate degree programmes of the University, a candidate must have Five Credits (Grade 6 or better) in relevant subjects as prescribed by the Senate.

Alternative Qualification

(b) Qualifications other than those of the Zambian School Certificate (or Cambridge Overseas School Certificate), or the General Certificate of Education may be accepted, provided they are approved by Senate or converted by the Examination Council of Zambia as equivalent.

(c) Passes in Advanced Level Examinations shall be considered provided the minimum of prescribed credits and subjects are met per programme.

(d) In exceptional circumstances Senate may vary entry requirements.

2.1 Admission requirements for the Following Programmes in the School of Agriculture and Natural Resources

Require O-levels of **Credit (6**) or **bette**r in English Language, Mathematics, Biology or Agriculture Science, Physics and Chemistry for those who took pure sciences or Equivalent

or

A **Credit (6)** or **better** in English Language, Mathematics, Biology or Agriculture Science, Science and any **other one (1)** subject in the Zambian School Certificate or General School Certificate of Education or Cambridge International Examinations for those who did not take pure sciences.

Passes in Advanced Level Examinations shall be considered provided the minimum of prescribed credits and subjects are met per programme.

2.2 Admission requirements for the Following Programmes in the School of Engineering and Technology

Require a **Credit (6**) or **bette**r in English Language, Mathematics, Biology or Agriculture Science, Physics and Chemistry for those who took pure sciences

or

A **Credit (6)** or **better** in English Language, Mathematics, Biology or Agriculture Science, Science and any **other one (1)** subject in the Zambian School Certificate or

General School Certificate of Education or Cambridge International Examinations for those who did not take pure sciences.

Passes in Advanced Level Examinations shall be considered provided the minimum of prescribed credits and subjects are met per programme.

2.3 Admission requirements for the Following Programmes in the School of Business Studies

(a) **Science Based Programmes**

Require a **Credit (6)** or **better** in English Language and Mathematics and a credit (6) or better in **any other three** in the Zambian School Certificate or General School Certificate of Education or Cambridge International Examinations.

Passes in Advanced Level Examinations shall be considered provided the minimum of prescribed credits and subjects are met per programme.

(b) **Non-Science Based Programmes**

Require a **Credit (6)** or **better** in English Language and a credit **(6) or better** in any other **four (04)** subjects in the Zambian School Certificate or General School Certificate of Educat**ion** or Cambridge International Examinations.

Passes in Advanced Level Examinations shall be considered provided the minimum of prescribed credits and subjects are met per programme.

2.4 Admission requirements for the Following Programmes in the School of Social Sciences

(a) Science Based Programmes

Require a **Credit (6)** or **better** in English Language and Mathematics and a credit (6) or better in **any other three** in the Zambian School Certificate or General School Certificate of Education or Cambridge International Examinations.

Passes in Advanced Level Examinations shall be considered provided the minimum of prescribed credits and subjects are met per programme.

(b) Non-Science Based Programmes

Require a **Credit (6)** or **better** in English Language and a credit **(6) or better** in any othe**r four (04)** subjects in the Zambian School Certificate or General School Certificate of Education or Cambridge International Examinations.

Passes in Advanced Level Examinations shall be considered provided the minimum of prescribed credits and subjects are met per programme.

2.5 Admission requirements for the Following Education Programmes

(a) **Science Based Programmes**

Require a **Credit (6)** or **bette**r in English Language, Mathematics, Biology or Agriculture Science, Physics and Chemistry for those who took pure sciences

or

A **Credit (6)** or **better** in English Language, Mathematics, Biology or Agriculture Science, Science and any **other one (1)** subject in the Zambian School Certificate or General School Certificate of Education or Cambridge International Examinations for those who did not take pure sciences.

Passes in Advanced Level Examinations shall be considered provided the minimum of prescribed credits and subjects are met per programme.

(b) **Non-Science Based Programmes**

Require a **Credit (6)** or **better** in English Language and a credit (6) or better in **any other four** subjects in the Zambian School Certificate or General School Certificate of Education or Cambridge International Examinations.

Passes in Advanced Level Examinations shall be considered provided the minimum of prescribed credits and subjects are met per programme.

2.6 Admission requirements for the Following Programmes in the School of Medicine and Health Sciences

a) Require a **Credit (6**) or **bette**r in English Language, Mathematics, Biology or Agriculture Science, Physics and Chemistry for those who took pure sciences

or

A **Credit (6)** or **better** in English Language, Mathematics, Biology or Agriculture Science, Science and any **other one (1)** subject in the Zambian School Certificate or General School Certificate of Education or Cambridge International Examinations for those who did not take pure sciences.

Only students who clear their first-year courses shall be admitted into the second year Bachelor of Medicine and Bachelor of Surgery (MBChB) programme.

b) **Exemptions for the School of Medicine and Health Sciences**

(i) Students with Degrees Pursuing MBChB:

Applicants holding a Bachelor's Degree in Clinical Medicine must have completed dissection courses to be considered for third-year entry.

Applicants from health-related degrees or A-level programmes must have completed relevant courses to be considered for second-year entry.

(ii) Students with Diplomas Pursuing Bachelor of Pharmacy or BSc in Biomedical Sciences:

Diploma holders in Pharmacy/Pharmacy Technology may enter third year of the Pharmacy programme.

Diploma holders in Biomedical Sciences may enter third year of the Biomedical Sciences programme.

All exemptions/credit transfer shall be subject to formal assessments and admissions will be on a case by case basis.

2.7 Admission requirements for the Following Programmes in the School of Nursing and Midwifery

(a) Admission Requirements for the Bachelor of Science in Nursing (BScN)

Entry at Year One
All candidates must have a minimum Five (5) O' levels or equivalent at Grade 12, with Credit or better (grades 1 – 6) in English, Mathematics, Biology or Physics or Chemistry or Science or Agricultural Science, and any other two subjects.

Entry at Year Two
All candidates must have a minimum Five (5) O' levels or equivalent at Grade 12, with Credit or better (grades 1 – 6) in English, Mathematics, Biology, or Physics or Chemistry or Science or Agricultural Science, and any other two subjects.

(b) School Leavers

- Should have passed all year one A-level courses (Biology, Chemistry, Mathematics, and Physics) from the from the School of Natural and Applied Sciences (SNAS) at MU.
- Clear passes in 'A' level subjects (Biology, Chemistry, Physics and Mathematics) from a Higher Education Authority (HEA) Accredited institution or equivalent.

