

UMaT RECORDER

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**University of
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CONDUCT OF UNDERGRADUATE PROGRAMMES

Policies, Code of Ethics & Regulations

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**CONDUCT OF
UNDERGRADUATE PROGRAMMES**
(Policies, Code of Ethics and Regulations)

CONTENTS

1	INTRODUCTION	1
2	STRUCTURE OF PROGRAMMES OF STUDY	7
3	REGISTRATION OF COURSES	11
4	COURSE DELIVERY ETHICS	13
5	EXAMINATIONS RULES AND REGULATIONS	16
6	GRADING SYSTEM	29

POLICIES, CODE OF ETHICS AND REGULATIONS FOR THE CONDUCT OF UNDERGRADUATE PROGRAMMES

1 INTRODUCTION

The University of Mines and Technology (UMaT), Tarkwa started in 1952 as the Tarkwa Technical Institute. In 1961, it was reorganised to become the Tarkwa School of Mines to train the required manpower for the mining and allied industries in Ghana. In 1976, the School was affiliated to the Kwame Nkrumah University of Science and Technology (KNUST) as a faculty of the University. In 2001, it became the Western University College of KNUST. UMaT was established in November 2004 by an Act of Parliament (Act 677).

1.1 Vision Statement

The vision of the University is to become a Centre of Excellence in Ghana and Africa for producing world-class professionals in the fields of mining, petroleum, technology and related disciplines.

1.2 Mission Statement

- Provide higher education with special reference to mining, petroleum, technology and related fields;
- Promote knowledge through active research; and
- Provide professional services to the national and international communities.

1.3 Guiding Philosophy

The philosophy of UMaT is to guide students to develop their intellectual capabilities and appreciate good social and moral values. The major aim is to produce world-class graduates capable of providing useful professional services.

1.4 Academic Programmes and Objectives

The academic programmes, as structured, have objectives which are in conformity with the aims of the University. The specific programmes and objectives are as follows:

1.4.1 Faculty of Engineering (FoE)

- BSc in Mechanical Engineering: The programme is designed to produce graduates who can solve mechanical engineering problems, design, manufacture, assemble and maintain mechanical components and manage mechanical and related industries.

- BSc in Electrical and Electronic Engineering: The programme aims at producing graduates capable of solving electrical/electronic engineering problems and have the ability to generate and distribute electrical power, design, construct and maintain electronic devices.
- BSc in Mathematics: The programme is designed to provide students with a firm grounding in the concepts of Mathematics and related courses to meet the requirements of educational institutions and industries.
- BSc in Computer Science and Engineering: The programme aims at providing a firm grounding in basic concepts of both Computer Science and Engineering disciplines so as to meet the requirements of the Information and Communication Technology (ICT) arena and allied industries. The successful graduate should be capable of solving problems using computer programming, as well as install and maintain both the hardware and software components of the computer system.
- BSc in Renewable Energy Engineering: The programme is designed as a hybride of Electrical and Electronic and Mechanical Engineering programmes, which aims at providing its graduates with sound theoretical and practical grounding to develop and manage renewable energy systems. The successful graduate should be capable of providing alternative energy requirements for the industry and domestic use.
- Certificate in Plant and Maintenance Technology: The Certificate in Plant and Maintenance Technology aims at providing students with the technical knowledge and skills to prepare them for employment as maintenance technicians in the engineering service industry, or progress to further study at a higher level.
- Certificate in Electrical Technology: The aim of the programme is to provide a comprehensive electrical technician education that prepares students for successful practice and advanced studies. The programme prepares certificate graduates with knowledge in modern electrical principles and techniques.

1.4.2 Faculty of Integrated Management Sciences (FIMS)

- Certificate in English: The programme is designed to equip non-English speaking foreign candidates with English reading, speaking and writing skills to enable them pursue other UMaT programmes.
- Certificate in French: The aim of the programme is to provide the necessary basic, scientific, technological and technical French speaking and writing competencies to students and professionals who opt for the programme.

- Certificate in Small-Scale Mine and Quarry Administration: The certificate programme in Small-Scale Mine and Quarry Administration is a one-year (2-semester) programme whose rationale is to respond to the needs of personnel in the minerals extraction industry, especially the small/medium scale sector mines and quarries in Ghana.

1.4.3 School of Petroleum Studies (SPeTS)

- BSc in Petroleum Engineering: The Programme aims at providing firm grounding in concepts of Petroleum Engineering disciplines and related courses to reflect the sophisticated and fast-evolving technologies employed in petroleum exploitation, processing, transportation and marketing. Students will be equipped with skills needed to create and apply innovative technologies in petroleum industry operations to meet the requirements of the Ghanaian and international petroleum and allied industries.
- BSc in Natural Gas Engineering: The programme aims at providing firm grounding in the concepts of Natural Gas Engineering disciplines and related courses to reflect the complex technologies employed in gas exploitation, processing, transportation and marketing. It is also to meet the gas demand for industrial and domestic consumption and internal electricity generation.
- BSc in Petroleum Geosciences and Engineering: The programme aims at providing sound theoretical and practical grounding for students to be functional in any industrial and research environment. Students will be equipped with comprehensive knowledge in the three main branches of petroleum geosciences and engineering, namely: geology, geophysics and geochemistry in petroleum exploration and development.
- BSc in Petroleum Refining and Petrochemical Engineering: The Programme aims at providing firm grounding in the concepts of Refining and Petrochemical Engineering disciplines and related courses to reflect the complex technologies employed in petroleum refining and synthesis of chemicals from petroleum resources. It is also to meet the desire of several prospective students who wish to venture into downstream petroleum-related programmes.
- Certificate in Drilling Fluids Technology: The programme is designed to produce personnel capable of applying scientific and technical skills in designing drilling fluids for shallow, deep and complex high-pressure wells as well as addressing the associated environmental and safety issues.

- Certificate in Oil Well Cementing Technology: The programme aims at producing personnel capable of performing and evaluating oil and gas well cementing jobs as well as addressing the associated environmental and safety issues.
- Certificate in Natural Gas Technology: The Programme aims at providing fundamental concepts of Natural Gas Technology disciplines and related courses to reflect the complex technologies employed in gas exploitation, processing, transportation and marketing. It is also to meet the gas demand for industrial and domestic consumption and internal electricity generation.
- Certificate in Basic Reservoir Management: The programme intends to produce human resources capable of managing petroleum resources/reservoirs using the best practices in the oil and gas industry in order to minimise risk/uncertainties and increase profit.

1.4.4 School of Railways and Infrastructure Development (SRID)

- BSc in Geomatic Engineering: The programme aims at providing knowledge of land and hydrographic surveying, geodesy, geodetics, global positioning, remote sensing and geographical information systems. The successful graduate should be capable of managing all geospatial engineering problems.
- BSc in Geological Engineering: The programme aims at providing knowledge of the engineering properties of earth materials, mineral deposits and groundwater resources. The successful graduate should be capable of exploring for minerals and groundwater and manage associated environmental issues.
- BSc in Environmental and Safety Engineering: The programme aims at providing its graduates with sound theoretical and practical grounding to manage environmental and safety issues in general. The successful graduate should be capable of addressing environmental and safety challenges in the mining and allied industries.
- BSc in Mechanical Engineering: The programme is designed to produce graduates who can solve mechanical engineering problems, design, manufacture, assemble and maintain mechanical components and manage mechanical and related industries.
- BSc in Electrical and Electronic Engineering: The programme aims at producing graduates capable of solving electrical/electronic engineering problems and have the ability to generate and distribute electrical power, design, construct and maintain electronic devices.

- BSc in Computer Science and Engineering: The programme aims at providing firm grounding in basic concepts of both Computer Science and Engineering disciplines so as to meet the requirements for the Information and Communication Technology (ICT) arena and allied industries. Successful graduates should be capable of solving problems using computer programming, install and maintain both the hardware and software components of the computer system.
- BSc in Mathematics: The programme is designed to provide students with a firm grounding in the concepts of Mathematics and related courses to meet the requirements of educational institutions and industries.
- Certificate in Surveying and Mapping: This programme aims at providing students with the technical knowledge and skills to prepare them for employment as land survey technicians in the land surveying and construction industries, or progress to further study at a higher level.
- Certificate in Geological Assistantship: This programme aims at producing technical personnel capable of applying scientific and engineering skills in the discovery, exploration and exploitation of mineral deposits as well as soil and rock materials using basic geological techniques.
- Certificate in Occupational Health and Safety: This programme aims at producing personnel equipped with skills and knowledge in health and safety management and practices.

1.4.5 Faculty of Geosciences and Environmental Studies (FGES)

- BSc in Geomatic Engineering: The programme aims at providing knowledge of land and hydrographic surveying, geodesy, geodetics, global positioning, remote sensing and geographical information systems. The successful graduate should be capable of managing all geospatial engineering problems.
- BSc in Geological Engineering: The programme aims at providing knowledge of the engineering properties of earth materials, mineral deposits and ground water resources. The successful graduate should be capable of exploring for minerals and groundwater and manage associated environmental issues.
- BSc in Environmental and Safety Engineering: The programme aims at providing its graduates with sound theoretical and practical grounding to manage environmental and safety issues in general. Successful graduates should be capable of addressing environmental and safety challenges in the mining and allied industries.

- **Diploma in General Drilling:** The programme aims at addressing the need for middle level personnel in drilling for mineral/oil exploration, geotechnical and hydrogeological establishments. The successful graduate should be competent to take up jobs in the mining, oil, geotechnical, hydrogeological and allied industries and be able to operate, work in a team and supervise drilling operations.
- **Certificate in Surveying and Mapping:** This programme aims at providing students with the technical knowledge and skills to prepare them for employment as land survey technicians in the land surveying and construction industries, or progress to further study at a higher level.
- **Certificate in Water Resources Assistantship:** This programme aims at producing personnel capable of applying scientific and technical skills in the identification, exploration and exploitation of water resources using basic hydrological techniques.
- **Certificate in Geological Assistantship:** This programme aims at producing technical personnel capable of applying scientific and engineering skills in the discovery, exploration and exploitation of mineral deposits as well as soil and rock materials using basic geological techniques.
- **Certificate in Small Scale Mining and Quarrying:** This programme aims at producing personnel capable of applying scientific and technical skills in the exploitation of mineral and aggregates deposits by basic mining techniques, mineral treatment processes as well as addressing the associated environmental and safety issues.
- **Certificate in Environmental Studies:** This programme aims at producing personnel capable of applying environmental science, management practices and technical skills in identifying and solving complex environmental problems in relevant communities, mining, petroleum and allied industries.
- **Certificate in Occupational Health and Safety:** This programme aims at producing personnel equipped with skills and knowledge in health and safety management and practices.

1.4.6 Faculty of Mining and Minerals Technology (FMMT)

- **BSc in Mining Engineering:** The programme aims at producing graduates capable of exploiting mineral deposits by surface and underground mining engineering techniques and to handle associated environmental issues.
- **BSc in Minerals Engineering:** The programme aims at producing graduates capable of designing and managing mineral treatment processes to produce valuable metallurgical products and also address the associated environmental issues.

- Certificate in Surface and Underground Mining: This programme aims at producing personnel capable of applying scientific and technical skills in the exploitation of mineral and aggregates deposits by basic mining techniques, mineral treatment processes as well as addressing the associated environmental and safety issues.
- Certificate in Minerals Technology: This programme aims at producing personnel capable of operating and managing mineral extraction plants as well as addressing the associated environmental and safety issues.

2 STRUCTURE OF PROGRAMMES OF STUDY

- Programmes of study for the award of certificates, diplomas or undergraduate degrees shall consist of courses for each of which a number of credit hours shall be prescribed. Each course shall cover a period of not more than one semester.
- Departments shall submit details of course credit hours for approval by the Faculty and Academic Boards.

2.1 Duration of Studies

A student shall be enrolled as a full-time student for the minimum period allowed for the programme of study.

A student may be allowed the following maximum number of semesters beyond the prescribed period to complete the requirements for the award of the certificate/degree.

Prescribed Duration of Programme	Maximum Number of Extra Semesters
4-year or above	4
3-year	4
2-year	2
1-year	2

A student who fails to qualify after exhausting the maximum number of extra semesters allowed will be withdrawn.