(c) In-service

- Certificate nurse professionals or equivalent (EN, EM, DEM) with a valid practicing license

- Graduate applicants in any biological, biomedical science, health related or science fields wishing to pursue nursing (MU Senate shall have the discretion to exempt on case-by-case basis, based on official student transcript submitted, plus recommendation of the School Board of Studies supported by minutes).

Entry at Year Three

- All candidates must have a minimum Five (5) O' levels or equivalent at Grade 12, with Credit or better (grades 1 – 6) in English, Mathematics, Biology, or Physics or Chemistry or Science or Agricultural Science, and any other two subjects.
- Diploma nurse professional (RN, RM, RNM, RMHN, RPN, RPHN).
- Valid practicing Certificate

Transfer and Miscellaneous Admissions

- Special admissions shall be at the discretion of the MU Senate, subject to recommendations of the School Board of Studies supported by minutes.
- Special applicants shall be interviewed by a special Adhoc committee appointed by the Dean to ascertain their admission and/or level of entry in addition to their submitted detailed transcripts.
- Candidates applying from non-English speaking countries will be required to submit a verifiable and equivalent (as required by respective local regulators as per existing laws) proof of English proficiency certificate.

2.8 Admission Requirements to Undergraduate Degree Programmes for diploma holders in other Schools apart from Medicine and Health Sciences and School of Nursing and Midwifery

The year of entry into bachelor's degree programmes will be determined by each school for applicants with five (5) Credits (Grade 6) or better with a Diploma of a minimum of 18 months duration in the relevant field from a recognized institution.

2.9 Admission to Diploma Programmes

To qualify for admission to a programme of study leading to a Diploma of the University, a candidate must hold:

Credit (Grade 6) or better in Five (5) subjects including English in the Zambian School Certificate or Cambridge Overseas School Certificate or General Certificate of Education.

Other entry requirements as determined by Senate will be applicable.

2.10 Admission to Certificate Programmes

Entry requirements as determined by Senate will be applicable.

2.11 English Language Requirement

All candidates for admission into the University are expected to show evidence of proficiency in the English language. A secondary school certificate credit in English language will be accepted as satisfying this requirement. Students from non-English speaking countries will be required to submit acceptable proof of competence in written and spoken English.

2.12 Medical Requirement

Every new entrant to Mulungushi University shall be required to produce a Certificate of Medical fitness signed by a qualified medical doctor at registration.

2.13 Transfer of Credits and Exemptions

(a) A student from another university may transfer credits as determined by Senate. Where a person seeks credit for work done in another institution to enter any programme of study or register for any course or subject in the University, that person shall be allowed to transfer credits and registered subject to approval of Senate on the recommendation of the Board of Studies.
(b) Only students with good standing shall be allowed to transfer credits as determined by the School. Good standing shall imply acceptable academic performance and general conduct of the student in the institution where s/he is coming from.
(c) Notwithstanding the above transfer of credits shall not exceed 50% of the course programme.
(d) All requests for course exemptions shall attract an appropriate charge determined by the office of the Chief Financial Officer.

3.0 ENTRANCE REQUIREMENTS FOR ADMISSION TO POSTGRADUATE PROGRAMMES

To qualify for admission to postgraduate programmes, a candidate must satisfy the following requirements:

(a) Hold Five Credits or better at Secondary School Certificate or 5 Credits or better in relevant A level subjects
(b) Hold a first Degree from an institution recognized by Mulungushi University Senate.
(c) Satisfy the special entrance requirements prescribed by the relevant School or Directorate as being necessary for such a programme of study.

4.0 PRESCRIBED FEES

All students shall be required to pay prescribed fees.

5.0 ENROLMENT AND COURSE REGULATIONS

5.1 General

5.1.1 A student shall register in the University in a course of study leading to a degree, diploma or certificate at the beginning of the academic year in accordance with the registration time-table published for that year, and shall thereafter re-register at the prescribed time while pursuing his/her studies.

5.1.2 Students pursuing studies via distance, online or blended learning shall register in accordance with the rules applicable to the specific mode of study and the registration time-table.

(a) For ODL students, attendance of Residential School shall be compulsory
(b) Registration should be done before Residential School

5.1.3 Transition from Open and Distance Learning Study to Full-Time Study and vice-versa

(a) Transition from Open and Distance Learning study and vice-versa where available shall be allowed on permission of Senate provided that no student shall be registered in Distance and Full Time Mode at the same time.

5.1.4 Full-Time Enrolment

A student who registers for 60% or more of the normal workload of the Semester for a degree, diploma or certificate, shall be registered as a full-time student. The maximum number of examinable courses per semester when permitted by the Dean/Director to take overload is six (6) courses where the normal load is five (5). Further, where the normal load of examinable courses is four (04), the overload is five (05).

5.1.5 Senate Approval

The course of study for every student shall require the approval of the Senate, provided that:

(a) The Senate may delegate to the Dean of the School or Director within which the student is registered, the power to give such approval;

(b) Where options are prescribed for a course of study, the Senate, on the advice of the Board of Studies of the appropriate School/Directorate, may determine which of them shall be available in any academic year.

5.1.6 Registration

(a) To be a bona-fide student of Mulungushi University, a student shall be required to register each semester or term within the official period of registration.

(b) In granting a student permission to register the Senate may impose on the student such conditions as it thinks fit:

(i) In relation to the minimum academic progress, he/she must make in the semester.
(ii) In relation to his/her future course of study.

5.1.7 Course Registration with other Units

A student pursuing a course of study for a degree may, with the approval of the appropriate Board of Studies or Senate, register for a course or courses in any other School.

5.1.8 Late Registration

Students shall register on the appropriate days as set out in the sessional dates and time-table. However, where a student is by reason of illness or of exceptional circumstances beyond his/her control, unable to register in due time, he/she may register late if he/she produces a medical certificate or reasonable evidence of the exceptional circumstances relied upon, provided no student shall be allowed to register after the deadline prescribed for late registration.

Late registration shall attract a prescribe surcharge.

5.1.9 Alterations to Programmes and Courses of Study

A student who, upon having completed registration, wishes to alter his/her course of study, may apply to the Board of Studies through the Dean of the School upon the conditions in Clause **(a)** or **(b)** below (as the case may require) of this regulation for leave to add, substitute or withdraw from any course or subject.