2.2 Admission Requirements

2.2.1 Applicants with SSS/WASS Certificates

FACULTY OF GEOSCIENCES AND ENVIRONMENTAL STUDIES/FACULTY OF MINING AND MINERALS TECHNOLOGY (FGES)

Applicants must have at least credits in the following subjects for the various programmes.

Credits in Core Subjects

English Language
Mathematics
Integrated Science

Credits in Electives

Physics
Chemistry
Mathematics

NOTE: Geomatic Engineering Applicants may substitute Chemistry for Geography

Diploma in General Drilling

Credits in Core Subjects

English Language
Mathematics
Integrated Science

Credits in Electives

Physics
Chemistry
Mathematics

Certificate Programmes

i. Applicants with SSS Certificate

Five passes (A-E) in all subjects including English Language, Mathematics and Integrated Science.

ii. Applicants with WASS Certificate

Five passes (A1-E8) in all subjects including English Language, Mathematics and Integrated Science.

iii. Applicants with Ordinary Level Certificate

Candidates must have FIVE passes in all subjects of GCE 'O' Level including English Language, Mathematics and General Science.

iv. Other Applicants

Candidates should be at least 20 years of age and should have any of the following: Diploma in Business Studies (DBS), Middle School Leaving Certificate (MSLC), National Vocational and Technical Institute (NVTI) Certificate, Technician Part I or II Certificate, Basic Education Certificate (BEC) or its equivalent. In addition, the candidate must pass an interview conducted at the Department.

v. **International Applicants** can apply directly online at admissions.umat.edu.gh/index.php

FACULTY OF ENGINEERING (FoE)

Applicants must have at least credits in the following subjects for the various programmes.

Credits in Core Subjects

English Language
Mathematics
Integrated Science

Credits in Electives

Physics
Chemistry
Mathematics

NOTE:

1. Mechanical Engineering Applicants may substitute Chemistry for Technical Drawing or Metal Work or Auto Mechanic.
2. Electrical and Electronic Engineering and Renewable Energy Engineering Applicants may substitute Chemistry for Applied Electricity or Applied Electronics.
3. Mathematics Applicants may substitute Chemistry for Technical Drawing or Geography or Applied Electricity or Applied Electronics or ICT.
4. Computer Science and Engineering Applicants may substitute Chemistry for Applied Electricity or Applied Electronics or ICT.

SCHOOL OF PETROLEUM STUDIES (SPeTS)

Applicants must have at least credits in the following subjects for the various programmes.

Credits in Core Subjects

English Language
Mathematics
Integrated Science

Credits in Electives

Physics
Chemistry
Mathematics

Certificate Programmes

i. Applicants with SSS Certificate

Five passes (A-E) in all subjects including English Language, Mathematics and Integrated Science.

ii. Applicants with WASS Certificate

Five passes (A1-E8) in all subjects including English Language, Mathematics and Integrated Science.

iii. Applicants with Ordinary Level Certificate

Candidates must have FIVE passes in all subjects of GCE ‘O’ Level including English Language, Mathematics and General Science.

iv. Other Applicants

Candidates should be at least 20 years of age and should have any of the following: Diploma in Business Studies (DBS), Middle School Leaving Certificate (MSLC), National Vocational and Technical Institute (NVTI) Certificate, Technician Part I or II Certificate, Basic Education Certificate (BEC) or its equivalent. In addition, the candidate must pass an interview conducted at the Department.

v. International Applicants can apply directly online at admissions.umat.edu.gh/index.php

SCHOOL OF RAILWAYS AND INFRASTRUCTURE DEVELOPMENT (SRID)

Applicants must have at least credits in the following subjects for the various programmes.

Credits in Core Subjects

- English Language
- Mathematics
- Integrated Science

Credits in Electives

- Physics
- Chemistry
- Mathematics

NOTE:

1. Geomatic Engineering Applicants may substitute Chemistry for Geography
2. Mechanical Engineering Applicants may substitute Chemistry for Technical Drawing or Metal Work or Auto-Mechanic.
3. Electrical and Electronic Engineering Applicants may substitute Chemistry for Applied Electricity or Applied Electronics.
4. Computer Science and Engineering Applicants may substitute Chemistry for Applied Electricity or Applied Electronics or ICT.
5. Mathematics Applicant may substitute Chemistry for Technical Drawing or Geography or Applied Electricity or Applied Electronics or ICT.

2.2.2 Applicants with Ordinary and Advanced Level Certificates

Applicants must have GCE Ordinary Level Certificate or its equivalent with credits in five subjects including English Language, Mathematics, Physics and Chemistry; and GCE Advanced Level Certificate with passes in Mathematics, Physics and Chemistry.

2.2.3 Mature Applicants

Applicants should be at least 25 years of age and should have five (5) credits at GCE Ordinary Level or SSSCE/WASSCE with credits in English Language and Mathematics plus experience in the relevant area of study. Matured applicants must have science background and may be interviewed.

2.2.4 International Applicants

Applicants should indicate equivalent certificates and grades where necessary.

3 REGISTRATION OF COURSES

3.1 Registration Process

- (i) Every student must be admitted into a Faculty/Department for a programme of study and must be properly registered for courses during the official registration period at the beginning of each semester. The student shall plan his/her courses in consultation with his/her Academic Tutor.
- (ii) Students shall report on the day that the University re-opens and register within the normal period as would be determined by the University. It shall be permissible for all those who are unable to register within the said period to do late registration subject to Section 3.3.
- (iii) A student who is unable to register within the formal registration period on grounds of ill-health, shall on provision of a Medical Report issued or endorsed by the University Medical Officer, be allowed to register within ten (10) days from the day of the closure of formal registration.
- (iv) In the event of the inability of such a student to register within the ten (10) days stipulated in paragraph (iii) above, he/she will be allowed a deferment for a semester. In a situation where the first semester courses are prerequisite for the second semester courses, the deferment shall be for the whole academic year (i.e. two semesters).
- (v) In circumstances of force majeure, the case shall be referred to the Vice Chancellor.
- (vi)
 - a. There shall be no registration by proxy.
 - b. A student who does not duly register within the registration period shall be precluded from commencing the semester's programme of courses.
- (vii) Registration for appropriate courses shall qualify a student to write an examination. Where a student registers for a course, but fails to write the examination, the student shall be deemed to have Failed (F) the course unless reasons acceptable to the Faculty Examinations Board can be advanced. If the reasons are accepted, the student shall be graded Incomplete (I*) and expected to take part in the next available formal examination.

- (viii) Students shall be permitted to change their courses only during the registration period.
- (ix) In order to qualify as a full-time student, the student must take courses equivalent to the following range of credit hours, both limits inclusive in a semester:

Undergraduate	15 – 21
Diploma	15 – 19
Certificate	15 – 17
- (x) Students are to first register all courses running in the current semester and then add any appropriate number of trailed courses to make up the maximum credit.

3.2 Minimum and Maximum Credits

The total number of credit hours required by a student to qualify for a diploma or degree shall be determined by the Faculty/Department within the following ranges:

Programme	Minimum	Maximum
1-year Certificate	30	34
2-year Certificate	60	68
3-year Diploma	90	114
3-year Undergraduate	90	126
4-year Undergraduate	120	168

The above credit hours are inclusive of lecture time, practical work, final year project report writing, projects, seminar and workshops. Two to four hours of practicals are equivalent to one credit hour.

3.3 Penalties for Late Registration

A fine to be determined by the University shall be imposed for late registration. Formal registration ends on the last day of the period of registration.

3.4 Deferment of Programme

- (i) A student could interrupt his/her programme for whatever reason for a maximum period of one year, but he/she must be granted permission by his/her Head of Department. Such a request for interruption of the programme will normally be granted within the first four (4) weeks of the start of the semester.
- (ii) Where the interruption is for one semester, the student shall be required to satisfy the requirements for that semester before he/she proceeds to the next semester.

- (iii) A first year student shall have completed the requirements for his/her first year studies before exercising the right to defer his/her programme.
- (iv) However, a first year student may be granted permission to defer his/her programme on medical grounds on the recommendation of the University Health Authorities.

3.5 Change of Programme

Students are not normally allowed to change their programme of study. A student who wishes to change his/her programme will have to re-apply for admission into the new programme and start from year one as a fresh student. It should be noted that admission into the new programme is not automatic. The applicant must meet the entry requirements of the new programme and compete with all other applicants for admission.

4. COURSE DELIVERY ETHICS

4.1 Responsibilities of Lecturers

The Lecturer is expected to:

- (i) Be punctual and regular at all lectures. Students should be informed well ahead of time for any justifiable and unavoidable absence.
- (ii) Prepare lecture material and provide information to students on relevant textbooks, journals and any other reading material which will promote effective teaching and learning.
- (iii) Use appropriate teaching and learning methods to ensure that the subject matter is effectively delivered and well covered in order to achieve the set objectives of the course.
- (iv) Make sure that the students understand what is taught.
- (v) Conduct at least two continuous assessment tests (quizzes, class tests, project work, assignments, etc.) and make all scores known to students not later than one week before the start of the end-of-semester examinations.
- (vi) Evaluate the course by finding out the perception of students about the course at the end of the semester through formal and informal means.
- (vii) Conduct an end-of-semester examination and submit a final score and grade for each student within two (2) weeks after the end of the semester examinations.
- (viii) Continuously improve lecturing skills to generate students interest and facilitate their understanding.

4.2 Responsibilities of Students

The student (learner) is required to:

- (i) Be present and punctual at all scheduled lectures, laboratory sessions, field work, tutorials, quizzes and examinations for the course.
- (ii) Obtain prior permission from the lecturer for justifiable and unavoidable absence from class. In case of illness, it is the responsibility of the student to obtain a medical report certified by the UMaT Medical Officer for an onward submission to the Department.
- (iii) Prepare well in advance for every lecture.
- (iv) Submit all assignments/test papers, etc. for the course on time. Bring to the notice of the lecturer anything that is not understood and ask for explanation.
- (vi) Ask for the results of any tests, assignments, laboratory work, etc. to be delivered on time.
- (vii) Assess the course lecturer at the end of the semester. This is compulsory. A student who fails to assess a course lecturer will have his/her continuous assessment as incomplete as captured in Section 5.7 (iii) (c).

4.3 Academic Tutorship and Counselling

Every registered student of the University will be assigned an Academic Tutor who will mentor the student on academic issues. This will be done at the beginning of each academic year by departments. It behoves on the student to seek academic advice from his/her Academic Tutor when the need arises. The Academic Tutor may invite the counselee when it becomes necessary.

4.4 Class Attendance Policy

- (i) A student shall attend all lectures, seminars, workshop sessions and practicals prescribed for the courses for which he/she has registered as a pre-condition for writing an examination. Any student who absents himself/herself for a total of 30% or more of the time for lectures, tutorials and practicals of any course without proper permission shall be deemed not to have satisfied the attendance requirements for the semester and shall not be allowed to take part in the end of semester examinations of that course.
- (ii) A student who absents himself/herself from the University for total of 14 days or more without proper permission shall not be allowed to take part in the End of Semester Examinations.

4.5 Examiners Board

Examiners Board shall meet after every semester to consider the examination results, review the performance of students and make appropriate recommendations.

4.6 Moderators

(i) Appointment

External Moderators shall be appointed by the Academic Board upon recommendation by the Faculty Boards. There shall be a moderator for each degree programme. Moderators shall not normally hold office for more than three consecutive years.

(ii) Duties of Moderators

- (a) Moderators shall be requested to advise on programme structure and course syllabuses relating to their field.
- (b) They shall be requested to comment on standard of Lecture Notes, Examination Questions and Marking Schemes.
- (c) The Moderator for each academic programme shall visit the Department/Faculty at least once every year upon request by the Faculty Board to assess the overall standard of the programme and submit a report to the VC with copies to the Deans of Faculties.
- (d) They shall be requested to comment on the conduct of examinations, academic standards and any other matters relevant to examinations. Such comments shall be sent to the VC with copies to the Departmental and Faculty Boards for their consideration within two (2) weeks after their visit to the University.