(a) All applications to add, substitute or delete a course or change programme of study (subject) shall require the permission of the Dean/Director of the relevant School/Centre and shall be lodged with the Dean/Director of the School/Centre in which the student is registered not later than second week of the Semester after the commencement of lectures in that course. In case of change of programme of study, the candidate shall require permission from the Dean/Director of the new programme he/she is applying for.

A student pursuing studies for a degree, diploma or certificate, who wishes to discontinue his/her studies shall give notice in writing to the Dean of the School of his/her intention to discontinue his/her studies. If the Dean of the School, after investigating the circumstances, is satisfied that the reasons

for the withdrawal of the student are genuine he/she shall inform the student in writing that he/she has been granted permission to withdraw from the studies. The Dean of the School shall also inform the Dean of Students in writing of his/her final decision.

(b) Any student who has been granted permission by the Dean of a School to withdraw from studies, may apply for readmission to such studies and the Senate shall authorize the re-admission of that student subject to any such conditions as it thinks fit, including, without limiting the generality of the foregoing, a condition that he/she repeats and passes in such courses as he/she has already taken as the Senate may specify.

(c) Where a student withdraws from his/her first year in the University within two weeks of commencement of lectures, he/she shall be regarded as a new entrant should he/she wish to apply for admission in the future.

(d) A student who wishes to interrupt his/her course of study shall seek and obtain leave of absence from the appropriate Dean of the School. A student interrupting a course of study without leave of absence may be excluded by the Senate on the recommendation of the appropriate Board of Studies.

5.1.10 WITHDRAWAL FOR HEALTH REASONS

(a) Where the School or Board of Studies is of the opinion that a person seeking to register for a course of study is suffering from a condition which makes the person unfit to pursue or study that course or disability by reasons of which he/she might, because of the requirement of the course, physically endanger him/her or other person, the registration of that person shall be accepted only upon the recommendation of a Board of Assessors appointed by the Vice-Chancellor after consultation with the School Board of Studies. An Admissions Committee shall not exclude an applicant by reason of any condition or disability specified in this regulation without giving him/her an opportunity to have his/her case considered by a Board of Assessors.

(b) The Senate may withdraw from attendance at the University classes and from the precincts of the University any student suffering from a disease, notifiable under the Health Act, which, in its opinion, is likely to endanger the health of other students.

(c) When acting in accordance with the provisions of this regulation, the Senate may withdraw the student from all courses, or from such courses, and for such time as it shall specify.

(d) Any student whose registration or re-registration is accepted or whose registration is continued subject to conditions may be excluded by the Senate if any such conditions are not observed or fulfilled.

5.1.11 Continuous Assessment When a Student Withdraws

(i) A student who completes his/her continuous assessment but formally withdraws with permission from the University for a period of one (01) academic year shall retain his/her complete continuous assessment.

For purposes of this section, a student whose continuous assessment is incomplete, shall forfeit the incomplete continuous assessment and shall be required to redo the continuous assessment upon resumption of his/her studies.

(ii) A student who formally withdraws with permission for more than one (1) academic year shall have to redo the continuous assessment.

(iii) The maximum allowable limit for withdrawal with permission shall be equivalent to the length of one graduation cycle for the respective programme, for instance, four (04) years for four-year bachelor's degree programmes. A student who stays away from the University beyond the allowable limit shall not be permitted to continue from where he or she ended but will be treated as a new admission.

5.2 Limitation of Entry and Quotas

5.2.1 If the Senate is of the opinion that the number of persons who seek to gain admission to the courses of the University, or register for any course of study, course or subject in any academic year, is greater than the number for which adequate teaching facilities are available, or that the registration of such a number in the University for the course of study shall not be in the interest of the country, or not be related to the relative needs of the country, it shall, having regard to teaching facilities available and the relative needs of the country, limit the number of persons who may be permitted to enter or register in any course, subject or course of study.

5.2.2 The University shall reserve the right to determine the minimum number of students required for each course/programme to run across all modes of study.

5.3 Student's Responsibility

5.3.1 Subject to the provision for admission by transfer and to the express provision of any other regulation, every candidate for a degree, diploma or certificate shall be required to:

(a) Register as a student in the University.

(b) Follow a prescribed course of study in the order prescribed or indicated in accordance with the regulations governing the course of study.

(c) Keep terms (i.e. abide by all conditions laid down by the Senate) in each course or subject and shall:

i. Attend classes to the satisfaction of the Senate; and

ii. Perform to the satisfaction of the Senate such oral, practical, written and other work as the Senate may require.

5.3.2 Where a student is required to attend a course of lectures, he/she shall not be taken to have satisfied this requirement unless he/she attends at least 80 percent of the lectures in that course. Those students who do not fulfill this requirement will not be permitted to sit for examinations.

6.0 PROGRESSION RULES

6.1 Every student shall be required to maintain a minimum rate of progress in a course of study to be permitted to continue with his/her studies.

(i) A student who passes all his or her semester courses and has no arrears shall proceed to the next semester or graduate as the case may be. *Clear Pass*

(ii) In the case of a normal load of five (05) courses, a student who fails three or less courses in a Semester and has no failed courses from previous Semesters shall be allowed to proceed to the next semester and be required to repeat the failed courses. Where the failed course is a prerequisite to a higher course, the failed course must be passed before the student is allowed to take the higher course. *Proceed and Repeat*

(iii) A student who fails three or less courses in a Semester and has two (2) or one (1) failed course(s) from previous Semesters shall be allowed to proceed to the next semester and be required to repeat the failed courses. Where the failed course is a prerequisite to a higher course, the failed course must be cleared before the student is allowed to take the higher course. *Proceed and Repeat*

(iv) A student who has failed a non-core course three times shall not be entitled to register in that course unless with permission from Senate. The School may propose an alternative course for the student.

(v) A student who repeatedly fails core courses in his study programme may be allowed to change programme provided they shall meet the requirements of the new programme. *Change Programme*

(vi) A student who fails a full load of courses in one semester shall be excluded from the programme. Such a student can be redirected to another programme or appeal for readmission.

6.2 PART-TIME

6.2.1 **Definition**: A student who registers for less than 60% of the normal workload of the Semester for a degree, diploma or certificate shall be registered as a part-time student. Part time shall also refer to a student being allocated a lighter load of courses after failing several courses as stipulated in 6.2.2 below. Part time does not imply change of mode of study but change in the number of courses a student would be allowed to take. Therefore, such a student can continue to study on fulltime, open and distance learning, evening classes or online mode but still be designated as part time.

6.2.2 Part time becomes applicable to a student who is on full time, open and distance learning, evening classes or online mode of study under the following circumstances:

(a) When a student carries five (5) or more cumulatively uncleared failed courses, shall be placed on Part-Time status.

(b) When a student with a normal load of five (5) courses fails four (4) courses in a semester, s/he goes to Part-Time to clear all the failed courses before proceeding to resume normal load of courses.

(b) A student with a normal load of four (4) courses who fails three (3) courses in a semester goes to Part-Time to clear all the failed courses before proceeding to resume normal load of courses.

6.2.3 A student on Part-time can only register up to a maximum of three (3) courses in a semester.

6.3 ALLOWABLE MAXIMUM PERIOD OF STUDY

6.3.1 Notwithstanding the provision of Section 6.1 and 6.2 above, a student is required to complete his/her studies within a prescribed period. No student who has not completed his/her studies by the end of the allowable maximum period of study shall be entitled to further registration in the University. The following maximum periods shall be allowed for study.

(i) **Degree – Full Time;** four (4) years beyond the normal period of study.

(ii) **Degree Evening Classes; five (5) years** beyond the normal period of study.

(iii) **Degree – Distance;** four (4) years beyond the normal period of study.

(iv) **Diploma or Certificate – Full time;** two (2) years beyond the normal period of study

(v) **Diploma or Certificate – Distance;** three (3) years beyond normal period of study.

(vi) **Diploma or Certificate Evening Classes;** three (3) years beyond normal period of study

(vii) **Master's Degree;** two years beyond the normal period of study.

(viii) **Doctoral Degree;** four (4) years beyond the normal period of study

7.0 ABSENCE FROM ANY EXAMINATION

7.1 Where a student is absent from any examination and the Board of Examiners is of the opinion after investigating the circumstances that his/her absence was inexcusable the student shall fail the course and be awarded the appropriate NE grade.

8.0 BAR FROM WRITING FINAL EXAMINATION

8.1 **Unsatisfactory Progress During the Academic Year**

(a) Every student shall be required to maintain a minimum rate of progress;

(b) The Board of Studies may, on the recommendation of the Head of Department, exclude any student from writing an examination in a particular course or subject in a department on the grounds of unsatisfactory progress in such course or subject and such a student, if he/she so wishes, shall have the right to appeal to the Senate. All students recommended for exclusion under this clause shall be informed individually by the Dean of the appropriate School. Such students may lodge an appeal against their exclusion within one week following notification of their exclusion to the Chairperson of Senate.

9.0 MISREPRESENTATION OF OFFICIAL STATEMENTS

9.1 Notwithstanding anything to the contrary, where it appears to Senate:

(a) That any student has suffered hardship by reason of acting upon incorrect information or advice furnished by any members of the academic staff including staff in the Academic Office or the University or appearing in any publication of the University; and

(b) That such student has reasonable grounds for acting upon such information or advice; the Senate, after consultation with the appropriate School or Board of Studies, may make such provision to meet the case of that student as it deems fit.

10.0 EXAMINATION MANAGEMENT PROCEDURES

10.1 Conduct of Examination Regulations

10.1.1 The examination shall comprise such written, oral and practical tests as the Boards of Studies may determine.

10.1.2 To be eligible to present himself/herself for examination in a paper, course or subject a candidate must have enrolled and registered as a student in the University and must have duly performed the work of the year/semester as specified by the School.

10.1.3 No candidate shall be examined in any paper, course or subject at any other time other than that set down for him/her in the timetable except in exceptional circumstances.

10.2 REGISTRATION FOR EXAMINATIONS

10.2.1 The student shall be registered for courses, papers or subjects in which he/she wishes to be examined at the beginning of the semester.

10.2.2 Prior to commencement of examinations a student shall require confirmation of courses for which he/she had registered with Academic Office. Such confirmation shall be conducted by the mid-semester break.

10.2.3 Students shall print examination slips at least two weeks before examinations.

10.3 TIME AND VENUE

10.3.1 Except when otherwise provided for, Sessional examinations shall be held at the end of each semester.

10.3.2 Examinations conducted by the University shall be held at the places/venues and times specified in the examination time-table as published by the authority of the Senate.

10.4 EXAMINATION TIME – TABLE:

10.4.1 Two draft timetables and a final timetable shall be posted on all official notice boards and website.

10.4.2 All Changes to the draft examinations time-table shall only be communicated through the Dean/Director of the School/ Directorate.

10.4.3 The posting of the final timetable on the notice boards and student portal shall constitute the formal publication of the examinations timetable. Thereafter candidates shall not be expected to claim ignorance of the dates, times, and venues of the examinations.

10.5 MANAGEMENT OF EXAMINATIONS

10.5.1 Results of the continuous assessment (CA) shall be made available and posted on notice Board of the School and student portal using student numbers only by the responsible lecturer and submitted to the respective Schools five (5) days before commencement of examinations.

10.5.2 The examination slip showing the courses for which the student wishes to be examined shall be presented to the examination officials at the examination hall/room every time the student attends an examination and the officials shall ensure that the course being examined on that day and in that place is one that appears on the student's registration slip.

10.5.3 In addition to the examination registration slip, the student shall present to the examination officials at the hall/room his/her identity card and the officials shall ensure that the name and computer number on the Identity card are the same as those on the examination registration slip.

10.5.4 The examination officials shall conduct a search for any unauthorized materials before a student is allowed into the examination hall/room. Where suspicion has been raised, the Chief Invigilator may order a more thorough search of the said student. For purposes of propriety and decency, female students shall be searched by female officials while male students shall be searched by male officials.

10.5.5 No candidate shall be allowed to enter the examination room later than thirty (30) minutes after the beginning of the examination nor to leave the examination room until thirty (30) minutes have elapsed from the beginning of the examination and then only with the permission of the Chief Invigilator. Further, no candidate shall be allowed to leave the examination room during the last thirty (30) minutes of the examination. No candidate shall leave the examination room without the approval of the Chief Invigilator and without being escorted.

10.5.6 No candidate shall be admitted to an examination room after he/she has left unless during the full period of his/her absence he/she has been under approved supervision.

10.5.7 It shall be the responsibility of the candidate to produce a script that is clearly legible for the Examiner to evaluate.