4.7 Academic Quality Assurance

UMaT believes in providing the learner with quality education. In view of this, there is a Planning and Quality Assurance Unit (PQAU) established by the University for the maintenance and continuous improvement of academic standards. In particular, the Unit conducts tracer studies, needs assessment for curriculum review process across the University, monitors and evaluates both instructional quality and student performance as well as organisation of seminars and training programmes towards academic quality improvement. The Unit also evaluates lecturers' performance based on peer and students' evaluation of the lecturers.

5. EXAMINATIONS RULES AND REGULATIONS

5.1 Duration of End of Semester Examinations

The time allowed for End of Semester Examinations is determined by the credit weighting of the course as follows:

Credit Weighting	Duration of Examination (hrs)
One-Credit Course	1 - 2
Two-Credit Course	2 - 3
Three-Credit Course	3 - 4

5.2 Qualification to write a UMaT Examination

Candidates who qualify to write an Examination shall:

- (i) Have registered for the course and have not absented themselves for 30% or more of the total attendance.
- (ii) Have not absented themselves for a total of 14 days or more in the semester.
- (iii) Have continuous assessment marks for relevant subject areas.
- (iv) Not have been rusticated from the University.

5.3 Instructions to Candidates

- (i) Copies of Examination Time Tables shall be posted on Notice Boards. Candidates shall consult these Notice Boards for details of their Examinations.
- (ii) The actual Examination Room in which each paper will be taken shall be indicated on the Time Tables. In their own interest, candidates are advised to find out where to report for each Examination. Practical and Oral Examinations shall normally be conducted in the Departments concerned.
- (iii) If it becomes necessary for any changes to be made in the Time Tables, candidates shall be informed accordingly.
- (iv) Candidates shall report at the Examination Room 15 minutes before the time fixed for the beginning of the Examination and on entering the Examination Room, candidates should occupy the places assigned to them by the Invigilator.
- (v) No candidate shall enter the Examination Room more than thirty minutes after the start of Examination. In exceptional cases, the candidate should obtain permission from the Invigilator who will report the circumstances to the University Examination Coordinator (UEC).

- (vi) No candidate shall be allowed to leave the Examination Room until **30 minutes** after the start of Examination.
- (vii) Candidates are to have in their possession their identity cards, since these will be checked by the Invigilators before candidates are allowed to take the Examinations.
- (viii) Candidates shall not take booklets, paper or written information of any kind to the Examination Room unless they are specifically requested to do so.
- (ix) Candidates are to write their index numbers on the question papers and sign. Candidates should not write their names on the answer booklet unless otherwise stated.
- (x) Candidates may leave the Examination Room temporarily only with the express permission of the Invigilator.
- (xi) Any candidate leaving an Examination Room and intending to return shall be accompanied while outside by security personnel appointed for that purpose. Every necessary precaution shall be taken by the Invigilator, including physical search of the candidate before he/she leaves the Examination Room and on his/her return. The maximum time the candidate can be away shall be indicated by the Invigilator.
- (xii) Smoking is not allowed in the Examination Room.
- (xiii) Mobile phones, PDAs (e.g. MP3, MP4, iPad, etc), briefcases, etc are not allowed to be carried on students in the Examination Room.
- (xiv) Each candidate shall search himself/herself and surrender any foreign material he/she may have inadvertently brought into the exams room.
- (xv) The University shall not be responsible for the safety of any item left outside the Examination Room.
- (xvi) Programmable calculators are not allowed. However, scientific calculators may be allowed.
- (xvii) There shall be no communication whatsoever between candidates in the Examination Room. Borrowing of any material is not permitted during the Examination. A candidate may call the attention of the Invigilator by raising the hand.
- (xviii) At the end of each Examination session, candidates should not take away any used or unused answer booklet. In any case, no material supplied for the Examination shall be taken out without authorisation.
- (xix) Where a candidate infringes on the preceding regulations, Table 5.1 shall apply and such a candidate risks **OUTRIGHT DISMISSAL** from the University.

5.4 Absence from Examination

Candidates who fail to write a paper, except on medical grounds, shall be deemed to have failed the Examination. In the case of absence from Examination due to ill-health, candidates or someone acting on their behalf must submit a relevant medical certificate, which must be received within 14 days after the date of the paper.

5.5 Examination Offences and Penalties

Examination offences, which shall be understood to mean any attempt on the part of candidates to gain an unfair advantage in examinations, shall be investigated by the Faculty. The Dean (Pro VC in case of a Centre) shall inform the VC about the incident and appoint a committee made up of a Head of Department as chairman, Faculty Examinations Officer, Academic Tutor and two student representatives, with the Faculty Officer as the secretary to investigate all reported cases of Examination Malpractice. Detailed reports shall be submitted to the Vice Chancellor not later than fourteen days after the Examinations. If found guilty, the appropriate penalty shall be meted out to the offender according to Table 5.1.

5.6 Re-Marking of Examination Script

Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. Students who request for re-marking shall go by the following procedure:

- (i) They shall address their request for re-marking to the Vice Chancellor through the Head of Department and the Dean of Faculty.
- (ii) They shall pay a fee to be determined by the University. However, the fee will be refunded to the students if they are vindicated after the remarking of the paper. A student is deemed to have been vindicated where his/her new mark resulting from the re-marking is higher by at least 5% than the previous mark obtained.
- (iii) The request for re-marking shall be made within two weeks of the next semester.

5.7 Definitions

(i) Trail

A student trails a course when he/she Fails (F) to obtain a pass mark or is graded incomplete I or I* or I#.

(ii) Fail

A student fails a course when he/she obtains a mark less than 50% or fails to write an Examination after registration without any justification.

(iii) Incomplete (I or I* or I#)

- a) A student is graded incomplete (I) for a course when he/she is unable to write an Examination on grounds of ill-health and the medical report is acceptable, provided he/she has registered for the course.
- b) A student is graded incomplete (I*) for a reason(s) other than the above (a) which is acceptable to the Academic Board.
- c) A student is graded incomplete (I#) when he/she fails to assess a course lecturer.