10.5.8 The Course lecturer shall mark and submit the results to the Dean/Director of the respective School through the Head of Department within prescribed period of marking the examination.

10.5.9 The Board of Examiners in each School shall deliberate on and moderate the examination results. The Dean/Director shall submit the moderated results to Senate through the Academic office.

10.5.10 **Incomplete Work**

Senate shall not approve incomplete schedules of Examination results presented to it for approval. Such incomplete work shall instead be referred back to the concerned School Board of Examiners.

10.5.11 Academic Office shall retain custody of marked examination scripts for at least five (5) years after which they shall be destroyed.

10.5.12A report by an invigilator that a candidate has committed an examination offence shall immediately be submitted in writing to Academic Office for reference to the Senate Committee on Examination Irregularities. Academic Office shall notify the candidate concerned in writing of the complaint and he/she shall be invited to state in writing his/her answer. For the purpose of this regulation an examination offence includes any breach of rules relating to the conduct of examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of any examination or not) which counts towards the attainment of a pass in any course or subject or otherwise occurring in connection with any examination.

10.5.13In all offences, students shall not be allowed to continue writing subsequent examinations. Students who will be found not guilty by the Senate Examination Malpractice and Irregularities Committee, shall be allowed to sit for deferred or other remedial examinations.

10.6 CAPPING OF FAILURE RATE

10.6.1 Failure rate in an examination shall not exceed 25% per course. If failure rate exceeds 25%, the Board of Examiners shall moderate the course(s). If the Board of Examiners so wish shall appoint moderator(s) for that particular course(s) who shall submit a report to the board of examiners.

11.0 ASSESSMENT GRADES

PASS GRADES

A^{+} Upper Distinction

A Distinction

B^{+} Meritorious

B Credit

C^{+} Clear Pass

C Bare Pass

S Satisfactory, Pass in a Practical Course or Oral Examinations

P Pass in a Supplementary Examination

CP Compensatory Pass

FAIL GRADES

D^{+} Bare Fail

D Definite Fail

F Fail in Supplementary Examinations

U Unsatisfactory, Fail in a Practical Course/Thesis or Oral Examinations

NE No Examination Taken

RS Re-sit course examination only

NU Nullified

OTHER GRADES

WP Withdrawn from course with permission

DC Deceased during course

INC Incomplete

DEF Deferred Examination

SP Supplementary Examination

DQ Disqualified

12.0 GRADING POINTSYSTEM FOR CERTIFICATE/DIPLOMA/DEGREE PROGRAMMES OF THE UNIVERSITY

Grade	Points	Percentage	Description
A+	2.5	86and above	Upper Distinction
A	2.0	76-85	Distinction
B+	1.5	66-75	Merit
B	1.0	60-65	Credit
C+	0.5	55-59	Clear Pass
C	0.25	50 – 54	Bare Pass
D+	0	45 – 49	Bare Fail
D	0	44 and below	Fail

13.0 DEGREE CLASSIFICATION SYSTEM

Undergraduate Degree Classification

Cumulative points from 20 Courses at 3rd& 4th Year Levels for 4 Year programmes and 4th& 5th Year Levels for 5 Year programmes	**Degree Classification**
40 Points and above	Distinction
30 – 39.9 Points	Merit
20 – 29.9 Points	Credit
Less than 20 Points	Pass

Postgraduate Degree Classification (Except Doctoral and MPhil Degree Programmes)

No.	Overall Percentage Score	Classification
1	80% and above of maximum points	Distinction
2	79.9 to 60% of maximum points	Merit
3	59.9% to 40% of maximum points	Credit
4	39.9% and below of maximum points	Pass

14. 0 In assessing the performance of a candidate in a course the examiners shall.

a) Take into consideration the work done by the candidate during the semester, along with performance in the examination; and

b) Give due weight to reports on practical work and oral examinations wherever these are required.

15.0 DEFERRED EXAMINATIONS

15. 1 A candidate, who through illness or other reasonable cause is unable to present himself/herself for an examination, session or otherwise, may make an application to the Dean of the School for deferred examination(s). Such application shall be done before commencement of Sessional Examinations or during Sessional Examinations if illness occurs during examinations.

15.2 The Dean/Director may, after consideration of any application, permit the applicant to present himself/herself at a deferred examination(s). The results of a deferred examination shall be treated in a similar manner as those obtained at scheduled Sessional Examinations.

16.0 COMPENSATORY PASS

Under special circumstances, when a student is unable to complete the requirements for a course and he/she is deemed by the School Board of Examiners to be a good student, with average of at least B Grades, the Senate may upon the recommendation of the Board of Examiners award a Compensatory Pass in that course.

17.0 CONFERMENT OF DEGREES AND GRANTING OF DIPLOMAS AND CERTIFICATES

17.1 No person is entitled to describe himself/herself as holding a degree, diploma or certificate granted by the University unless the qualification has been awarded either in person or in absentia at convocation in accordance with a general resolution of the Senate.

17.2 A student who wishes a qualification to be awarded must make an application for the award in the form prescribed from time to time under the authority of the Senate whether it is desired that the degree, diploma or certificate be awarded in person or in absentia.

17.3 Notwithstanding anything to the contrary in this regulation, a degree may be awarded posthumously within the twelve months after a person has fulfilled the conditions prescribed for admission to the degree. Accumulation of points towards the final degree classification should start from the third-year level courses.

18.0PREPARATION AND CUSTODY OF EXAMINATION PAPERS

18.1 STANDARDIZATION

18.1.1 All examinations shall be prepared using:

a) Times Roman Script with 12 as font size

b) Standard title page on the top stating:

(i) Logo and name of the University

(ii) School and Department

(iii) Course title, course code and under a separate line

(iv) Instructions

c) Content shall be printed on the front side of leaf, not back-to-back.

18.1.2 Duration of the examination shall normally be **three hours long.** In exceptional circumstances a **two-hour** examination may be administered.

18.1.3 Extended time of at least 30 minutes shall be given to students with special needs or disabilities on a case-by-case basis.

18.2 SETTING OF EXAMINATIONS

18.2.1 For security and accountability reasons, the examinations should be typed, edited and sealed by the examiner himself/herself one week before commencement of sessional, deferred/supplementary examinations.

18.2.2 Deans/Directors/Heads of Department shall enable peer review of all examination question papers in their Units.

18.2.3 Sessional and deferred examinations shall be submitted to the Academic Office one week before commencement of the examination period.