Table 5.1 Offences and Penalties

Malpractice/Offence		Sanction
Impersonation/ Personation	Impersonation of another student.	Cancellation of entire papers, Dismissal and, or Legal Action
	Allowing oneself to be impersonated.	Cancellation of entire papers, Dismissal and, or Legal Action.
	Attempting to impersonate another candidate or being impersonated.	Cancellation of the paper and Rustication for, at least, two semesters.
Leakage	Sharing information about the content of the examination questions (in-person, electronically, via social media, Personal Digital Assistants (PDAs, etc.).	Cancellation of the paper(s) and Rustication for, at least, two semesters.
	Sharing your answers with other students (in-person, electronically, or via social media, PDAs, etc.).	Cancellation of entire paper(s) and Dismissal.
Physical Assault	Candidate assaulting an Invigilator physically.	Dismissal and/or Legal Action.
Verbal Assault	Candidate assaulting an Invigilator verbally.	Cancellation of the paper and, Warning or Rustication.

Malpractice/Offence		Sanction
Collusion	Passing notes (including electronic messages and voice notes on WhatsApp, Telegram, etc.) during examination.	Cancellation, Zero exams score and Rustication for, at least, one semester.
	Two or more students collaborating to prepare a piece of work.	Cancellation of the paper and Zero exams score.
Possession of Foreign Materials	Possession of Foreign Materials.	Cancellation of the paper, Zero exams score, and Rustication for, at least, one semester.
	Accessing other files; Accessing lecture materials; and Accessing website apart from the mandated Examination interface on laptops/tablets/phones and all types of PDAs.	Cancellation of the paper, Zero exams score, and Rustication for, at least, one semester.
Cheating	Copying or attempting to copy from another student's work in an assessment; Cheating or assisting another student to cheat, by any means, in an assessment; Frequently glancing away from the screen in an online examination; Contract cheating; and Mass cheating.	Cancellation of the paper, and Bond to be of good behaviour.

Malpractice/Offence		Sanction
Irregular activities	Irregular activities inside or outside the examination room. These may include: <ul style="list-style-type: none"> • Tearing part of the question paper or answer booklet during the examination; • Refusing to submit worked scripts to the invigilator after the examination; and • Starting to write an examination before commencement of work is officially announced or continuing to write after official orders have been given for candidates to stop work. 	Cancellation of the paper, No exam score and a Grade of I*.
Contravention to instructions to candidates	Contravention to instructions to candidates	Cancellation of the paper, No exam score and a Grade of I*.
Plagiarism	Plagiarism	Cancellation of Candidate's project report/thesis.

5.8 Probation

A student shall be considered to be on probation in any of the following situations:

- i) Second and Third year students on trailing (F) five or six courses at the end of the Second Semester Examinations.
- ii) First, Second and Third year students on obtaining a CWA of 45% to 49.99% at the end of the Second Semester Examinations.

A student on probation is required to improve his/her performance and be in good academic standing within two semesters, failing which he/she shall repeat the year.

5.9 Repetition

A student shall be required to repeat the year/semester in any of the following situations:

- i) Second and Third year students on obtaining a CWA of less than 45% at the end of the Second Semester Examinations. The student must take the cluster of courses in that year again. The credits obtained for all the courses in the failed year shall be cancelled.

- ii) A student on trailing all registered courses as fail (F) in a semester in the case of Departments that offer up to six courses per semester.
- iii) A student on trailing more than six courses as Incomplete (I or I* or I#) at the end of First Semester Examinations or a total of more than six courses as Incomplete (I or I* or I#) at the end of Second Semester Examinations.
- iv) A student who must be put on probation for the second successive time. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.
- v) A student on deferring his/her programme for one semester.
- vi) A student (fee-paying/non-fee paying) whose performance is such that he/she has to be withdrawn but offers to pay the full University fees. The credits obtained for the failed year shall be cancelled.
- vii) A student (fee-paying/non-fee paying) whose performance is such that he/she on his/her own volition wants to repeat to better his/her performance and offers to pay the full University fees may be allowed to repeat that year. The credits obtained for that year shall be cancelled.
- viii) Second and Third year students on trailing (F) more than six courses at the end of the Second Semester Examinations shall repeat and pay full University fees or be considered WITHDRAWN from the programme.
- ix) A student who repeats in a programme, with a reason other than medical, shall pay full University fees for the repeated year.

NB: A student has only two opportunities to repeat in the entire programme.

5.10 Withdrawal

A student shall be withdrawn from the programme in any of the following situations:

- i) A first year student upon trailing (F) more than four courses at the end of the First Semester Examinations or a total of more than four courses at the end of the Second Semester Examinations.
- ii) A first year student on obtaining a CWA of less than 45% at the end of the Second Semester Examinations.
- iii) A repeated student failing to obtain a CWA of 45% or above.
- iv) Any student upon absenting himself/herself from all courses for a semester's Examinations without proper permission shall be deemed to have abandoned the programme.
- v) A student whose performance is such that he/she has to repeat a third time in the programme.

5.11 Grace Period

It is a maximum period, as stated in Section 2.1, immediately after the Second Semester Examinations, granted to final year students to correct their deficiencies in the following situations:

- i) A final year student who at the end of the Second Semester Examinations still trails any course(s).
- ii) A final year student whose performance is such that he/she has to be put on probation for the second time in succession.
- iii) A final year student whose CWA is below 50% and has to take any course(s) to make up the grade for the award of a degree. The mark(s) for the newly taken course(s) shall replace the existing mark(s) provided the mark(s) is/are higher.

5.12 Formats for Preparation of Examination Results

UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA
(Name of Faculty/School).....

UNDERGRADUATE PROGRAMME IN (Name of Programme).....
 RESULTS UP TO YEARSEMESTER, (Academic Year).....

The following student(s) has/have passed all required courses up to the year and semester indicated above and has/have achieved the Cumulative Weighted Average(s)[CWA(s)] shown against his/her/their name(s):

SN	INDEX No.	NAME	CWA
...

The following student(s) is/are TRAILING the course(s) shown against his/her/their name(s):

SN	INDEX No.	NAME	CWA	COURSE(S)TRAILING (Indicate 'F', 'T', 'I*' or 'I#')
...