18.2.4 The University, through the Academic Office, shall set aside an appropriately equipped room for examination printing and packing purposes.

18.3 SAFE KEEPING OF EXAMINATION QUESTION PAPERS

18.3.1 Printing of Examinations Papers can be done in the Schools and Academic Office. Papers printed from Schools should be sealed and immediately stored in the School Safe or submitted to the Academic Office Strong Room for safe keeping. The sealed examination questions papers should bear the names of the school, programme title, course title, course code, name of examiner and number of scripts.

18.3.2 After ensuring that the examination question papers are **completely sealed**, the Academic Office shall issue a signed receipt to the examiner.

18.3.3 On the actual day, and **half an hour before the beginning of writing the examination,** upon ensuring that **they were in perfectly sealed condition**, the

Chief Invigilator shall collect the appropriately sealed examination question papers from the Academic Office for the administration of the write up in the designated examination venue.

19.0INVIGILATION OF EXAMINATIONS REGULATIONS

19.1 INVIGILATION OF EXAMINATIONS

19.1.1 There shall be a Chief Invigilator who will be responsible for examination conduct. The Chief Invigilator shall produce a report to the Registrar on conduct of the examination.

19.1.2 The Course lecturer will invigilate the examination as a member of the invigilation team. He/she shall receive the Sealed Examination question papers of his/her course from the Chief Invigilator, open the envelope and distribute the question papers to the candidates with the help of Academic Office.

19.1.3 The course invigilator shall be present at Examination Hall at all times to deal with questions that may arise from students in relation to the course during examination.

19.1.4 Notwithstanding 19.1.3, in case of a courses being written from more than one venue due to large numbers of students, other lecturers from the same department/school shall be assigned to invigilate.

19.1.5 At the end of the examination, the Course Invigilator or other assigned Lecturer(s) as in 19.1.4, shall count the examination scripts collected from students and ascertain that they are equal to the number of students who signed in for examination. Any discrepancies must be immediately reported to Chief Invigilator who reports to Academic Office.

19.1.6 In case of examination for Open and Distance Learning taking place at centers outside MU, the Invigilator shall collect and count the scripts to make sure they tally with students who signed in the attendance register and hand them to Academic Office.

20.0BREACHES AND PENALTIES REGULATIONS

20.1BREACHES AND PENALTIES

The breaches and penalties shall include inter alia and incidental to the following:

20.1.1 **Failure to present student identity card and examination slip for that semester examination at the entrance to the examination hall.**

Penalty: The student shall be barred from entering the examination venue until identity is verified by the Chief Invigilator. The student shall not be barred permanently if identity can be proven through appropriate and valid documentation before the first 30 minutes into the examination elapses.

20.1.2 **Writing before such instruction at the beginning of examinations, or, continuing writing after expiry of time as announced by the Chief Invigilator.**

Penalty: **(i) First Offence**: Formal warning issued verbally.

(ii) Second Offence within the course of writing the same examination paper: Lowering the results of the affected paper to the next lower grade.

20.1.3 **Being found while writing an examination with pre-written answers, unauthorized written or printed materials, or other unauthorized items including cell phone, smartwatches/smart eyeglasses and other related electronic devices that can store or transmit data.**

Penalty: The student shall be expelled from the University.

20.1.4 **Aiding or attempting to obtain aid, or, communicating with another student during the examination.**

Penalty: The student shall be expelled from the University.

20.1.5 **Writing names, phone numbers, initials or any other form of personal identity except the allowable Student Number and National Registration Card Number on the examination answer booklet(s)**

Penalty: The student's results in that respective paper shall be nullified and the Grade of NU inserted.

20.1.6 **Failure to write student identification numbers on the examination answer booklets.**

Penalty: The student's results in that respective paper shall be nullified and the grade of NU inserted.

20.1.7 **Disorderly or riotous conduct during the examination, such as refusing to obey instructions, refusing to sit for examination as specified in the timetable and abusive language etc.**

Penalty: The student shall be expelled from the University.

20.1.8 **Student found guilty of an examination breach, and who is deemed to be a repeat offender of examination breaches (i.e. the current breach is a second offence) during their current programme of study at the University.**

Penalty: The student shall be expelled from the University.

20.1.9 **Student leaving the examination room/hall with an examination question paper during the course of the examination or leaving with an answer script after the examination.**

Penalty: The student shall be expelled from the University.

20.1.10 **The student found writing an examination without registration of courses either by sneaking into the venue using a counterfeit examination slip or Identity Card**

Penalty: The student shall be expelled from the University and face prosecution.

20.1.11 **A student writing an examination on behalf of another student**

Penalty: Students implicated shall be expelled from the University and face prosecution.

20.1.12 **Student providing false information on the answer scripts such as wrong student number, NRC or course codes**

Penalty: The student shall be expelled from the University and face prosecution.

20.1.13 **Student forging examination results**

Penalty: The student shall be expelled from the University and face prosecution.

20.1.14 **A non-student writing for a current student**

Penalty: The individual will face prosecution.

20.1.15 **Any person(s) student or non-student who assists or facilitates another person(s) to commit an examination malpractice or any misconduct related to examination malpractice, shall be subject to the University disciplinary procedures and prosecution, depending on the nature of the case.**

20.1.16 **A student who, during a written or oral examination, conspires or agrees with one or more other students to produce, share, or present work that is submitted as the independent work of any one of them, or who knowingly permits another student to copy or reproduce his or her answers in whole or in part during the course of the examination, shall be guilty of collusion in examinations.**

Penalty: Both the student who shared the work and the student who copied it shall receive fail Grade (D) in their courses. Where the Board of Examiners is satisfied that the collusion was premeditated, or that the student is a repeat offender under clause 20.1.8, the student shall be expelled from the University.

20.1.17 **A student who submits, as part of any continuous assessment component or graded coursework assignment, work that has been produced in whole or in substantial part in collaboration with one or more other students without the explicit prior authorization of the course lecturer and without proper acknowledgement of such collaboration, shall be guilty of collusion in coursework. It is no defence that the student contributed to the collaborative work if the submission was presented as wholly independent.**

Penalty: The student shall receive a mark of zero for the affected assessment component. Where the Board of Examiners is satisfied that the collusion was systemic or materially affected in the student's progression or classification, it may recommend to Senate Examinations Irregularities and Malpractice Committee that the student be awarded a fail grade (D) for the entire course. Repeat offenders under clause 20.1.8 shall be expelled from the University.