The following student(s) is/are on/(to be on) PROBATION for the reason(s) stated:

SN	INDEX No.	NAME	CWA	REASON(S)
...

The following student(s) is/are recommended for REPETITION as fee-paying or be considered WITHDRAWN:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are REPEATING /(TO REPEAT) the year for medical reasons:

SN INDEX No	NAME	CWA	REASON(S)
.....

The following student(s) is/are recommended for RUSTICATION for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are recommended for WITHDRAWAL with the option to repeat as fee paying for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are recommended for WITHDRAWAL/DISMISSAL for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The results of the following student(s) has/have been WITHHELD for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are on a SPECIAL programme:

SN INDEX No.	NAME	CWA	LOCATION
.....

This/These result(s) is/are published subject to the approval of the Academic Board.

(Signature)

.....

(Name)

.....

**DEAN AND CHAIRMAN
BOARD OF EXAMINERS**

(Date of Faculty/School Board Meeting)

.....

Where the result(s) is/are for the first semester of the first year, Weighted Average(s) [WA(s)] should replace Cumulative Weighted Average(s) [CWA(s)].

UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA

.....(Name of Faculty/School).....

UNDERGRADUATE PROGRAMME IN(Name of Programme)....

FINAL RESULTS FOR THE ACADEMIC YEAR ,.....

The following student(s) having

- i) achieved a minimum of credit hours
- ii) passed all required courses
- iii) achieved a Cumulative Weighted Average (CWA) of 50% or above
- iv) satisfied all other requirements of the Department and Faculty Boards/ School Boards is/are recommended for the award of BSc Degree in(Name of Programme) in the class(es) indicated below:

FIRST CLASS

SN INDEX No.	NAME	CWA
.....

SECOND CLASS (UPPER DIVISION)

SN INDEX No.	NAME	CWA
.....

SECOND CLASS (LOWER DIVISION)

SN INDEX No.	NAME	CWA
.....

PASS

SN INDEX No.	NAME	CWA
.....

The following student(s) is/are TRAILING the course(s) shown against his/her/their name(s):

SN INDEX No.	NAME	CWA	COURSE(S)TRAILING (Indicate 'F', 'I', 'I*' or 'I#')
.....

The following student(s) has/have CWA below 50%:

SN INDEX No.	NAME	CWA
.....

The following student(s) is/are recommended for REPETITION as fee-paying or be considered WITHDRAWN:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are REPEATING /(TO REPEAT) the year for medical reasons:

SN INDEX No	NAME	CWA	REASON(S)
....

The following student(s) is/are recommended for RUSTICATION for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are recommended for WITHDRAWAL with the option to repeat as fee paying for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are recommended for WITHDRAWAL/DISMISSAL for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The results of the following student(s) has/have been WITHHELD for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are on a SPECIAL program:

SN INDEX No.	NAME	CWA	LOCATION
.....

This/These result(s) is/are published subject to the approval of the Academic Board.

(Signature)

.....

(Name)

.....

DEAN AND CHAIRMAN

BOARD OF EXAMINERS

(Date of Faculty/School Board Meeting)

.....

UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA

.....(Name of Faculty/School).....

DIPLOMA/CERTIFICATE PROGRAMME IN(Name of Programme)....
FINAL RESULTS FOR THE ACADEMIC YEAR ,.....

The following student(s) having

- i) achieved a minimum of credit hours
- ii) passed all required courses
- iii) achieved a Cumulative Weighted Average (CWA) of 50% or above
- iv) satisfied all other requirements of the Department and Faculty/School Boards is/ are recommended for the award of BSc Degree in(Name of Programme) in the class(es) indicated below:

DISTINCTION

SN INDEX No.	NAME	CWA
.....

PASS

SN INDEX No.	NAME	CWA
.....

The following student(s) is/are TRAILING the course(s) shown against his/her/their name(s):

SN INDEX No.	NAME	CWA	COURSE(S)TRAILING (Indicate 'F', 'I', 'I*' or 'I**')
.....

The following student(s) has/have CWA below 50%:

SN INDEX No.	NAME	CWA
.....

The following student(s) is/are recommended for REPETITION as fee-paying or be considered WITHDRAWN:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are REPEATING /(TO REPEAT) the year for medical reasons:

SN INDEX No	NAME	CWA	REASON(S)
.....

The following student(s) is/are recommended for RUSTICATION for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are recommended for WITHDRAWAL with the option to repeat as fee paying for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are recommended for WITHDRAWAL/DISMISSAL for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) has/have CEASED to be a student(s) for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The results of the following student(s) has/have been WITHHELD for the reason(s) stated:

SN INDEX No.	NAME	CWA	REASON(S)
.....

The following student(s) is/are on a SPECIAL program:

SN INDEX No.	NAME	CWA	LOCATION
.....

This/These result(s) is/are published subject to the approval of the Academic Board.

(Signature)

.....

(Name)

.....

DEAN AND CHAIRMAN

BOARD OF EXAMINERS

(Date of Faculty/School Board Meeting)

6. GRADING SYSTEM

6.1 Grading Scale

The University uses letter grades and numerical weightings corresponding to the letter grades which reflect the quality of performance. The grading scale is as follows:

Raw Score (%)	Letter Grade	Interpretation
80 - 100	A	Excellent
70 - 79	B	Very Good
60 - 69	C	Good
50 - 59	D	Pass
Below 50	F	Fail
	I or (I*) or (I#)	Incomplete

6.2 Student Assessment

Continuous Assessment	30%
Class Attendance	10%
End of Semester Examinations	<u>60%</u>
	100%

6.3 Calculation of Cumulative Weighted Average

The following steps are to be taken:

- Multiply the percentage mark scored in each course by the course credit to obtain the Weighted Marks.
- Add all the Weighted Marks calculated up to the end of the semester in question to obtain the Cumulative Weighted Marks.
- Add up all the corresponding Course Credits up to the end of the semester in question to obtain the Cumulative Credits
- Calculate the Cumulative Weighted Average (CWA) up to the end of the semester in question as follows:

$$\text{CWA} = \frac{\text{Cumulative Weighted Marks}}{\text{Cumulative Credits}}$$

Examples:

First Semester

SN	Course No.	Credits	Marks (%)	Weighted Marks
1	GM 151	3	85	$3 \times 85 = 255$
2	GM 153	3	90	$3 \times 90 = 270$
3	GM 155	2	80	$2 \times 80 = 160$
4	GM 157	3	48	$3 \times 48 = 144$
5	GM 159	3	45	$3 \times 45 = 135$
6	GM 171	3	49	$3 \times 49 = 147$
	Total	17		1111

Total Semester Weighted Marks = 1111

Total Credits for the Semester = 17

Semester Weighted Average (SWA) = $\frac{1111}{17} = 65.35$

17

Second Semester

SN	Course No.	Credits	Marks (%)	Weighted Marks
1	GM 152	3	75	$3 \times 75 = 225$
2	GM 154	3	54	$3 \times 54 = 162$
3	GM 156	3	67	$3 \times 67 = 201$
4	GM 158	3	36	$3 \times 36 = 108$

5	GM 160	3	70	$3 \times 70 = 210$
6	GM 172	3	80	$3 \times 80 = 240$
	Total	18		1146

Total Semester Weighted Marks = 1146

Total Credits for the Semester = 18

Semester Weighted Average (SWA) = $\frac{1146}{18} = 63.67$

Cumulative Weighted Marks up to the end of Semester Two:
= (1111 + 1146) = 2257

Cumulative Credits up to the end of Semester Two:
= (17 + 18) = 35

Cumulative Weighted Average (CWA) up to the end of Semester Two:
= $\frac{2257}{35} = 64.49$

Courses to be registered in Year Two Semester One are as follows:

SN	Course No.	Credits
1	GM 251	2
2	GM 253	3
3	GM 255	3
4	GM 257	2
5	GM 259	3
6	GM 261	3
7	GM 263	3
Total		19

Students are to first register all courses running in the current semester and then add any appropriate number of traileed courses to make up the maximum credit as follows:

Third Semester

SN	Course No.	Credits	Marks (%)	Weighted Marks
1	GM 251	2	76	$3 \times 76 = 228$
2	GM 253	3	61	$3 \times 61 = 183$

3	GM 255	3	90	$3 \times 90 = 270$
4	GM 257	2	82	$2 \times 82 = 164$
5	GM 259	3	73	$3 \times 73 = 219$
6	GM 261	3	98	$3 \times 98 = 294$
7	GM 263	3	75	$3 \times 75 = 225$
8	GM 175	3	90	$3 \times 90 = 270$
	Total	22		1853

Total Semester Weighted Marks = 1853

Total Credits for the Semester = 22

Semester Weighted Average (SWA) = $\frac{1853}{22} = 84.23$

Cumulative Weighted Marks up to the end of Semester Two:
= $(2257 + 1853) = 4110$

Cumulative Credits up to the end of Semester Two:
= $(35 + 22) = 57$

Cumulative Weighted Average (CWA) up to the end of Semester Two:
= $\frac{4110}{57} = 72.11$

Courses to be registered in Year Two Semester Two are as follows:

SN	Course No.	Credits
1	GM 252	3
2	GM 254	3
3	GM 256	3
4	GM 258	3
5	GM 260	2
6	GM 262	3
7	GM 270	3
Total		20

Students are to first register all courses running in the current semester and then add any appropriate number of trailed courses to make up the maximum credit as follows:

Fourth Semester

SN	Course No.	Credits	Marks (%)	Weighted Marks
1	GM 252	3	90	$3 \times 90 = 270$
2	GM 254	3	95	$3 \times 95 = 285$
3	GM 256	3	90	$3 \times 90 = 270$
4	GM 258	3	67	$3 \times 67 = 201$
5	GM 260	2	60	$3 \times 60 = 180$
6	GM 262	3	88	$3 \times 88 = 264$
7	GM 270	3	99	$2 \times 99 = 198$
8	GM 158	3	90	$3 \times 90 = 270$
	Total	23		1938

Total Semester Weighted Marks = 1938

Total Credits for the Semester = 23

Semester Weighted Average (SWA) = $\frac{1938}{23} = 84.26$

Cumulative Weighted Marks up to the end of Semester Two:
= (4110 + 1938)
= 6048

Cumulative Credits up to the end of Semester Two:
= (57 + 23) = 80

Cumulative Weighted Average (CWA) up to the end of Semester Two:
= $\frac{6048}{80} = 75.60$

NB: Calculation of CWA's for subsequent years shall be the same as illustrated above.

6.4 Special Case for Registering Additional Trailing Course

In special cases, notwithstanding the maximum credits, a student may in consultation with the Academic Tutor; register additional trailing courses provided the total credits registered by him/her in the semester do not exceed 24.

6.5 Special Resit

A student may also register trailed courses for Special Resit at the beginning of the Semester at a fee.

6.6 Requirements for Graduation

i) Special Faculty Requirements

In addition to the general University Examination Regulations, students

are expected to satisfy special Faculty Requirements approved by the Academic Board.

ii) Graduation Requirements

In order to graduate, a student is required to:

- a) have completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study;
- b) have achieved the minimum average mark;
Undergraduate} 50%
Diploma/Certificate} 50%
- c) have satisfied any other requirements of the Department and Board of Examiners of the Faculty.

6.7 Degree Classification

The class of degrees for undergraduate programmes shall be determined by the following Cumulative Weighted Averages:

First Class	-	80% or above
Second Class (Upper)	-	70 - 79.99%
Second Class (Lower)	-	60 - 69.99%
Pass	-	50 - 59.99%
Fail	-	below 50%

The class for diploma/certificate award shall be determined by the following Cumulative Weighted Averages:

Distinction	-	80% or above
Pass	-	50-79.99%

6.8 Transcripts

Transcript shall be given to all students who successfully complete a programme of study at the University. Transcript shall reflect all courses taken by the student and the grades obtained.

6.9 Academic Record

Academic Records, reflecting all courses and grades obtained, are given upon request to students who have not completed their programme or are unable to obtain a degree after their period of study. If a student abandons a programme or is unable to complete the programme for any reason, the Academic Record shall state so. However, students who are dismissed for falsifying their entry certificates shall not be entitled to an Academic Record.