20.1.18 **A student who submits, as his or her own work, any examination answer, coursework assignment, dissertation chapter, research paper, or other assessed material that has been wholly or substantially prepared by another person, whether for reward or otherwise, shall be guilty of contract cheating. It is no defence that the student reviewed, edited, translated, or made additions to the procured work, unless the contribution of the student constitutes the substantial majority of the submitted material.**

Penalty: The student shall be expelled from the University and face prosecution where criminal conduct is disclosed. The person who prepared the work for reward or no reward shall also face prosecution.

20.1.19 **A student who submits, for credit in any course or assessment component, any work that has previously been submitted for credit in the same or any other course at this University or at any other institution, whether in identical or substantially similar form, without the prior written authorization of the relevant course lecturer and without full disclosure of the prior submission, shall be guilty of duplicate submission.**

Penalty: The student shall receive a fail Grade (D) in the course in which the duplicate submission was made. Where the duplicate submission relates to a dissertation or research project component, the Board of Examiners may recommend that the student resubmit an entirely new and original piece of work within such period as Senate or its appropriate committees shall determine. A repeat offence under clause 20.1.8 shall attract expulsion.

20.1.20 **A student who, after submission of an examination script, coursework assignment, or any other assessed material, tampers with, alters, adds to, removes from, or otherwise interferes with the content of such material, or who causes or procures another person to do so, shall be guilty of examination tampering. This offence includes any interference with results, marks, or academic records stored in any University information system or database, whether effected by the student directly or through a third party acting on the student's behalf.**

Penalty: The student shall be expelled from the University and face prosecution. All passes credited to the student in the relevant academic period shall be cancelled. Where a third party is implicated in the tampering, they shall also be referred for prosecution and, if a student, shall themselves be subject to these disciplinary proceedings, or if a member of staff shall be subject to the University’s staff disciplinary procedures.

20.1.21 **A student who, directly or through an intermediary, offers, gives, promises, or attempts to give any benefit, whether financial or otherwise, to any member of the academic staff, administrative staff, examiner, invigilator, or any other person involved in the setting, administration, marking, moderation, or recording of any examination or assessment, with the intention of influencing the outcome of that examination or assessment in the student's favour or in favour of any other student, shall be guilty of bribery in academic assessment.**

Penalty: The student shall be expelled from the University and referred for prosecution under the relevant anti-corruption legislation of Zambia. All results obtained in the examination period in which the offence occurred shall be cancelled. The matter shall be reported to the Anti-Corruption Commission of Zambia or such other appropriate authority as Senate may determine. The provisions of this clause shall apply equally to any student who acts as an intermediary in the commission of this offence.

20.1.22 **A student who willfully obstructs, threatens, intimidates, coerces, or otherwise interferes with any invigilator, examiner, examination official, or member of the Academic Office staff in the lawful performance of examination administration duties, including but not limited to the setting, printing, secure storage, distribution, collection, marking, or moderation of examination papers and scripts, shall be guilty of obstruction of examination administration. This offence shall also include any conduct that disrupts the orderly administration of examinations at centres outside the University's main campus.**

Penalty: The student shall be expelled from the University. Where the obstruction amounts to a criminal offence, the matter shall be referred to the appropriate law enforcement authorities for prosecution. The Senate may additionally exclude the student from future examination sittings for such period as it shall determine pending conclusion of disciplinary proceedings/conclusion of prosecution.

20.1.23 **Without prejudice to the specific offences enumerated in clauses 20.1.1 to 20.1.22, any student who engages in any act, omission, or course of conduct not expressly addressed in those clauses but which the Senate Committee on Examination Irregularities and Malpractice is satisfied constitutes a dishonest, deceptive, fraudulent, or unfair practice in connection with any examination, assessment, coursework, dissertation, research project, or any other component contributing to the academic standing or qualification of the student at this University, shall be guilty of academic misconduct under this clause. The Committee shall have full jurisdiction to hear and determine such conduct notwithstanding the absence of an express provision governing the specific form of misconduct concerned. In exercising its jurisdiction under this clause, the Committee shall be guided by the principles of academic integrity, procedural fairness, and proportionality, and shall afford the student concerned a full and fair opportunity to be heard before any finding of guilt is made and before any penalty is imposed.**

Penalty: The Senate Committee on Examination Irregularities and Malpractice shall determine the appropriate penalty having regard to the nature and gravity of the conduct, the student's prior disciplinary history, any mitigating or aggravating circumstances presented, and the overriding need to maintain the integrity of the University's academic standards. The penalties available to the Committee under this clause shall include, singly or in combination:

(i) A formal written warning recorded on the student's academic file;
(ii) A mark of zero for the affected assessment component;
(iii) A fail Grade (D) for the affected course;
(iv) Suspension from the University for a period of at least one academic year but not exceeding two academic years; and
(v) Expulsion from the University. Where the conduct also discloses criminal liability, referral for prosecution shall be made in addition to any University sanction imposed.

21.0 DECISIONS OF THE SENATE COMMITTEE ON EXAMINATION IRREGULARITIES

21.1 The Senate Committee on Examination Irregularities shall hear and determine any complaint and shall have the powers to do any of the following in the case of a candidate found guilty of an examination offence:

(a) Disqualify the candidate from sitting any examination for such a period as may be prescribed: and/or

(b) Cancel any pass with which the candidate may have been credited in all the courses or examinations taken in the semester in which an offence occurred.

(c) Communicate its decision to the Chairperson and Secretary of Senate of such disciplinary action as the nature of the offence may require.

21.2 Any candidate disqualified under (Clause 21.1 (a) (b) above shall have the right to appeal in writing to the Vice-Chancellor not later than fourteen days after receiving the verdict.

21.3 No candidate shall communicate with the examiner any explanatory statement in regard to his/her performance in the examination except through the Registrar.

21.4 A candidate who is found in any form of examination malpractice shall not be allowed to continue writing the examination or any subsequent paper. If the Senate Committee on Examination Irregularities finds a candidate not guilty, such a candidate shall be allowed to seat for a deferred examination in the affected course(s).

22.0 PROVISION FOR APPEALS

22.1 Any student who feels aggrieved over any matter be it academic or otherwise may appeal in writing to the Vice-Chancellor within fourteen (14) days of the incident complained of.

22.2 The University shall attend to student appeals within fourteen (14) days of receiving the complaint.

23.0 PLAGIARISM

Students shall be required to produce original work and shall properly acknowledge the source of any piece of information so used.

Any plagiarized work will be failed/or nullified – Repeat offenders shall be expelled.

24.0 SCHOOL OF MEDICINE PROGRESSION RULES

1. Students failing with a D+ grade would not be allowed to sit supplementary examinations and must repeat courses part-time.
2. Students failing a course on the first attempt would repeat it part-time.
3. Students failing a course on the second attempt would repeat the academic year.
4. Students failing a third attempt would be excluded.
5. Students missing exams due to illness or valid reasons must report in advance, supported by documentation.
6. Students failing clinical components would be deemed to have failed the course, regardless of written exam results.

25.0 Progression Rules for the School of Nursing and Midwifery (SNM)

The SNM progression regulations and approved by MU Senate shall apply in this curriculum. This being a Term-based curriculum, students shall be examined at the end of each academic year. The following criteria will determine progression from one academic year to the next and/or graduation.

1. A student who passes all his or her courses and has no arrears shall proceed to the next academic year semester or graduate as the case may be. ***Clear Pass***
2. A student who fails three or less courses in a Year and has no failed courses from previous Years shall be allowed to proceed to the next Year and be required to repeat the failed courses. Where the failed course is a prerequisite to a higher course, the failed course must be passed before the student is allowed to take the higher course. ***Proceed and Repeat***
3. A student who fails three or less courses in a Year and has two (2) or one (1) failed course(s) from previous Years shall be allowed to proceed to the next Year and be required to repeat the failed courses. Where the failed course is a prerequisite to a higher course, the failed course must be cleared before the student is allowed to take the higher course. ***Proceed and Repeat***
4. A student who has failed a non-core course three times shall not be entitled to register in that course unless with permission from Senate. The School may propose an alternative course for the student.
5. A student who repeatedly fails core courses in his/her study programme may be allowed to change programme, provided they shall meet the requirements of the new programme. ***Change Programme***
6. A student who fails to write an examination due to an illness and/or any other compelling reasons shall be given a deferred examination, provided the problem is formerly brought to the attention of the Dean before examinations
7. A student who fails five (5) courses in one Year shall be redirected to another programme in the following Academic Year or apply for readmission.
8. A student carrying more than five (5) cumulative uncleared failed courses goes to **Part-Time.**
9. A student who fails Four (4 courses) in a Year goes to Part-Time to clear all failed courses before proceeding to full time.
10. A student on Part-Time can register up to Three (3) courses in a Year.
11. A student who fails the clinical examination component shall be regarded as having failed the course, regardless of having the theory examination component of the same course.

12. There shall be no exclusion of any student from the programme on academic basis.

26. Procedure For Preparation of Academic Calendars

26.1 Mulungushi University runs on a Semester System for the Schools at Great North Road Campus while the Schools at Kabwe Town Campus and Livingstone Campus run on a three (03) system.

26.2 Procedure for Semester System

i) The 1st Semester shall run from August/September to December while the 2nd Semester shall run from February to June.

ii) The 1st Term shall run from October to December, the 2nd Term from January to March, and the 3rd Term from April to July.

iii) The draft sessional dates for the semester system shall be prepared by Academic Office and presented to the 2nd quarter meeting of Senate in the month of May each year.

26.3 Procedure for Term System

(i) The draft sessional calendars for the term system at School of Medicine and Health Sciences and School of Nursing and Midwifery shall be prepared by the respective Schools and submitted to Academic Office.

(ii) The calendars shall be presented to the 2nd quarter meeting of Senate in the month of May each year.

26.4 Senate shall consider and approve all academic calendars and sessional dates.

26.5 No amendments shall be made to the calendars or sessional dates without the consent of Senate.

APPENDIX 1: MULUNGUSHI UNIVERSITY GRADUATION HOOD COLOURS

	SCHOOLS	HOODS COLOUR
1	**School of Agriculture and Natural Resources (SANR)**	
1.1	Undergraduate	Green
1.2	Postgraduate	Green with University Colours
2	**School of Business Studies**	
1.1	Undergraduate	Olive Brown
1.2	Postgraduate	Olive Brown with University Colours
3	**School of Engineering and Technology SET**	
3.1	Undergraduate	Maroon
3.2	Postgraduate	Maroon with University Colours
4	**School of Medicine and Health Sciences**	
4.1	Undergraduate	Red
4.2	Postgraduate	Red with University Colours
5	**School of Natural and Applied Sciences (SNAS)**	
5.1	Undergraduate	Maize Yellow
5.2	Postgraduate	Maize Yellow with University Colours
6	**School of Nursing and Midwifery**	
6.1	Undergraduate	Red
6.2	Postgraduate	Red with University Colours
7	**School of Social Sciences (SSS)**	
7.1	Undergraduate	Orange
7.2	Postgraduate	Orange with University Colours
	Department of Education/School of Social Sciences	
7.3	Undergraduate	Sky Blue
7.4	Postgraduate	Sky Blue with University Colours

APPENDIX 2: EXAMINATION QUESTION PAPER TEMPLATE 1

MULUNGUSHI UNIVERSITY

SCHOOL OF BUSINESS STUDIES

SEMESTER I

FINAL EXAMINATION

ACADEMIC YEAR: 2023/2024

PROGRAMME:

COURSE CODE/TITLE:

DATE OF EXAM: 8th December, 202...

TIME: 08:45 to 11:45 Hours

ALLOWED TIME OF WRITING: 3 Hours

GENERAL INSTRUCTIONS

1. **This paper has .... questions with 20 marks each. Answer any ....** (state specific number) **questions.**
2. **All answers should be written in the answer booklets provided.**
3. **The examination paper consists of one (1) cover page and …. pages containing the questions.**
4. **Please ensure clarity of responses and handwriting.**
5. **Students are advised to adhere to all examination rules.**

Question 1 (20 Marks)

Provide stem of question, task and indicate the specific number of marks to be awarded to each task

Question 2 (20 Marks)

Provide stem of question, task and indicate the specific number of marks to be awarded to each task

Question 3 (20 Marks)

Provide stem of question, task and indicate the specific number of marks to be awarded to each task

Question 4 (20 Marks)

Provide stem of question, task and indicate the specific number of marks to be awarded to each task

Question 5 (20 Marks)

Provide stem of question, task and indicate the specific number of marks to be awarded to each task

-END OF EXAMINATION-